

The Voice

South Carolina Association of Educational Office Professionals, Inc.



WWW.SCAEOP.ORG

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Happy New Year everyone, I hope you all had a wonderful holiday break. Can you believe our annual Conference is just one month away?

Here are a couple friendly reminders/deadlines:

- **Registration MUST Be Postmarked No Later Than Sunday, January 15, 2023 in order to avoid the \$75 late fee**

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

**If mailing registration, Checks are made payable to SCAEOP & registration along with check is to be mailed to address below.

- **Deadline to place an ad, congratulatory note, or sponsorship has been extended to Tuesday, January 24th..**

**Send ad to Melody Wise-Butler at mbutler@richland2.org

**Please make sure you have also included the size you would like. Sizing, pricing, and payment information can be found on page 4 of the newsletter.

SCAEOP MAILING ADDRESS

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Mission Statement

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

2023 SCAEOP CONFERENCE

February 16th - February 19th

Conference Schedule

FRIDAY, FEBRUARY 17

OPENING KEYNOTE SPEAKER - Georgette Council, CEOE
GENERAL SESSION TEAM BUILDING ACTIVITIES
MEMBER LUNCHEON
WORKSHOPS I & II

SATURDAY, FEBRUARY 18

ANNUAL MEMBERSHIP BUSINESS MEETING
AWARDS LUNCHEON
WORKSHOPS III & IV
INSTALLATION BANQUET

SUNDAY, FEBRUARY 19

CLOSING KEYNOTE SPEAKER - E. Lorraine Gardner, CEOE

WORKSHOPS

- CHANGING BRINGS CHANGE (E. Lorraine Gardner, CEOE)
- CULTIVATE, MOTIVATE, AND UNITE WITH YOU (Bonnie Miller, CEOE)
- DYSFUNCTIONAL COMFORT (Georgette Council, CEOE)
- FIRST TIMER'S SESSION (Kimmatta Tidwell, CEOE)
- GOOGLE TIPS AND TRICKS (Presenter TBD)
- INVEST IN YOURSELF (Clarice McKnight, CEOE)
- LEADING BY DEFAULT:: How Did This Happen? (LaKeisha Jenkins-Cribb, CEOE)
- MINDSET MATTERS: Finding Purpose in Your Journey (E. Lorraine Gardner, CEOE)
- OFFICE PROFESSIONAL 101 (Eronda Jackson, CEOE)
- PROFESSIONAL STANDARDS PROGRAM: What's in it for Me? (Bonnie Miller, CEOE)
- THE BALANCING ACT (Gervonder Brown, CEOE)
- THE CHALLENGE OF CHANGE: If it doesn't challenge you, it won't change you (Feneshiae Greene)
- THE POWER OF GRATITUDE (Gervonder Brown, CEOE)
- TIME TO GO!! (Shandell Zimmerman)

We Thrive

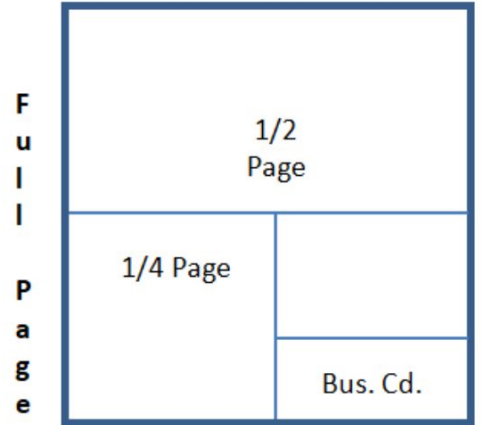
CONFERENCE REGISTRATION PACKET

SOUVENIR BOOKLET ADS

All ads will be in black and white.
 More details are included in the Conference Registration Packet.

Deadline extended to January 24th, 2023

Full Page	\$100.00
Half Page	\$ 50.00
Quarter Page	\$ 25.00
Business Card	\$ 20.00
Celebratory "Shout Out"	\$ 10.00
Inside Front/Back Cover	\$250.00
Back Cover	\$300.00



2023 SCAEOP ADVERTISEMENT FORM

SCAEOP CONFERENCE THEME BASKETS

All affiliates are responsible for providing a theme basket to be raffled off at the SCAEOP Conference in February. The proceeds from the theme baskets provide student scholarships every year.



Don't Forget

- **Your lanyard and conference bags
- **Cash to participate in 50/50 raffle, theme basket drawings, and shop vendors
- **Individually wrapped snacks for the RMH Pantry

Congratulations to the following members on being elected to the 2023-2024 SCAEOP Board



Executive Board

President Elect - Gervonder Brown, CEOE

Vice President - Clarice McKnight, CEOE

Secretary - Sydney Rice, CEOE

Area Directors

Area Director 3 - Tamara Collier

Area Director 4 - Sharon Price

Area Director 9 - Angela Davis

Area Director 10 - Suzanne Nelson, CEOE

Area Director 11 - Jennifer Varnadoe

Thank you and a job well done to the 2022-2023 SCAEOP Board!

Community Service Project

Ronald McDonald House



Where do you turn when your child is born with a serious illness or has been involved in an accident and must be hospitalized? We are fortunate to have an organization such as the **Ronald McDonald House Charities** to help during a time of need. The RMH offers housing and food for families during the hospital stay of their child. In *keeping families close*, our organization can support their endeavors to make the families a little more comfortable.



Generate donations

Shop at smile.amazon.com and we'll donate 0.5% of eligible purchases to your favorite charitable organization—no fees, no extra cost. Donate products to charity

RMHC has created a [wish list](#) of items they need right now. Simply browse, order, and enjoy giving.

When large amounts of aluminum pop tabs are collected at the House, they take them to a recycling center. According to the price of aluminum, the recycling center gives them a check. This check goes back into the House for general operating expenses keeping the doors open to continue to serve families. [Watch this video](#) for more information.



If you prefer to make a donation by mail, please complete the form below and send to the following address:

Ronald McDonald House Charities Columbia, SC
2901 Colonial Drive
Columbia, SC 29203

Please click the button above to take you to the secure online form.

[DONATION FORM](#)

SCAEOP/SCAEOP-Retired Members

How to File an Insurance Claim

The Horace Mann Insurance Company provided the SCAEOP members with a \$1,100.00 insurance policy back on November 1, 1996, Policy #39-164. All SCAEOP/SCAEOP-Retired members in good standing, with dues up to date as well as LIFE members have this policy. When a member dies, the beneficiary can collect this policy amount of \$1,100.00 if they notify the SCAEOP Membership Recorder of the death of the SCAEOP/SCAEOP-Retired member. The information is listed on the SCAEOP Website. The current Membership Recorder, Cheryl Grantham, can then send you the claim form to collect the insurance, if she is notified. We have had three members pass away recently, and the Retiree board just found out about it. The beneficiary will need to complete the claim form and attach a death certificate and mail to Horace Mann Insurance Company, 1 Horace Mann Plaza, Springfield, IL 62715-0001.

If you have any questions, please feel free to contact Cheryl Grantham, Membership Recorder, at scaeopmembership@gmail.com

Submitted by Pauline Alford, CEOE
SCAEOP-Retired Historian

Thank You!!!

This is the final newsletter of the 2022-2023 term. Thank you all for your contributions and encouraging words. It was a pleasure and a privilege to produce this newsletter for you this year.

I look forward to seeing you all at the conference.

Respectfully,
Sharon McLean, CEOE
Newsletter Editor



Connect with us on social media!

#SCAEOP

