

The CALLIE



Issue 2, Volume 1
An official publication of the California Association of Educational Office Professionals (CAEOP)

November/December, 2012

PRESIDENT'S MESSAGE

Dear Members,

What a wonderful CALLIE. I hope you will enjoy this post National Association of Educational Office Professionals Annual Conference issue. Becky Shipley has done an awesome job of covering our members attending the July 2012 West Coast Swings Conference. Many of our members had big commitments to this conference and helped make it a successful one!! Congratulations once again to our members that were recognized for **their PSP accomplishment's! Way to go!!!**



Another holiday season is fast approaching. As I write this message, today is Happy Halloween Day and we are getting ready to have a fun social event here at our district office. Oh yeah and for those who are responsible for CBEDS, it is the day they are due.

The CAEOP Board had a meeting on Friday, October 19, 2012 in San Luis Obispo. Adrian Ober encouraged the board members to apply for their PIP certificates. I would also encourage all of our members to put together their information and be recognized at the March Conference. Any questions please contact Adrian Ober and she will be glad to help you. Information will be forthcoming on our March Conference in Del Mar. Christine Harris and her committee have planned a wonderful array of speakers and presenters along with some fun of course. I look forward to seeing each one of you at our March Conference. Additional information can be found in this issue of the CALLIE.

On Saturday, October 20th the Central District Director, Lorri Kilby put together a great **Professional Day Workshop**. April Braswell presented all attendees with **"Winning Workplace Communications Skills"** I was amazed at all the things we do, say, and wear to communicate each day with our co-workers and business associates. She is small but mighty and can teach you how to win at your challenging workday events.

Our ever popular Barbara Schmit, Esselte Senior Account Manager, also presented her **"Eat the Elephant"** story. I just love how she makes such big jobs so easy to tackle. I have used most of her ideas in my current job and at my home. I also share her organization **ideas, hints and how to's with my co-workers and bosses**. And I always love seeing the new and innovative items they have to help with our organization of all types of files and new tablets etc.

I wish you all a special Thanksgiving, a very Merry Christmas and a Blessed Happy New Year!!!

Sincerely,
Beano

CAEOP Mission Statement

The California Association of Educational Office Professionals is a non-profit organization that focuses on providing professional growth and training programs for non-certificated personnel and encourages its members to grow professionally to better understand their role in serving public and private educational institutions.



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"Make it Happen with CAEOP"



Behind the Fall

*Somewhere behind the autumn days
The winter travels unknown ways,
Across the fields once lush and green
A little guy - Jack Frost is seen,
He sprinkles white on leaves of gold
At summer's end - so stern and bold.*

*Behind the fall - October's blend
All nature's beauty God doth lend,
It seems so very short a time
That colors bright are yours and mine,
The harvest stored - the air is chill
With browning grass on yonder hill.*

*We dream of winter just ahead
While catching leaves of crimson red,
Beneath our feet and all around
So much of beauty doth abound,
And then we hear November's call
As winter comes - behind the fall.*

~ Garnet Ann Schultz ~



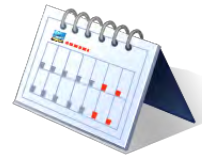
In Memory



Our lives have been forever changed during the past several months with the loss of those so dear to us. Please join us in remembering those so dear to us.

Mike Walsh
Husband of CAEOP Member, Vicky Walsh
Passed on October 22, 2012

MARK YOUR CALENDAR!



Orange County AEOP announces their schedule of activities:

Holiday Social Potluck, Card Making and Business Meeting: **Tuesday, November 27**, 5:00 pm, \$10.00 for OCAEOP members, \$20.00 for non-OCAEOP members. Location: Laguna Beach High School, 625 Park Avenue, Laguna Beach.

Microsoft Outlook Training: **Tuesday, January 15, 2013**, 5:00 pm, Free registration for OCAEOP members, \$10.00 for non-OCAEOP members. Location: Orange Union High School District Office, specific room location to be announced.

