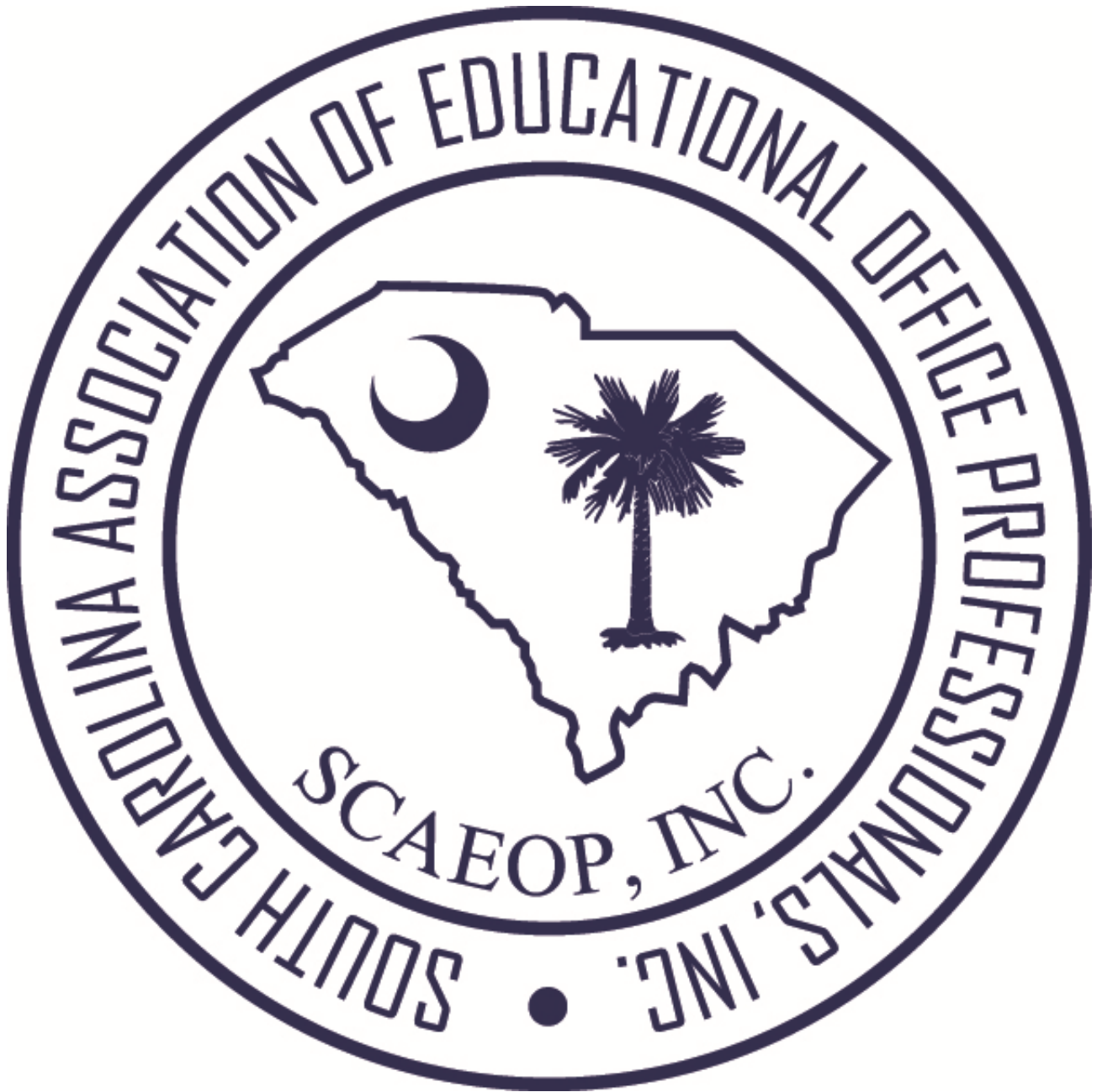


**South Carolina Association of
Educational Office Professionals, Inc.
36th Annual Conference**



**March 1 - 4, 2018
Myrtle Beach, SC**

Conference Schedule*

Thursday, March 1, 2018

4:00 - 7:30 PM Registration
6:00 - 7:30 PM First Timers Event
8:00 - 11:00 PM Hospitality Room Open

