

## MISSION STATEMENT

Our mission is to raise the standards of educational office professionals through education, recognition, and networking.

## PURPOSE OF SCAEOP

SCAEOP is dedicated to promoting recognition of the contributions of office professionals to the educational programs of this state and to elevating the standards of educational office professionals within the state thereby improving the quality of service to school and community.

## HISTORY OF SCAEOP

The South Carolina Association of Educational Office Professionals (SCAEOP) has a proud history that is now 33 years old and laden with accomplishments. SCAEOP was organized in 1982 by founding members, Pearlous Bledsoe, Marian Garrett, and Edith Stewart under the name the South Carolina Association of Educational Office Personnel. This is also the year that the association affiliated with the National Association of Educational Office Professionals (NAEOP). In 1984 the first SCAEOP Annual Conference was held in Charleston, South Carolina. Two years later, in 1986 the SCAEOP began its affiliation program and also recognized the first SCAEOP Office Professional of the Year. In 1987 the association began publishing its first newsletter named *The Palmetto Educational Secretary*. This is also the year that they recognized the first SCAEOP Administrator of the Year. A year later, in 1988 the first SCAEOP student scholarship was awarded. In 1992 the name was changed to the South Carolina Association of Educational Office Professionals and the association was officially organized as a Non-Profit Organization. In 1995 the first SCAEOP Executive Board Retreat was held. That was followed by an endorsement by the South Carolina Association of School Administrators (SCASA) in 1996. The SCAEOP hosted the NAEOP Mid-Atlantic Conference in Greenville, South Carolina in 2000 and awarded their first Member Scholarship in 2001. This is the same year that they developed a presence on the World Wide Web. In 2004 the Employee of the Year award name was changed to

the Betty Blanton Office Professional of the Year to honor our first award recipient. The following year the name of the award for the Student Scholarship was changed to the Marian Garrett Student Scholarship to honor a SCAEOP Charter Member. The association has received numerous national awards and recognitions over the years for their members, excellence in communication, newsletter and website. SCAEOP has also hosted State, Regional and National Conferences over the last 33 years and we look forward to many more accolades in the future.

The SCAEOP is proud of all of its accomplishments and strives to continue to be a leader in providing professional development opportunities, awards, scholarships and community service for educational office professionals across the state.

If you are interested in becoming a member of this dynamic professional association, please go to our membership page on our website for an application and additional information.

## SCAEOP MEMBERSHIP

**Active Membership** – All clerical, secretarial, or other support staff working in educational systems in the State of South Carolina shall be eligible for active membership in this association. Active members shall have the right to vote on all matters coming before the association, make motions, serve on committees, and hold office. Active membership privileges shall terminate upon withdrawal from employment in an educational system and/or nonpayment of dues.

**Associate Membership** – Open to all persons not eligible for active membership. Associate members shall have all rights and privileges of active members except those of voting and holding an elected office.

**Retired Membership** – Retired membership shall be open to any SCAEOP member or former SCAEOP member who has retired from educational office work. Retired members shall have the same rights and privileges as active members except that of holding an elected office. (A retired member is one who has officially left employment, has not returned to work under South Carolina earnings limitation or TERI Program, or returned to work full time.)

**Honorary Membership** – Honorary membership may be bestowed upon persons by the Executive Board in recognition of outstanding service to the Association. Honorary members

shall have the same rights and privileges of active members except those of voting and holding an elected office.

**Life Membership** – Life membership shall be open to any member who has five consecutive years of membership as an active or retired member and has reached the age of 75 years.

## BENEFITS AND SERVICE

- Six Issues of the award-winning newsletter – *“The VOICE”*
- Professional Standards Program- a personal and professional development program for individual members through NAEOP
- State Awards - SCAEOP Administrator and Betty Blanton Office Professional of the Year
- Training – Conferences, workshops and seminars
- Networking - Association with peers throughout the state
- Motivation - to set high goals in personal and professional life
- \$1,100 Term Life Insurance Policy

## PROFESSIONAL STANDARDS PROGRAM

### A Certification Program for Educational Office Professionals

The Professional Standards Program (PSP) is a certification program based on experience, education, and professional activities. This program is nationally endorsed by American Association of School Administrators; the Association of School Business Officials, the National Association for Public Continuing and Adult Education, the National Association of Elementary School Principals; the National Association of Secondary School Principals, the National School Boards Association, and the underlying concepts of the program are endorsed by the National Business Education Association. The distinction of Certified Educational Office Employee (CEOE) is awarded to those who meet the established requirements. A recognition banquet is held at each NAEOP Annual Conference.



National Association of Educational Office Professionals

SCAEOP is affiliated with the National Association of Educational Office Professionals (NAEOP) and offers the only national certification specifically designed for educational office professionals.

For more information on NAEOP, please visit their website at [www.naeop.org](http://www.naeop.org) and follow them on Facebook, Twitter, LinkedIn and Pinterest.



*Become a Member!*

JOIN TODAY!

Visit Us Online at [www.scaeop.org](http://www.scaeop.org)

**SCAEOP AREAS**

**Area 1**

*Calhoun, Dorchester, and Orangeburg Counties*

**Area 2**

*Aiken, Bamberg, and Barnwell Counties*

**Area 3**

*Clarendon, Lee, Sumter, and Williamsburg Counties*

**Area 4**

*Chesterfield, Darlington, Dillon, and Marlboro Counties*

**Area 5**

*Kershaw and Richland Counties*

**Area 6**

*Chester, Fairfield, and Lancaster Counties*

**Area 7**

*Cherokee and Spartanburg Counties*

**Area 8**

*Abbeville, Greenwood, Laurens, and Newberry Counties*

**Area 9**

*Berkeley and Charleston Counties*

**Area 10**

*Anderson 1 & 2*

**Area 11**

*Edgefield, Lexington, McCormick, and Saluda Counties*

**Area 12**

*Florence and Marion Counties*

**Area 13**

*Greenville County*

**Area 14**

*Allendale, Beaufort, Colleton, Hampton and Jasper Counties*

**Area 15**

*Georgetown and Horry Counties*

**Area 16**

*Union and York Counties*

**Area 17**

*Anderson 3, 4, 5, Oconee and Pickens Counties*

**JOIN WITH A FRIEND!**

**South Carolina Association of Educational Office Professionals, Inc.**



[www.scaeop.org](http://www.scaeop.org)

