



Pennsylvania Association of Educational Office Professionals

A DEPARTMENT OF THE PENNSYLVANIA SCHOOL BOARDS ASSOCIATION



Take this special opportunity to give the gift of membership in the only state-wide organization created especially for the Educational Office Professional. The 2018-19 membership (through June 30, 2019) is available at the special holiday rate of only \$20 (regular membership is \$25 annually from July 1 – June 30). The value your gift recipient will realize from membership will go far beyond the holiday gift-giving season! This is a limited time offer valid 11/19/18 – 1/11/19, and is valid for new or non-members only.

With over 240 members throughout the Commonwealth, membership in PAEOP enables your Educational Office Professional (EOP) to become acquainted with educational office support staff throughout Pennsylvania. PAEOP offers several opportunities for professional development throughout the year including an Annual Fall Workshop and an Annual Spring Conference. The award-winning *PEPTalk Newsletter*, published six times a year, is bursting with relevant information and resources for Educational Office Professionals. The PAEOP website also offers an additional source of information and networking for your EOP.

Educational Office Professionals in PAEOP aren't just administrative assistants but come from all areas of office support roles within an educational entity. They are, but not limited to:

Administrative Assistants
Bookkeepers
Clerical Aides
Computer/IT Clerks

Executive Assistants
Library Clerks
Office Aides
PIMS/Child Accounting Coordinators

Receptionists
Secretaries
Transportation Coordinators/Clerks
and Other Office Support Staff

Code of Ethics

As educational office employees, we affirm our belief that an education is the birthright of every person and pledge ourselves to the preservation of that right. We recognize the special province of the professional educator and the significance of the responsibilities assumed by the educator. We also recognize the unique role of the educational office employee and the importance of the contribution made in such a position.
(Excerpted from Code of Ethics of the National Association of Educational Office Professionals)

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A Department of the Pennsylvania School Boards Association

Membership Year 2018 – 2019 (Membership Year runs July 1- June 30)



****** Special Holiday 2018 Rate for Gift Membership is only \$20!******

(This is a limited time offer valid 11/19/18 – 1/11/19)



Please complete the information below for your EOP:

(if gifting more than one membership, please use a separate form for each gift)

Gift Recipient Name _____ Position Title _____

School Entity/Institution _____

Work Address _____

Street or P.O. Box

City

State ZIP +4

Phone () _____ Home Phone () _____

Work Email _____

Your Name _____ Title _____

Your Phone _____ Your Work Email _____



Mail check and form to PAEOP Treasurer: Ms. Dawn Crossan, CEOE, Pequea Valley School District
PO Box 130, Kinzers, PA 17535

Please print the attached page to present to your gift recipient letting them know you have purchased a membership in their name. Upon receipt of this form and payment, your recipient(s) will receive a welcome letter with a membership card and PAEOP membership pin. Thank you for supporting your Educational Office Professional!



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Congratulations!

You are receiving the gift of membership in the Pennsylvania Association of Educational Office Professionals (PAEOP) for the 2018-19 school year through June 30, 2019.

A professional society founded in 1937, PAEOP is a member-supported state-wide organization dedicated to the professional growth and recognition of Educational Office Professionals (EOP's) as members of the education management team.

Your membership welcome letter will arrive soon. In the meantime, please visit PAEOP.com to learn about the history of PAEOP and what it means to be a member of the only organization created especially for you, the Educational Office Professional.

May your holidays be filled with joy and good cheer and the New Year bring you peace and happiness!