Friday, March 2, 2018

7:30 - 8:15 AM Registration
7:30 AM - 5:00 PM Vendor Fair
8:30 - 10:30 AM Opening Session (Keynote Speaker)
10:45 AM - 12:15 PM General Session (Connect, Collaborate, Communicate)
12:30 - 2:00 PM Member Luncheon
2:15 - 3:15 PM Workshop Session I
3:30 - 4:30 PM Workshop Session II
3:30 - 5:00 PM Retirees' Meeting
5:30 - 7:30 PM Past Presidents' Dinner Meeting
8:00 - 11:00 PM Hospitality Room Open

Saturday, March 3, 2018

7:30 AM - 3:30 PM Vendor Fair
8:30 - 10:30 AM Annual Membership Business Meeting
11:00 AM - 12:30 PM Awards Luncheon
12:45 - 1:45 PM Workshop Session III
2:00 - 3:00 PM Workshop Session IV
5:45 PM Installation Practice
7:00 - 9:00 PM Installation Banquet
9:00 - 11:00 PM Hospitality Room Open

Sunday, March 4, 2018

8:00 - 10:00 AM Membership Breakfast (Keynote Speaker)
10:00 AM Adjourn

* Business attire is appropriate for all daytime sessions. The Installation Banquet is a "dressy" evening and attendees normally wear formal, semi-formal or Sunday dress.

Hotel Reservations



The conference room rate is \$123 per night and parking is included. Internet is free for Hilton Honors members. The hotel is located at 10000 Beach Club Drive, Myrtle Beach, South Carolina, 29572-5304.

You can make reservations by calling 800-876-0010, or online at http://www.hilton.com/en/hi/groups/personalized/M/MYRBHHH-AOE-20180228/index.jhtml?WT.mc_id=POG. Our group code is AOE to get the special room rate. Rooms are limited and on a first come, first served basis, so make your reservations early. Deadline to receive group rate is January 31, 2018.

Keynote Speakers

Working with Pride, Purpose & Passion

Dr. Mason Gary,
Deputy Superintendent
Greenville County School
District

A motivational session on working with Pride, Purpose & Passion - making this your daily mode of operation as you build relationships with others and instill hope in others.



Debbie Wade, CEOP, CEOE, is a speaker, costumed workshop presenter, clown, community volunteer, and 2011 retiree from San Jacinto College District in Pasadena, Texas, after 31 years as an administrative assistant. She is a past president of her

local and state associations, a member of NAEOP, a presenter for many state and national conferences and institutes, and the recipient of the 2004 Olive T. Ritchie National Educational Office Professional of the Year Award. Debbie also has a wild

array of wacky costumes, fun games, and loads of props she uses while teaching "professional development" sessions. She believes most people learn more when they are having FUN!

General Session Connect, Collaborate, Communicate

This session will be a quality networking experience with other educational office professionals in your specific area of work. Members will be placed into groups to interact with educational office professionals from across the state with job-like skills. This session will allow you to:

- Experience personal and professional development
- Share best practices, skills and strategies
- Focus on specific challenges
- Share and encourage innovation
- Exchange ideas
- Gain insight into perspectives from other districts/areas
- Expand professional partnerships
- Build lasting relationships
- Share your excitement, enthusiasm and passion



Need PSP Education Credits? Attend the Opening Session, General Session, Member Luncheon, Workshops I - IV, Annual Business Meeting and Membership Breakfast. Turn in all attendance certificates received during the conference at the end of the membership breakfast and receive one certificate for 13 hours that can be used for PSP Education Credit.

WORKSHOP SESSIONS

Aspiring Board Members Want to Know (Jill Averyhart, CEOE & Sylvia Sullivan, CEOE)

What is being a Board member all about? Maybe you think you don't have the time to run for an elected or appointed position on the Board right now. Maybe you might be interested to know the responsibilities of a position before speaking up and throwing your hat into the ring. The SCAEOP Board has 22 elected positions and a variety of appointed positions. Come join us for an interactive workshop and receive information every SCAEOP member should know.