Professional Development Workshop: "Organizational Strategies for Today's Office Professional". **Tuesday, February 12, 2013**, 5:00 pm, Beckman High School, 3588 Byan, Irvine, CA. Free to OCAEOP members, \$10.00 registration for non-OCAEOP members.

Kern AEOP Affiliate Announces Date for Annual Bosses Luncheon

The annual Bosses Luncheon hosted by the Kern AEOP affiliate in Bakersfield will be held on Thursday, April 4, 2013, at the Kern Agricultural Pavilion. Chairing this annual event is Beano Cameron. Questions? Call Beano @ (661) 831-4791 or email: beanocameron@att.net.

Riverside AEOP Schedules Workshop on Timely Topic

Riverside AEOP has announced the date for their next workshop on a very timely topic, "The Love Trap— Fighting Against Sex Trafficking of Young People in the Inland Empire." The workshop will be held at La Casa Vieja Restaurant on **Thursday, December 13, 2012**. Registration at 5:30 pm, Dinner at 6:00 pm, with workshop starting at 6:30 pm. Registration fee is \$18.00 for RAEOP members, and \$20.00 for non-members.

NAEOP sets date for 2013 Institute

Utah AEOP is pleased to announce that NAEOP has awarded them the opportunity to host a national institute on **October 11-13, 2013** at the Granite Education Center in Salt Lake City. The focus of the Institute will be on career and technology skills. Attendees will earn 15 hours of credit. Kathy Goodfellow and Sherry Wilson, CEOE, will serve as co-chairmen. Plans are in the early stages. More details will follow in future issues of CALLIE and in NAEOP publications.

Photo Memories of 2012 NAEOP Annual Conference July 9-13, 2012 ** Costa Mesa Hilton Hotel

CAEOP members accepted important roles in planning and executing the 2012 National AEOP Conference held at the Costa Mesa Orange County Hilton Hotel, July 9-13, 2012. Under the leadership of Becky Shipley, CEOE as Conference Chairman, the following CAEOP members are credited for a job well done!

AV Needs Chairman	Linda Rush
Amenities Chairman	Rosemary Duff, CEOE
Awards Luncheon Chairman	Mary Quirino
Door Prizes Chairman	Susie Martinez, CEOE
First Timers Co-Chairman	Kathy Ramos, CEOE
Hospitality Co-Chairmen	Lorri Kilby and Patty Shultz
ListServe Chairman	Kenton Miller
Meals Coordinator	Kathy Ramos, CEOE
Morning Walk Chairman	Allison Isambert
Print Coordinator	Beano Cameron
Retiree Liaison	Barbara Friese

Our committee was assisted by members of the Arizona, Utah and Washington AEOP affiliates, our NAEOP Advisor, Linda Sockwell, CEOE (Texas), and many family members to which we owe a debt of gratitude. It was a long planning process over a two-year span, from which we all have special memories, renewed and new friends from all over the US, and pride for a job well done! We hope you enjoy the photo memories which follow on the next couple of pages. If you attended, it will bring a smile. If you couldn't attend, we hope it will inspire you to make plans to attend next year's conference—see details below: .



2013 NAEOP Annual Conference

Dates: July 22-26, 2013
Alexandria, Virginia

Hotel Information

Hilton Alexandria Mark Center Hotel

5000 Seminary Road, Alexandria, VA 22311;

Ph: (703) 845-2617

Rates: \$139.00++ Single or Double Occupancy

Self Parking \$18.00/day; Valet Parking: \$22.00/day

Hotel is located five miles southeast of the Ronald Regan Washington National Airport (DCA) on a serene lake campus with walking trails and botanical preserves. It is 20 miles southeast of Washington Dulles International Airport.





