

Membership Application

Join as a new member today! Mail your completed registration form and dues made payable to MAEOP to:

Kathy Zavoral
Faribault Public Schools
710 17th Street SW
PO Box 618
Faribault, MN 55021

Name _____ Email _____

Address _____ City, _____

State, Zip _____

School/District/Dept _____ Address _____

City, State, Zip _____

How did you hear about us?

Are you a member of NAEOP? Yes No

Please check one:

- | | |
|--|--|
| <input type="radio"/> Administration | <input type="radio"/> Elementary |
| <input type="radio"/> High School | <input type="radio"/> Middle School/Jr. High |
| <input type="radio"/> State Department | <input type="radio"/> Vocational |
| <input type="radio"/> Retired | <input type="radio"/> Other |

Membership

Membership in this Association shall be of four classes: active, retired, associate, and honorary.

Active \$35.00

Active members shall be persons who have paid annual dues, and those who have paid life dues, and are employed in clerical, secretarial, managerial or business positions in educational systems or organizations concerned with education in Minnesota. Active members shall be entitled to vote, to hold office and to participate in all business and social activities of the Association.

Retired \$10.00

The retired classification shall consist of former active members and life members who continue to pay annual dues and are retired from educational employment. Retired members shall be eligible to vote and to participate in all business and social activities of the Association except that of holding elective office.

Associate \$35.00

The associate classification shall consist of former active members who are no longer in educational office work, or administrators who are active in educational work. Upon payment of annual dues, they may become associate members with all the privileges of active members except that of voting or of holding elective office.

Honorary

Honorary membership may be bestowed upon persons in recognition of outstanding service to the Association. The Executive Board may confer the honor after a two-thirds (2/3) vote of the Board. Honorary members shall be exempt from paying dues and shall have all the privileges of active members except that of voting or holding office.

The Minnesota Association of Educational Office Professionals was organized in 1949. It is affiliated with the National Association of Educational Office Professionals (NAEOP) and is allied with the Minnesota Association of School Administrators. MAEOP is recognized and supported by the National School Boards Association.

**For more information visit our website at
www.maeopmn.org**

Goals

MAEOP consists of members who strive to perform their jobs in a highly professional manner. Members are individuals who are employed in an educational office setting in clerical, secretarial, managerial or business positions in public or private school systems, vocational/technical colleges, universities, or other organizations associated with education in the State of Minnesota.

MAEOP's goals are three-fold:

SKILLS: The educational office professional strives to improve job performance in order to provide more efficient service to the school and community.

INTEGRITY: The educational office professional is courteous, honest, trustworthy and loyal to the school system and the administration.

SERVICE: The educational office professional performs duties with efficiency and accuracy at all times, ever mindful of the importance of good public relations. The educational office is to be a congenial and welcome place for parents, students and staff.

MAEOP Provides

- A professional association for all educational office professionals in the State of Minnesota
- An affiliate of the National Association of Educational Office Professionals
- Alliance with the Minnesota Association of School Administrators
- Programs for development of personal and professional potential
- Opportunities to network
- Member and student scholarships
- Annual recognition for the Professional Standards Program (PSP)
- Annual awards recognizing the Office Professional of the Year and Administrator of the Year
- The nationally recognized *MAEOP Messenger* quarterly newsletter
- Workshops, conferences, and institutes
- Each member with a \$1000 life insurance policy