Believe in the Magic! (Lisa Morehouse, CEOE - NAEOP President)

Santa Claus and the Office Professional! What in the world does an office professional and Santa Claus have in common? To start with, it's a proven fact that we both have one of the toughest jobs in the world! We deal with all ages of people. Each wanting something different. We deal with weather, delivery of packages and deadlines. Sometimes our jobs seem impossible! Sometimes we wonder how we will ever get it all done! Join me as we take a peek into the magical world of Santa Claus – and see how we can tackle our jobs as office professionals and deliver our best! By the end of the workshop, you will “Believe in the Magic” you hold inside you!

B.O.L.O. - Be On the Look Out (Javana D. Lovett, Project CARE Coalition Director)

This presentation will focus on alcohol and drug substances commonly abused by youth and adults. Participants will engage in discussions about substance abuse related to alcohol, opiates and amphetamines, alcohol and drug classifications, signs and symptoms, current trends, South Carolina laws and enforcement, and social media and its role and impact on individuals.

Communicating With Respect (Betty Parker)

Effective communications skills go far beyond applying a one-size-fits-all method of interacting with others. The diversity of styles that exist in any organization cannot be ignored. To create a motivating environment, build stronger relationships, and experience goal attainment, individuals must learn how to recognize the variety of preferences in the workplace. Adapting to those styles and being able to connect to them can mean the difference between being cohesive and being counterproductive. This engaging session addresses four areas of communications that are commonly expressed in daily interactions. Participants in this session will be better prepared to communicate in person, by phone, and in writing with clarity, confidence, and respect while avoiding unnecessary conflict. Through meaningful discourse and deliberate practice, they will walk away prepared to engage others in ways that construct and fortify strong networks.

Gmail — Beyond the Basics (Beth Still)

Email is something we rarely think about. We send and receive messages so frequently that it is something we can do in our sleep, but is it possible there are some tips and tricks that would make using Gmail easier? In this session you will learn about Boomerang, labels, filters, canned responses, and how to set up your Inbox to maximize efficiency.

How to Be Successful in a Multigenerational Office (Shaniqua Staples, CEOE & Renee Thompson)

As we continue to advance into the 21st Century, more offices are becoming multigenerational. Oftentimes, Baby Boomers and Millennials face a difficult challenge when it comes to working together effectively. Join Shaniqua Staples, CEOE and Renee Thompson as they discuss the benefits of bridging the gap within the workplace to run a successful office.

How to Present Like a Pro (Georgette Council, CEOE)

Do you hate public speaking? You are not alone. In this briefing participants will gain useful tips on overcoming the most common fears associated with public speaking. Tips and tricks for presenting like a professional will be shared and participants will find out how to utilize skills they already possess to refine their presentation style. Through active engagement and role playing participants will be given tools to help them overcome their public speaking anxiety.

How to Work in Education and Live to Tell About It! (Debbie Wade, CEOE)

Learn the secrets to surviving our daily educational challenges while having some “wild and crazy” fun! Discover why humor, creativity, flexibility, observation, listening, and stress management are the keys to surviving in the workplace. This one's for YOU!

WORKSHOP SESSIONS

Introduction to Blogging (Beth Still)

Have you been thinking about setting up a blog, but you just weren't sure where to begin? During this session you will start a blog and explore ways to share your post with a potential audience. We will use the Google blogging platform called Blogger.

Introduction to Chrome Browser (Beth Still)

Developing a system of organization is key to helping us keep our sanity. During this session, you will explore the ways that Google Chrome can help. You will learn some Google tips and tricks such as pinning tabs, creating and organizing bookmarks, folders, and favicons. We will also take a look at the Chrome Web Store and test drive some awesome apps and extensions. Bring a laptop or Chromebook to this fun and exciting session.