CAEOP President, Beano Cameron, with Carol Houck from Arizona



(L to R), Mary & Julian Quirino (CA), Mary Meyers (UT), Pat Thompson (UT) and Barbara Friese (CA)



CAEOP Members Susie Martinez, Rosemary Duff, Kathy and Alvie Ramos, with Carol Houck (AZ)



CAEOP Board Members participating in a General Session



Before a week of learning began, we all took time to get to know each other better. The object of the game was to put a sign on your partner's back and then, through sign language, try to guess the animal in the picture. There are many ways to try to guess the answer. Our President tried by closing her eyes and imagining what the sign was on her back. Barbara Friese tried sign language. All in all, it was a hilarious evening full of laughter and new friendships.



Oh yes.....there is a story to tell here!

FIRST....you give directions.

SECOND....you demonstrate.

THIRD....you get the NAEOP President up front to demonstrate.

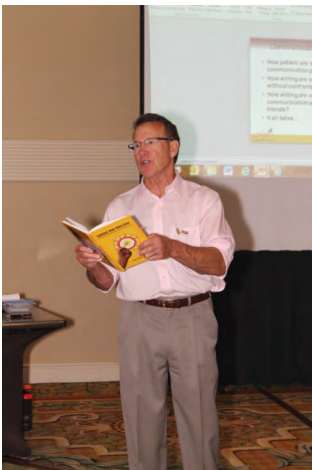
FOURTH...you turn them loose to have fun!



Go Kathy!



But the best part of the story has yet to be told. For you see, we didn't just have fun....we also learned from incredible nationally-known speakers like Mac Macdonald (left); Dr. Giovanni Annous (bottom center); our own Fuchsia Ward from Bakersfield, CA (bottom left); NAEOP 2012-2013 President, Allie Faye Matthews, CEOE from Arizona (bottom right); NAEOP past presidents like Kathy Lech, CEOE from Washington (right) and Linda Sockwell, CEOE from Texas (bottom center). From Institute sessions to Briefing workshops, attendees had multiple selections for learning from expert presenters with a passion for teaching and learning.





AWARDS



President Beano Cameron was present to accept the award on behalf of CAEOP for winning Third Place in the category for increased NAEOP membership during the past year. CAEOP's affiliate, AEOE-Los Angeles, took home First Place honors in the Website and Newsletter categories at the NAEOP Annual Conference. President Rosemary Duff was present to accept the awards. We're proud of our AEOE-Los Angeles affiliate! This is the second year in a row for them to win First Place in the newsletter category and the fourth year in a row that they have won First Place in the Website competition. Rosemary Duff and Ira Erlich serve a co-webmasters for AEOE-Las website.

CAEOP MEMBERS EXCELLED In Personal Achievement



Congratulations to members Susie Martinez, Adrian Ober and Kathy Ramos for accomplishing their CEOE distinction with NAEOP's Professional Standards Program! We are so proud of all three of you!

CAEOP MEMBERS EXCELLED In Conference Responsibilities



Monday evening of conference included a pajama party and attendees were encouraged to donate new pajamas for the Jenesse Center, Inc., a domestic violence intervention program in Los Angeles. Our CAEOP members participated in general sessions, workshops, and special activities during the week giving more than 100% of their time, hard work and support. And we cheered when our own CAEOP past president, Becky Shipley, CEOE was recognized with a flag flying in her honor for national conference leadership over the U.S. Capitol.



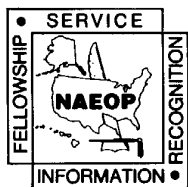
CAEOP

(1st Row, L-R) Becky Shipley, Linda Rush, Beano Cameron, Mary Quirino, and Susie Martinez.
(2nd Row L-R) Rosemary Duff, Adrian Ober, Barbara Friese, Helen Orchard, Patty Shultz, Cathy Woodruff, and JoAlice Hunter.
(3rd Row, L—R) Maria Mercado, Kathryn Miller, Kathy Ramos, Stella Miyashiro, Janice Elmore, Lorri Kilby
(4th Row, L- R) Viveca Marin, Gita Halderman, Maria Moroyqui, Janet Davis Sylveter, Allison Isambert, and Michelle Poirier.



