

**Washington Association of  
Educational Office Professionals  
is pleased to announce  
*the return of Fall Institute!***

**You are invited to attend  
the exclusive event—  
“Even Eagles Need a Push.”**



**WAEOP 2012 Fall Institute  
October 19-21, 2012**

**Red Lion Hotel  
(lodging and board meeting)  
Tacoma WA**

**First Creek Middle School  
(sessions and workshops)  
Tacoma WA**

We proudly announce the return of WAEOP Fall Institute—now that’s something to “flap” about! Institute offers you 15 hours of quality training—one-half a course-work-PSP point!

You’ll be soaring with eagles at this event (*even if you need a push to register*) and after you have had the opportunity to hone or develop skills at WAEOP’s Fall Institute you’ll be ready to *push someone else to spread his/her wings*! Join educational office professionals from around the state as you strengthen your professional wings, October 19-21, 2012.

There will be board and committee meetings, trainings, and functions October 18, and Institute begins in full force at the opening session on Friday, October 19, at 5:30 p.m. You’ll want to arrive early enough to get checked-in/registered at First Creek Middle School. Mark your calendar and register for the return of Fall Institute— an exclusive learning and networking engagement!

**When:** October 19-21, 2012

**Where:** Red Lion Hotel  
(lodging)  
8402 S HOSMER ST, Tacoma  
253-548-1212 \* 160  
253-548-2096 (fax)  
Room rate: \$89 + tax/night  
  
First Creek Middle School  
(sessions and workshops)  
1801 E 56TH ST, Tacoma

Dress for the weekend is business to comfortable business. Many sessions will be hands on and/or interactive. Plan to participate fully for the best learning outcome.

Meals are “on-your-own” with the exception of lunch on Saturday. The hospitality room will be open limited hours and will have snacks available.

This is a fragrance-free event. We ask that Institute participants refrain from using scented products (hair spray, gel, deodorant, perfume, cologne, etc.) out of courtesy to those who have asthma, allergies, and/or other respiratory problems.

Thank you for taking a simple step, in remaining fragrance free, that will have a big impact on the

better health of yourself and/or others. We know this “act of kindness” will help reduce discomfort, coughing, etc., and will be appreciated by those with health considerations.

If you are interested in helping with Fall Institute, or have questions about this function, contact Kathy Lech at [klech@steilacoom.k12.wa.us](mailto:klech@steilacoom.k12.wa.us).

Start flappin’ your wings. . . see you in Tacoma!

## Institute at a Glance

### October 19

- 9 a.m. - 3 p.m. .... WAEOP board meeting  
(at Red Lion Hotel)
- 4 - 5 p.m. .... Institute check-in  
(at First Creek Middle School)
- 5:15 - 6 p.m. .... Opening session\*  
(at First Creek Middle School)
- 6:15 - 8:30 p.m. .... Break-out sessions

\*All Institute attendees participate in the opening session.

### October 20

Break-out sessions and lunch will be held at First Creek Middle School.

- 8 - 8:45 a.m. .... Institute check-in  
If you did not check in Friday,  
be sure you get your packet  
before Saturday sessions begin.
- 9 a.m. - noon. .... General session\*
- Noon - 1:15 p.m. .... Dress-for-Success Lunch
- 1:15 - 3:30 p.m. .... General session\*
- 3:45 - 6:30 p.m. .... Break-out sessions

Dinner and the remainder of the evening you are “on your own.” This is a great time for networking, making new friends, touching base with long-time friends, reviewing your notes, taking a few minutes to visit the hospitality room, and relaxing for the last of your learning sessions first thing in the morning.

### October 21

- 8 a.m. - noon. .... General session\*  
(at first Creek Middle School)

\*All Institute attendees participate in the general session.

## **October 19**

The WAEOP board will meet at the Red Lion Hotel, from 9 a.m. to 3 p.m., to conduct board business. Board meetings are open to WAEOP members. If you would like to sit in on the board meeting as a guest, contact WAEOP President, Pam James.

Institute check-in (registration) will be open from 4 to 5 p.m. We strongly encourage participants to stop at the registration table Friday evening. If you are unable to check in Friday before the opening session, be sure you stop by the registration table Saturday morning to check in and pick up your packet.

Allow yourself enough time for a nourishing bite to eat before the opening session. Be sure you arrive on time—you won't want to miss a moment of your Institute experience!

### **Opening session**

Be sure you attend the opening session to review the program, meet WAEOP President, Pam James, and hear the welcome from First Creek Middle School Principal, Brad Brown.

Following the opening session (which all participants attend), you will go to your selected break-out session. Be sure you indicate your selection on your registration form.

### **Friday break-out sessions**

#### **F1 - PSP—Train the Trainer (The Wind Beneath Our Wings)**

If you are interested in becoming a trainer for the NAEOP Professional Standards Program, this workshop is for you. We are hoping to have several members trained throughout the state to help with this ever-growing certification program.