Learning from the Book of "C" (Debbie Wade, CEOE)

Our workplace is full of opportunities to use the correct words and actions when working with our customers. We'll look in the Book of "C" to learn about words like challenge, care, cooperate, communicate, and many others...and have a little fun along the way!

Managing Conflict (Betty Parker)

Conflict is inevitable. Regardless of whether at work or at home, in the breakroom or the bedroom, with friends or with strangers—we are guaranteed to have a disagreement with someone along the way. Since this occurrence is expected, we need to be prepared to handle those times when we stand on opposite sides of an issue. In this session, participants will learn to address conflict directly. No more ignoring, avoiding, and passing it off to someone else to handle. No more losing control and saying regretful things that we can't take back. Participants will have the confidence to address challenging situations because they will learn methods that work. They will learn how to manage their own behavior and reach resolution. And they will get the chance to practice what they learn in a safe environment so that they feel more confident having tough conversations.

Professionalism in the Workplace: What Are You Serving? (Gervonder Brown)

The workplace can be an enthusiastic, exciting, and—let's be honest—confusing place. Professionalism in the workplace is an essential quality. This workshop will explore the characteristics of two fast food chains allowing participants to uncover exactly what they are serving, as it relates to professionalism, in their workplace.

Put Your Emotions to Use (Shaniqua Staples, CEOE)

Emotional intelligence (EI) has proven to be the premise of success in all workplaces. With many traits such as team work, effective communication, and work ethic being taught to office professionals, it is important to examine the foundation of these skills. Come join the discussion on why you should increase your emotional intelligence and the different ways to do so!

Save the Assistants: Surviving and Thriving in the Workplace (Gloria Tisdale, CEOE, NAEOP Past President)

A Large part of being successful is realizing what you can and what you can not control. There will always be annoying bosses, pushy co-workers and a never ending list of deadlines. The trick for thriving in any environment is learning to not take anything personally. You may not be able to control what happens, but you can choose how to handle it. This workshop will help you choose positive ways of handling stressful situations that may occur.

Unlocking Your Potential, Leaving Your Mark! (Gervonder Brown)

Have you ever felt like you were suppose to be doing something more? That you were born with a much greater purpose in mind? But you may be having difficulty finding out how do I get there? This interactive session will focus on the key components of unlocking your potential and walking out your divine purpose...leaving an indelible mark not only in your workplace but on the world!

What Does Balance Look Like in Your Life? (Dr. James Ann Sheley, Assistant Superintendent)

Stressed? Overwhelmed? Life at its tipping point? Let's talk about some strategies for helping to manage stress while finding the balance in your life!

SCAEOP Annual Conference

2018 SCAEOP ANNUAL CONFERENCE REGISTRATION FORM

Hilton Myrtle Beach Resort
 10000 Beach Club Drive, Myrtle Beach, South Carolina 29572-5304
 Contact Hotel for reservations: 1-800-876-0010
 March 1 – March 4, 2018

Registration Deadline: January 26, 2018

Mail registration with check payable to SCAEOP to remittance address below:
 Mary Beth Bowers, CEOE, 129 East Bowers Road, Travelers Rest, SC 29690

NEW FEATURE - Register online via the SCAEOP website (There is a \$5 credit card convenience fee)

Name: _____ (CEOE) _____
Please check CEOE if applicable)

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Work Phone: _____ Cell: _____

County: _____ District #: _____ Email: _____

Is this the first SCAEOP annual conference you have attended? Yes _____ No _____ Job Title: _____

If yes, will you attend the First Timers Reception on March 2, 2017, 6 PM? Yes _____ No _____

First Timer T-Shirt Size S ___ M ___ L ___ XL ___ 2XL ___ 3XL ___ 4XL ___

Membership Fee (Complete membership application form on back) \$ _____

Conference Registration: Member @ \$200 Non-Member @ \$235 Retiree @ \$175 \$ _____

All registrations postmarked after January 26, 2018, add \$50 \$ _____

Only meals listed below are included for the registered participant. List any special dietary restrictions _____

Additional meals requested:

Extra guests for Lunch Friday _____ @ \$30.00 \$ _____

Extra guests for Lunch Saturday _____ @ \$30.00 \$ _____

Extra guests for Installation Banquet _____ @ \$45.00 \$ _____

Extra guests for Breakfast Sunday _____ @ \$25.00 \$ _____

TOTAL \$ _____

Workshop Registrations: Please indicate workshop choices below by first (1), second (2) and third (3) choices for Workshop Session I - IV. We will make every effort to give you your first choice. Class size limited to 50 so register early!