CAEOP President, Beano Cameron, had the distinct honor of carrying California's flag during the Flag Ceremony of the First General Session. When asked about this great opportunity, Beano commented, **"What an honor! I am proud to be an American and represent CAEOP by carrying California's flag at a national conference."**





NAEOP Educational Foundation News

It is hard not to get caught up in the enthusiasm of the Nation Conference. Since I am weak when a good cause comes calling, I volunteered to serve as a member of the fundraising committee for the Foundation. **Some of you have worked with me before and know I'm grateful for your help and support in all our endeavors together. I'm hoping we can help to raise money and find other ways to tap into fundraising from others in our communities beside our own members. So let's start working together on fundraising ideas that can go beyond our state and local affiliates and give back to our Founders.**

Of course, as you probably know, the big campaign for the NAEOP Educational Foundation during 2013 is "**\$20.13 in 2013.**" The purpose of this campaign is to bring in major dollars in order to subsidize some of the salaries for the National Office staff, as well as the ongoing expenses of running a national office – utilities, security system, insurance, real estate taxes, and routine repairs. In the past the Foundation has also footed the bill for major repairs after flood waters entered the building and sheet rock, carpet, new gutters were installed.

The Foundation also took a leap of faith this year and agreed to an increase from \$3000 per year to \$7000 to help pay for some of the salaries of employees in the national office; therefore the need to raise double the amount of funds from the past. If 2000 or more of our NAEOP members sent in \$20.13 in the year 2013, which would amount to over \$40,000. The 2013 envelope placed in the printed winter issue of NES with an article and asks our membership to donate to this campaign. If you have any questions about this at all, **please don't hesitate to ask more.**

We were fortunate enough to win a quilt made by members of a quilters guild and will be selling raffling tickets, so be sure to watch for more details soon. **It's made from "civil war" era fabrics and even has the names of the quilters on the back. It's brand new, very unique. We hope to be publishing a photo of the quilt soon for you to see the excellent craftsmanship.**

If your planning to attend the National conference next year, be sure to have your checkbook **handy for more opportunities' at the Foundation table in the exhibit hall. Be sure to feel the spirit like I did when I joined the committee and get involved!** I look forward to hearing from you all and thank you again for your willingness to support the Foundation and NAEOP.



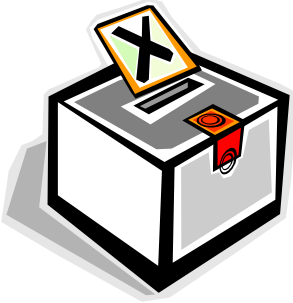
*Allison Isambert
CAEOP Vice President Membership
NAEOP Foundation Fundraising Committee Member
akisambert@gmail.com, (949)290-4269*

Student Scholarship Announcement

The CAEOP Student Scholarship is provided to assist business education students who wish to continue higher education and pursue a career in business administration or education. The scholarship is valued at \$1,000.00. More than one scholarship may be awarded by CAEOP depending upon available funds. The scholarship is a tuition only scholarship. The due date for submission of all completed forms is January 7, 2013. Application forms can be **downloaded online at www.caeop.org, or by contacting CAEOP's Scholarship and Awards Chairman, Claudia Juaregui, @ cjuaregu@hemetUSD.k12.ca.us.**



ELECTION NEWS



NOMINATIONS FOR LEADERSHIP POSITIONS

This is the time of year CAEOP members should concentrate on the future of the Association, think about CAEOP's continued progress, and actively seek out members to nominate for office who will strive to work for CAEOP's success.

