



# 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 2017-18 membership (through June 30, 2018) 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 11/29/17 – 1/12/18, and is valid for new or non-members only.**

With over 250 members throughout the Commonwealth, membership in PAEOP enables your Educational Office Professional (EOP) to become acquainted with educational office support staff not only in Pennsylvania, but nationally as well. 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)

## Pennsylvania Association of Educational Office Professionals

*A Department of the Pennsylvania School Boards Association*

**Membership Year 2017 – 2018** (*Membership Year runs July 1- June 30*)



**\*\*\*\* Special Holiday 2017 Rate for Gift Membership is only \$20!\*\*\*\***



*(This is a limited time offer valid 11/29/17 – 1/12/18)*

**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 \_\_\_\_\_



**\*\* Make check payable to PAEOP \*\***



**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 2017-18 school year through June 30, 2018.*

*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](http://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!*