Workshop Session I 3/2/18 (2:15 – 3:15 PM)	Workshop Session II 3/2/18 (3:30 – 4:30 PM)	Workshop Session III 3/3/18 (12:45 – 1:45 PM)	Workshop Session IV 3/3/18 (2:00 – 3:00 PM)
___ Believe in the Magic	___ Believe in the Magic	___ Aspiring Board Members	___ Aspiring Board Members
___ B. O. L. O.	___ B.O.L.O.	___ Communicating With Respect	___ How to Work in Education
___ How to Be Successful	___ Gmail - Beyond the Basics	___ How to Present Like a Pro	___ Introduction to Blogging
___ Intro to Chrome Browser	___ How to Be Successful	___ Intro to Chrome Browser	___ Managing Conflict
___ Professionalism in the Workplace	___ How to Present Like a Pro	___ Learning from the Book of C	___ Put Your Emotions to Use
___ What Does Balance Look Like?	___ Unlocking Your Potential	___ Put Your Emotions to Use	___ Save the Assistants

SCAEOP Refund Policy

All cancellation requests can be submitted by mail, email, or fax to the Membership Recorder/ Conference Registration Chairman. Cancellations received on or before the deadline stated in the registration entitles the registrant to a full refund. A 50% refund of registration fee will be made for requests received 15 days or more prior to the opening session date of the conference. Requests received 14 days or less (including conference no-shows) to the opening session date of the conference will not receive a refund, except in the cases of death or illness (documentation required).

All refund requests should be submitted to the SCAEOP Membership Recorder no later than 10 business days after the conference adjournment and are subject to a \$25 administrative fee.

*South Carolina Association of Educational Office Professionals
Membership Application*

New Member *Renewal* Member # _____
 Name: _____ ID (Last 4 of SSN): _____ Date of Birth: _____
 Home Address: _____
 Personal E-Mail Address: _____
 Home Telephone Number: _____ Mobile Telephone Number: _____
 Beneficiary for Group Term Life Insurance: _____
 Relationship: _____

Name of School/Office: _____
 Work Address: _____
 Work Email Address: _____
 Work Telephone: _____ Extension (if applicable) _____
 Position: _____
 County: _____ School District: _____

Membership Status: _____ Membership Expiration Date: _____
 Date Joined/Rejoined: _____ Email address preferred: HOME WORK

Are you interested in serving as a state officer or a district director? YES NO
 Are you interested in serving on a committee? YES NO
 Are you a member of a local, district or county association? YES NO
 If yes, name of association: _____

Are you a member of NAEOP? YES NO
 If yes, please list the number of years you have been a member _____
 Are you enrolled in the NAEOP Professional Standards Program? YES NO
 If so, please circle the level at which you are enrolled. Option I Option II
 If certificate has been obtained, which certificate level did you receive? _____
 What year did you receive your PSP certificate? _____
 Have you received your CEOE distinction? YES NO What year did you obtain CEOE? _____

Effective May 1, 2015

Active Membership Dues: \$30.00 per year
 Associate Membership Dues: \$30.00 per year
 Retired Membership Dues: \$15.00 per year
 Membership Pins: \$ 5.00 each

*Please make check payable to **SCAEOP** and mail to*

Mary Beth Bowers, CEOE
 Membership Recorder
 129 East Bowers Road
 Travelers Rest, SC 29690
 Work: 864-355-0003 Cell: 864-918-1011
 E-mail: scaeopmembership@gmail.com

Recruited by: _____
 7/2015

For Official Use Only
Date Received: _____
Type: _____
Check #: _____
Amount: _____
Exp. Date: _____
Receipt #: _____
Posted: _____