The Elections Committee requests that each member seriously consider those well-qualified CAEOP members who can be nominated to serve as a leader. The following offices will appear on the ballot in December:

- PRESIDENT-ELECT
- RECORDING SECRETARY
- VICE PRESIDENT OF MEMBERSHIP
- NORTHERN DISTRICT DIRECTOR

To serve as an officer in CAEOP, the candidate must have been a member for two years and possess the skills required to perform the duties of the office for which she/he is nominated.

To recommend a qualified candidate, please confirm his/her interest in service and complete a **recommendation form**. The candidate will need to complete the "Statement of Candidate" form. Forms should be returned as instructions indicate. If more forms are needed, please duplicate or visit our web page at www.caeop.org under *Elections*.

Timeline

1. Nominations will be accepted during the months of November and December. All recommendation forms must be postmarked no later than **December 14, 2012**.
2. The ballot will be mailed to all CAEOP members by the end of December. The ballot must be returned to the Elections Chairman and postmarked no later than **January 30, 2013**.
3. The ballots will be tallied under the direction of the Elections Committee and the results will be announced during the Business Meeting portion of the Annual Conference **March 9, 2013**.
4. The elected officers will be installed at the Annual Conference.

If additional information is needed or if you have questions, please contact Debby Moore, Chairman of the Elections Committee.

Debby Moore
Chairman, Elections Committee
Debby.Moore@lmsvsd.k12.ca.us
Home Phone: (619) 464-3248





California Association of Educational Office Professionals (CAEOP)
2013 ELECTION OF OFFICERS
OFFICIAL CANDIDATE RECOMMENDATION FORM

CAEOP
Established 1950
www.caeop.org

CAEOP relies upon its members to recommend candidates for state office. Please consider for office those you know who possess the kind of leadership qualities needed as we begin the new century. The candidate must be a CAEOP member in good standing for a minimum of two years, be willing to serve and fill out the "Statement of Candidate," which is attached. (Duplicate these forms as necessary.)

OFFICES TO BE FILLED

<input type="checkbox"/> President Elect	<input type="checkbox"/> Recording Secretary
<input type="checkbox"/> Vice President/Membership	<input type="checkbox"/> Northern District Director

Candidate's Name: _____ Member of CAEOP - _____ Years

Address:

District of Employment:

District Address:

QUALIFICATIONS:

CAEOP Member Submitting Recommendation

Address Phone

District of Employment

Positions Served in Local and/or State Association

Upon receipt of this recommendation, the Elections Committee will screen the candidate to ensure that all requirements are met according to the Bylaws. Final nominations will be made by recommendation of the committee and approval of the CAEOP Executive Board.

Please feel free to copy this form, complete and return, along with the "Statement of Candidate" form, by December 14, 2012, to: Debby Moore, Elections Committee Chair, 4370 Parks Ave., La Mesa, CA 91941 · 619-464-3248 (phone) · 619-668-8352 (fax)



California Association of Educational Office Professionals (CAEOP)

**2013 ELECTION OF OFFICERS
STATEMENT OF CANDIDATE**

<input type="checkbox"/> President Elect <input type="checkbox"/> Recording Secretary	<input type="checkbox"/> Vice President, Membership <input type="checkbox"/> Northern District Director
--	--

Candidate's Name:

Qualifications:

Why are you interested in this position?

If elected, what would your goals/objectives be?

What strength(s) and/or attribute(s) would you bring to the Executive Board?

Candidate's Signature: _____ Date: _____

Please feel free to copy this form, complete and return, along with the "Statement of Candidate" form, by December 14, 2012, to: Debby Moore, Elections Committee Chair, 4370 Parks Ave., La Mesa, CA 91941 · 619-464-3248 (phone) · 619-668-8352 (fax)

CAEOP MEMBERSHIP NEWS

As we round the corner to the end of another year I am reminded of how far we have come and what adventures await us around the bend. I rejoined the State board after our annual membership drive last year and am gearing up to send out reminders to our members to recommit to another year with CAEOP.