If you have at least one PSP certificate, you qualify to teach others. We will supply handouts and a zip drive to get you started on your own presentations. This session is meant to help you give your colleagues the push to "Soar Through PSP."

#### **F2 - From the Magic Moment to the Printed Page Part One**

Digital Photography 101. How to purchase the just-right camera and get the best shot. Use your photos to share your school's message in newsletters, cards, PowerPoint presentations, and more. If you already have a camera, you are welcome to bring it with you!

#### **F3 - ASB Law**

If you have questions about ASB, this is the class for you. We will have a brief overview of what ASB is and then we will have question and answer time. Remember there is never a question that should not be asked and answered.

*Before you turn in for the night, visit the hospitality room.*

## **October 20**

If you didn't get your registration packet Friday evening, be sure you get it so you'll be ready for your first break-out session at 9 a.m.! The registration table will be "open" from 8 to 8:45 a.m.

Pioneer Middle School Principal, Andre Stout will present "Geese Fly in Formation; So Can Eagles" at the morning general session. Andre believes that, working together, the building administrative team can make the *whole building* "fly in formation." Join him as he strengthens all of our wings and gives us flight patterns. The morning session will recess at noon for our luncheon.

After lunch, the general session with Andre will continue from 1:30 to 3:45 p.m. Attendees go to individual break-out sessions (from 4 to 6:30 p.m.).

### **Saturday break-out sessions**

#### **S1 - From the Magic Moment to the Printed Page Part Two**

Continuing instruction and discussion about getting the best shots, cropping and sizing pictures, and managing your

photographs in Microsoft software. You will be able to use your photos in school, district, and/or association newsletters; to create cards and/or presentations; and more!

## **S2 - E-mail Etiquette**

*Did anyone ever ask you if you wanted email?* It is time to talk about how to make an email work for you. Learn to create emails that are sure to be read, understood and acted upon. Since e-mail is rarely proofed by anyone before being sent, are you confident your email is ready to go, or will you regret it later?

## **S3 - Let Us Give You a Push Through PSP**

WAEOP's PSP Co-chairs, Sue and Vivian, have established this time to help you work through PSP forms, calculate where you are, and help you get to where you need to be in the Professional Standards Program.

Bring copies of certificates, college credits, inservice points – everything you have that demonstrates professional involvement, course work, credit classes, and inservice. Sue and Vivian will help you pull it all together and get you started flying through PSP certificate levels!

Dinner is on your own on Saturday. In addition to this time being valuable for networking, it's a great opportunity to see local sights (don't keep yourself out so late you miss the last session, Sunday morning)!

Many people use non-workshop time to touch bases with long-time friends and/or to make new WAEOP friends. Don't short-sell the significance of taking a few minutes to meet someone and/or to share a bit about yourself. Networking can result in some of the most powerful professional and personal effects you can experience.

## **October 21**

At the closing, general session you are sure to

recognize how your 15-hours of Institute culminates in a total-package event!

Kathy Lech will present *Even Eagles Need a Push!* Zig Ziglar said, "You never know when one kind act, or one word of encouragement, can change a life forever."

This is the "PUSH" we sometimes need. . . or need to give. Pushing someone can be one of the greatest gifts you can give. You can change a life forever! This of what you can to by offering a caring push to a student, friend, or even someone you barely know. Kathy, a seasoned leader and *cheerleader* for others, will be guiding you as you learn to encourage others. . . and yourself. . .with a PUSH!

**Questions:** If you need help registering, or have general Institute questions, contact Mary Taylor (Institute registrar) at:

360-943-6299 (home)  
360-709-7501 (office)  
mary.taylor@tumwater.k12.wa.us

**Want to help with/at Institute?** Contact Kathy Lech at:

253-355-3887  
253-483-7204  
klech@steilacoom.k12.wa.us

**Need PSP association-involvement points?** If you are working on a Professional Standards Program certificate application or upgrade, you may be able to earn association-involvement/activity points during Institute. If you want to find out how, contact Kathy!

**Cancellations:** Written notice of cancellation must be received by October 15 for a refund of the registration fee (less \$25). A \$25 fee for, registrations cancelled by October 15, will be retained by WAEOP. *Cancellations received after October 15 will not be refunded.* If you must cancel, send your written request to the Institute registrar, Mary Taylor.

## About the presenters:

**Dana Ballou** is the secretary at Anderson Island Elementary and is also an instructor for professional development classes in her school district. She comes with “a ton” of experience in photography and editing. Dana is facilitating From the Magic Moment to the Printed Page.

**Vivian Belcher and Sue Daley** serve as the WAEOP PSP co-chairs. This dynamic duo has all it takes to help you on your way to the Professional Standards Program certification you so richly deserve. Additionally, have made a commitment to “training trainers” so other WAEOP members can become leaders and facilitator PSP workshops!

**Kathy Lech** is a Past President of WAEOP and NAEOP. She has presented nation-wide and truly believes in the power of encouragement. This is especially important as we, as eagles, fly through life. Kathy is facilitating the closing, general session.

