

Professional Growth

BAEOP believes continuing education is essential to the professional growth of educational office professionals and support staff. Learning opportunities are provided to BAEOP members through regular general membership meetings and workshops. Anyone attending our events will receive a certificate verifying attendance, which may be used to support their efforts in earning a Professional Standards Program (PSP) Certification. BAEOP usually hosts several training opportunities each year for its members. Check the BAEOP website (www.baeop.org) for information on upcoming events.

NAEOP (National Association of Educational Office Professionals) also provides opportunities to continue your education through attending the annual conference and various Professional Development Programs,(PDP) throughout the year, many of which are being held virtually. Check the NAEOP website (naeop.org) for a schedule of upcoming events:

NAEOP Annual Conference —is held in July each year and rotates around the country. The four-day event has classes, the annual business meeting, awards, scholarships, keynote speakers and installation of officers, along with numerous opportunities to network with other educational employees. The Conference offers attendees an opportunity to complete several hours of training, which have been selected to enhance the skills and abilities of educational office professionals.

Professional Development Program (PDP): PDP workshops are held throughout the year in various locations and some are even virtual. PDP workshops may be half day or full day in length and cover a variety of subjects.

Professional Standards Program (PSP): For years, Washington has been a leader with the most PSP certificates held by members residing in our state. The NAEOP PSP Certification Program is the only nationally recognized certification program for educational office professionals in the US. In order to be eligible to enter the program, you must be a NAEOP (National Association of Educational Office Professionals) member. Being a member of your local association is encouraged by NAEOP, but not required.

PSP stipends, based upon certificate level achieved, are available from Bellevue School District. Any BAEOP members represented by the AISP Bargaining Group would be eligible. See website or AISP contract for more information and details.

Board of Directors

BAEOP (Bellevue Association of Educational Office Professionals) is governed by elected board members, who are supported by appointed committee chairs. They meet ten times each school year, as determined by the board, to conduct business for the association and its members. Virtual board meetings are currently being held on the 4th Tuesday of the month and are open to all BAEOP members. If you would like more information about BAEOP and its board, contact a member of the board or visit the BAEOP website (www.baeop.org).

Scholarships

BAEOP scholarship fund is supported by individual donations and funds received from various raffles. Depending on our fundraising efforts we may offer up to four scholarships (in each category) every year.

BAEOP recently made the decision to increase the amount of our scholarships as follows:

Member Scholarships	
BAEOP member	\$500.00
Member Dependent Scholarships	
Member sponsored	\$1,000.00

Member Dependent scholarships are intended to assist the son or daughter of a BAEOP member who plans to continue their education full time during the next academic year.

The candidate's parent or guardian must be a member of BAEOP for two consecutive years at the time the application is submitted.

Potential candidates may be graduating from high school or may be currently pursuing a course of study at a college, university or vocational school.

Awards

The BAEOP awards program gives recognition each Spring in the following areas:

- ★ Certificated Educator of the Year
- ★ Educational Office Professional of the Year
- ★ Various GEM (Go the extra mile) Awards



Bellevue

Association of

Educational

Office

Professionals

The mission of the Bellevue Association of Educational Office Professionals is to promote the professional development of our diverse membership through networking, information and education.

BAEOP is. . .

- A professional association for employees of Bellevue School District who are working in an office setting or as support staff in a variety of positions.
- An affiliate of the National Association of Educational Office Professionals (NAEOP), which is the only professional association for classified support staff in the field of education.

BAEOP provides. . .

- Opportunities for its members to develop their professional and personal potential;
- Programs and learning opportunities to prepare members for career advancement and/or change;
- Opportunities to network, to be of service to BSD staff, BAEOP members and members of the community in order to develop and/or enhance leadership skills;
- Scholarships for BAEOP members and children of BAEOP members who are continuing their education or professional development;
- Assistance with applying for PSP (Professional Standards Program) certification. BAEOP also offers annual recognition for those who receive certification during the previous year.
- Annual awards, which recognize:
 - ★ Educational Office Professional of the Year
 - ★ Certified Educator of the Year
 - ★ Various GEM Awards (Go the Extra Mile)
 - ★ Special Service Award
- Award-winning website, which was established to improve communication with members;
- Workshops, leadership training and more!

For more information about BAEOP programs, awards, scholarships and/or learning opportunities, visit our website!

<http://www.baeop.org>

Connect with us on Facebook (BAEOP)
and/or Instagram (baeop_bsd)

Membership

Join or renew your BAEOP membership by completing the membership form below and sending it with the appropriate fee to the membership chair. You may also use the online membership form, found on baeop.org. If you have questions about membership, contact the membership chair or any BAEOP board member.

Active

Active membership is open to classified support staff or office personnel working for Bellevue School District. Active members may vote, hold office and participate in all activities of the association.

Annual active-member dues—\$15

Retired

Retired membership is open to members who have retired from BSD and were previously members of BAEOP. Retired members are entitled to the same privileges of our active members.

Annual retired-member dues—\$6

Associate

Associate membership is open to persons not eligible for active membership who are interested in promoting the purposes of BAEOP. All Associate members are entitled to all of the privileges of active members, except the rights to vote and hold office.

Annual associate-member dues—\$6

Student

Student membership is open to high school and/or college students. Student members are entitled to all of the privileges of active members, except the rights to vote and hold office.

Annual student-member dues—\$6

Renew your membership or join as a new or returning member today.
Mail your completed membership form and check payable to BAEOP to:

BAEOP MEMBERSHIP CHAIR
Diane Campbell
Bellevue High School

Or

Diane Campbell
6629 113th Place SE
Bellevue, WA 98006

Name _____ Are you a member of NAEOP? Yes No

Home Address _____ Do you have a PSP Certificate? Yes No

City _____ Zip code _____ Home Phone _____

School/Bldg/Department _____ Phone _____ Position/Title _____

Home Email _____ Birth Month _____ Birth Day _____

Your membership will be effective for BAEOP's fiscal year (September 1st to August 31st).

Check applicable classification: New — \$15 Renewal — \$15 Returning — \$15
 Retired — \$6 Associate — \$6

Please check one of the following, which designates where you work in the district:

Administration Elementary Middle School High School Retired Other

Enclose your check or money order, payable to BAEOP, and mail your membership form today!