As we end 2012, we will make New Year resolutions and my hopes are that we look beyond the health and welfare of us, our family and friends, and commit to each other and our organization. I have found that in my job, I am in contact with all our new employees and that relationship starts easily and is nurtured into more with time and effort. Having taken on membership has allowed me a similar opportunity. I have had the honor to meet new members and start new relationships while fostering the relationships with members I have known for several years.

We have an opportunity to create a new future for our co workers by including them in our organization. With Conference around the corner we have such an exciting time to share CAEOP. I have been gearing up for the conference by **working on my professional development so that I can be honored with you all, my family. The accomplishments' I have had** over the years are surprising in retrospect. Having already achieved the Master Professional Incentive Program title from our state association, and decided to move forward and apply for the National recognition in the Professional Standards Program.

With luck I will be obtaining my Certified Educational Office Employee title to add to my resume and business cards. In the process of filling out my paperwork, I found that I have had the good fortune of attending five State Conferences to date. I am shocked by this number since I feel like I am still so new. I am so pleased in reflecting on the relationships I have forged over the years, and always look forward to the next opportunity to strengthen my relationship with friends from far across our state.

My own local Affiliate has been rolling for 8 years now and I can't imagine where the time has flown. I am excited that the Orange County Association of Educational Office Professionals' will for the first time be hosting the hospitality suite in Del Mar in March. I look forward to you meeting our members and sharing your experiences with them. Our opportunities are growing and waiting for us to be apart no matter how much or how little we can commit.

My hopes are that we all spread the word and try to be a part of our upcoming Conference in the southland or just rejoin and show our support in our own way. I look forward to getting your renewals; meeting the new people you bring to the California Association of Educational Office Professionals'. Be sure to keep in touch and keep watching that mailbox for those renewals!



Allison Isambert
CAEOP Vice President Membership
akisambert@gmail.com, (949)290-4269

SAVE THE DATE!

March 7-9, 2013

California Association of Educational Office Professionals 63rd Annual Conference

Hilton San Diego/Del Mar
15575 Jimmy Durante Blvd., Del Mar, CA 92014

1-858-792-5200

(CAEOP Conference rate of \$109 per night, plus taxes)



Layaway Plan Available:

To make payments by PayPal, go to the
online payment page at:

<http://www.caeop.org/conference.htm>

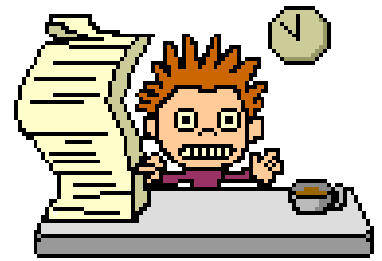


Or pay by check with registration. For more information contact: Anna Fetzner, Conference Registrar
155 E. Fourth St., Perris, CA 92570. Phone: 951.943.6369 x80307; Email: anna.fetzner@puhsd.org

Make it Happen!

Stressed???

Editor's Note— One benefit of keeping information from previous workshops is that you often run across important recommendations that still hold true today. The following was presented at a previous CAEOP annual conference by Michele Mariscal, MS, Schools Insurance Authority, Prevention Services, Sacramento. I hope you find the tips as useful as much today as we did back a few years ago.



Creative Stress/Anger Strategies

In order to deal with the stress that comes from anger, strategies for each of the aspects of anger must be used. Those aspects are considered to be: conscious thought, physiological changes, and consequent behavior.

1. Know your style and notice predictable trends to your stressed/anger feelings.
2. Deescalate/out-think your anger. Take a time-out! What are some ways to resolve this feeling in a constructive way? Learn to construct rather than destruct.
3. Plan ahead. Create options (traffic, long lines, food).
4. Develop realistic expectations of yourself and others.
5. Learn problem solving techniques.
6. Stay in shape—body, mind, spirit. Remember to laugh!
7. Turn complaints into requests.
8. Make past anger pass. Set a statute of limitations on your anger and hold to it!