**Robin Mallory** is a well-versed instructor in the area of email etiquette. WE all can learn something in this hands-on class! Robin is the full-time TechLine Team member for Seattle Public Schools. For the past five years she has been supporting more than 8,000 employees with computer issues and software questions.

**Andre Stout** is the principal of Pioneer Middle School in DuPont, Washington. He is a graduate of the University of Washington Tacoma and is in his fifth year as an administrator. Andre believes that, working together, the building administrative team can make the whole building “fly in formation”. Join him as he strengthens our wings and gives us flight patterns.

**Mary Taylor** is a trained ASB Law facilitator who presents around the state under the auspices of the Association of Washington School Principals. She will bring you up to date with current practices and help even the beginner understand ASB laws. A must for school bookkeepers at all levels! She has been a Financial/Athletic Secretary at Tumwater Middle School for the past 23 years.



**Eagles come in all shapes and sizes,  
but you will recognize them  
chiefly by the attitudes.**



## 2012 WAEOP Fall Institute Registration

**New—Three ways to pay!**

Mail completed registration form and appropriate fee to: MARY TAYLOR  
1721 91ST AVE SW  
OLYMPIA WA 98512

Please print neatly, completing all areas.

If you need help registering, contact Mary at: mary.taylor@tumwater.k12.wa.us or 360-943-6299.

Name \_\_\_\_\_ Daytime phone (\_\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ Evening phone (\_\_\_\_\_) \_\_\_\_\_

City & Zip code \_\_\_\_\_ Do you have your CEOE? ☐ Yes ☐ No

E-mail \_\_\_\_\_ School district \_\_\_\_\_

Are you a: First-time Institute attendee? ☐ Yes ☐ No

New WAEOP member? ☐ Yes ☐ No

NAEOP member? ☐ Yes ☐ No

Institute fee includes \$3 contribution to the WAEOP scholarship fund.

\$175—WAEOP member, full Institute

\$210—Non-WAEOP participant, full Institute

\$135—Retired WAEOP member

\$ \_\_\_\_\_ Institute fee (Choose one from above)

\$ \_\_\_\_\_ If you wish to pay your WAEOP dues with your registration, indicate if you are

☐ new/joining or ☐ renewing and include the appropriate annual dues.

Remember to submit a membership form as well. Your NAEOP membership can be renewed by going to naeop.org.

\$35 regular, active membership

\$5 retiree

\$5 student

\$10 associate membership

\$ \_\_\_\_\_ Guest meal (luncheon only) - If you are ordering a guest meal, please add \$21 to your registration.

\$ \_\_\_\_\_ TOTAL enclosed (**SEE NEXT PAGE FOR PAYMENT OPTIONS**)

Indicate your choice (and an alternate) for break-out sessions below. If you choose PSP Training the Trainer, be sure you participate the entire time for credit in the full-morning, or full-afternoon, break-out session.

**FRIDAY** First choice Second choice

**SATURDAY** First choice Second choice

6:15 - 8:30 p.m. \_\_\_\_\_

3:45 - 6:15 p.m. \_\_\_\_\_

Special dietary need: \_\_\_\_\_

## **NEW! Pay electronically or by mail!**

**WAEOP is now accepting electronic payments as well as checks, money orders and purchase orders and PayPal payments!**

**Choose your payment option below and follow the instructions.**

If you need help with your registration or payment option contact Mary Taylor, institute registrar, at:

mary.taylor@tumwater.k12.wa.us

360-943-6299

MARY TAYLOR

1721 91ST AVE SW

OLYMPIA WA 98512

● **I am paying by check, money order, or purchase order**

- Fill out this form and print it.
- Mail the completed form and check, money order, or purchase order to Mary Taylor, registrar
- Purchase Order number \_\_\_\_\_
- If paying for a membership or renewing a membership, please include a membership form.

● **I am paying by credit card**

- Fill out this form and print it.
- Fill out the credit card information below ONLY if paying by credit card
- If paying for a WAEOP membership or renewing a membership, please include a membership form.
- Print the form and mail it to Mary Taylor, registrar - OR - scan your completed form and send it to Mary's e-mail (mary.taylor@tumwater.k12.wa.us).

Card number \_\_\_\_\_

Expiration date (mm/yyyy) \_\_\_\_/\_\_\_\_ Three-digit security code \_\_\_\_\_

Cardholder name \_\_\_\_\_

Cardholder billing street address \_\_\_\_\_

Cardholder billing zip code \_\_\_\_\_

● **I am paying by PayPal (this option is for REGISTRATION ONLY) Please use a different payment option if you are ordering guest meals.**

- Fill out this form completely and print it.
- Click the **PayPal** button on the website to pay your institute registration amount
- To pay your membership or renewal, go to the membership section on the website and use the **PayPal** button to join or renew. Please include/submit a membership form.
- Print the form and mail it to Mary Taylor, registrar - OR - scan your completed form and send it to Mary's e-mail (mary.taylor@tumwater.k12.wa.us).