It's Time to Nominate

**a Co-Worker for CAEOP's Educational Office Professional of the Year
or Nominate your Boss for Educational Office Administrator of the
Year!!!**

Nominations are now being accepted through January 7th for CAEOP's Educational Office Professional (EOP) of the Year or Educational Administrator of the Year (AOY). EOP nominees must be a current member of CAEOP, must be currently employed as an educational office professional or retired within the past twelve months, and must have been employed as an EOP for a minimum of three years in an education institution, agency, public or private school, college or university. AOY nominees must have been a school administrator for a minimum of (5) years, must be currently working as a school administrator and must be able to demonstrate support of educational office professionals, including encouraging their professional growth. **Nominations forms can be downloaded online at www.caeop.org, or by contacting CAEOP's Scholarship and Awards Chairman, Claudia Juaregui, at cjuaregu@hemetusd.k12.ca.us.**

***Please don't just glance through this article and not do anything about it!
We ALL deserve recognition—and we're sure there's a
co-worker or boss that deserves recognition.***

Conference Registration Form

California Association of Educational Office Professionals (CAEOP)
63rd Annual Conference * "Make it Happen!"
March 7-9, 2013 * *Hilton San Diego/Del Mar

Name: _____
 School District: _____ Job Title: _____
 Mailing Address: _____ City/State/Zip: _____
 Daytime Telephone: (____) _____ FAX: (____) _____ Affiliate Name: _____
 E-mail Address: _____

Conference Registration: REGISTRATION DEADLINE IS 2/1/13.

Includes full conference registration for Friday and Saturday, all conference materials, all conference meals (breakfast and lunch on Friday and Saturday), plus Thursday evening Zumba Party.

- CAEOP Member Registration:** \$ 225.00 _____
- CAEOP Retiree Registration:** \$ 225.00 _____
- CAEOP Institutional Member District:** \$ 245.00 _____
- Non-CAEOP Member Registration:** \$ 300.00 _____
- Non-member with First Timer Membership Fee:** \$ 325.00 _____
- Registration received after 2/1/13 add additional \$25.00** \$ 25.00 _____

Pre-Conference Tour: (Thursday, March 7):

- USS Midway Tour (includes transportation):** \$ 35.00 _____

One-Day Conference Registration: (Friday or Saturday Only)

- Friday Only:** Includes registration, materials, breakfast and awards luncheon \$ 150.00 _____
- Saturday Only:** Includes registration, materials, breakfast & spirit luncheon \$ 175.00 _____

Sub-Total, Registration Fees:

\$ _____

Additional Guest Meals/Functions: (Thursday, Friday or Saturday)

- Thursday Pre-Conference Tour—USS Midway:** _____ @ \$ 35.00 _____
- Thursday Zumba Party** _____ @ \$ 10.00 _____
- Friday Breakfast Voucher** _____ @ \$ 20.00 _____
- Friday Awards Luncheon** _____ @ \$ 45.00 _____
- Saturday Breakfast Voucher** _____ @ \$ 20.00 _____
- Saturday Spirit Luncheon** _____ @ \$ 45.00 _____

Sub-Total, Guest Meals & Function tickets:

\$ _____

Membership Registration:

- Renewal CAEOP Annual Membership [April 1, 2013 to March 31, 2014]**
 [] Regular (\$40.00) [] Retiree (\$20.00) _____

TOTAL ENCLOSED:

Please make check or money order payable to: CAEOP
PURCHASE ORDERS NOT ACCEPTED

\$ _____

Hotel Reservations *

Hilton San Diego/Del Mar—15575 Jimmy Durante Blvd.— Del Mar, CA 92014
Phone: 1-858-792-5200 (*block room rates at \$109/night plus taxes—must be booked by 2/1/13)

Is this your first CAEOP Conference? [] YES [] NO Are you a CAEOP Member? [] YES [] NO
 Are you a NAEOP Member? [] YES [] NO Do you have any special dietary needs? [] YES [] NO
 If yes, please specify: _____

Mail Payment and Conference Registration Form to:

Anna Fetzner, CAEOP Conference Registrar
 155 E. Fourth Street, Perris, CA 92570
 Phone 951.943.6369 x80307 Email: anna.fetzner@PUHSD.org

Or Register via PayPal online at www.caeop.org/conference.htm

Cancellation Policy:

There will be a \$35.00 fee for Bank Returned Checks. Cancellations must be **in writing**. A \$100.00 administration fee will be charged for any registration cancellation with refund. No refunds for cancellations received after February 1, 2013 or "no shows." CAEOP reserves the right to make reasonable substitutions in the event of insufficient attendees for tour, speaker cancellation, or conference room adjustments. CAEOP and its officers assume no responsibility for any personal injury or damage to property incurred by a member or guest of said Association while engaged in any Association-sponsored activity.

Rhyme Time

Try this game and see how quick you are to recognize the titles which rhyme. For example: Happy Father = Glad Dad.

1. Naughty boy	9. Ordinary walking stick
2. Small skinny horse	10. Saturday for students
3. Antique seat	11. Overweight rodent
4. Delicious fudge	12. Smooth hen
5. Large hog	13. Irritated employer
6. Small frankfurter	14. Comical rabbit
7. Fine orchestra	15. Loafing flower
8. 300-watt bulb	

Answers on Page 12



Friendship isn't a *BIG* thing...it's a *MILLION* little things

California Association of Educational Office Professionals (CAEOP) **2012—2013 EXECUTIVE BOARD**

Beano Cameron, President
beanocameron@att.net

Mary Quirino, Past President
Mary_quirino@khsd.k12.ca.us

Linda Rush, President Elect
lrush@hemetUSD.k12.ca.us

Allison Isambert, Vice President Membership
aisambert@ibusd.org

Patty Shultz, Vice President Inservice
pashultz@kern.org

(Vacant) Vice President Publications

Rosemary Duff, Recording Secretary
Rosemary.duff1@gmail.com

Kathy Ramos, Treasurer
karamos@kern.org

Lorri Kilby, Central District Director
lokilby@kern.org

Debby Moore, Southern District Director/
Elections Chairman
Debby.Moore@lmsvdsd.k12.ca.us

Gita Halderman, Northern District Director/
Legislation Chairman
gitaha@scusd.edu

Adrian Ober, Professional Incentive
Program (PIP) Coordinator
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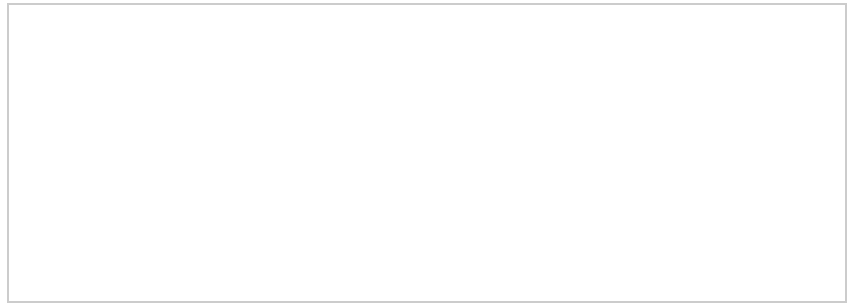
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Answers to Rhyme Time: 1. Bad Tad; 2. Bony pony; 3. Rare chair; 4. Sweet treat; 5. Big pig; 6. Teeny weany; 7. Grand strand; 8. Bright light; 9. Plain cane; 10. Play day; 11. Fat rat; 12. Slick chick; 13. Cross boss; 14. Funny bunny; and, 15. Lazy daisy.