

# The Voice

South Carolina Association of Educational Office Professionals, Inc.

## 2023 SCAEOP ANNUAL CONFERENCE REGISTRATION

**Registration MUST Be Postmarked No Later Than January 15, 2023**

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.

### SCAEOP 2023 Conference Registration Packet

## Hotel Reservations

### Hotel Rate:

The conference room rate is \$149 per night, plus 12% tax (single & double occupancy; triple & quad at a higher rate).

**Hotel rate good until January 31, 2023**

Parking is \$7.00 per night. \*\*Please note parking is with the city garage located next to the hotel and is not affiliated with Hyatt Regency\*\*

### Hotel Address:

220 North Main Street, Greenville, South Carolina, 29601

### Registration link:

<https://www.hyatt.com/en-US/group-booking/GSPRG/G-AESC>

### SCAEOP MAILING ADDRESS

4611 Hardscrabble Rd  
Suite 109, PMB-3  
Columbia, SC 29229

### SCAEOP OFFICERS

Kimmetta Tidwell, CEOE  
President  
[ktidwell@fairfield1.org](mailto:ktidwell@fairfield1.org)

Ruth James, CEOE  
President-Elect  
[ruth.james@beaufort.k12.sc.us](mailto:ruth.james@beaufort.k12.sc.us)

Gervonder Brown  
Vice President  
[gebrown@fairfield1.org](mailto:gebrown@fairfield1.org)

Clarice McKnight, CEOE  
Secretary  
[cmcknight@gcsd.k12.sc.us](mailto:cmcknight@gcsd.k12.sc.us)

### NEWSLETTER COMMITTEE

Sharon McLean, CEOE  
Newsletter Editor  
[smclean@gcsd.k12.sc.us](mailto:smclean@gcsd.k12.sc.us)



[WWW.SCAEOP.ORG](http://WWW.SCAEOP.ORG)

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## Mission Statement

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

# Nominations & Elections

Nominations are now being accepted to serve on the SCAEOP 2023-2024 Board.

**Nomination forms will be emailed to all SCAEOP members on **October 1st**.**

**All Nominations must be submitted by **October 25th**.**

**Voting will open from December 1st to the 15th.**

- President-Elect
- Vice President
- Secretary
- 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 9 (Berkeley and Charleston Counties)
- Area 10 (Anderson 1 and Anderson 2 Counties)
- Area 11 (Edgefield, Lexington, McCormick, and Saluda Counties)
- Area 12 (Florence and Marion Counties)

Please click [HERE](#) to view descriptions of all available positions. If you are interested in serving on the board or would like to nominate someone to the board please contact Mary Beth Bowers at 864-355-0003 or [mbowers@greenville.k12.sc.us](mailto:mbowers@greenville.k12.sc.us).



# Upcoming Awards

*Deadline for all applications is November 1st*

## Educational Administrator of the Year Award

SCAEOP affiliates may nominate an educational administrator based on their personal and professional accomplishments, contributions to education, and support of educational office professionals. The Educational Administrator of the Year is presented to the membership at the annual conference.

Application can be found [here](#)

## Betty Blanton Educational Office Professional of the Year Award

SCAEOP affiliates may nominate a SCAEOP member based on their personal and professional accomplishments, membership activities, and contributions to education. The Betty Blanton Office Professional of the Year is presented to the membership at the annual conference each year.

Application can be found [here](#)

## Member Scholarship

The SCAEOP Member Scholarship was established to assist SCAEOP members pursuing a Professional Standards Program (PSP) Certificate, the Certified Educational Office Employee (CEOE) designation, or having attained the CEOE distinction, pursuing a college degree.

Guidelines can be found [here](#) and Application can be found [here](#)

## Student Scholarships

SCAEOP presents annual scholarships of \$1500 to deserving high school students. We have helped with the educational process of many South Carolina college bound students. The rising cost of tuition at many of our colleges places a hardship on many families. We strive each year to help ease the economic burden for a deserving student.

Marian Garrett Student Scholarship - [Apply here](#)

Member Dependent Scholarship - [Apply here](#)

General Student Scholarship - [Apply here](#)

# 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](https://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](#)

# Professional Standards Program

One of the benefits of being a member of SCAEOP is an opportunity to earn the distinction of being a certified office professional.

As you may or may not know, PSP (Professional Standards Program) is a certificate you can earn. Obtaining your PSP is the first step to becoming a Certified Educational Office Employee (CEOE). Your PSP and CEOE are distinctions that office professionals can attain by being members of National Association of Educational Office Professionals (NAEOP). Listed below is an overview table of the requirements needed to obtain your PSP/CEOE. This certification program is based on **education**, work experience, **professional development points**, and **association involvement**(responsibility).

## At A Glance

Professional Standards Program (PSP) Certificate Requirements-**if you do not have a degree the criteria is noted below:**

### **Certificate Level Work Experience Education/In-service Association Responsibility**

#### **Without college degree**

College Degree	Work Experience	Education Hours	Association Involvement
Associate Degree	4 years	+60 hours	10 points
Bachelor Degree	4 years	+60 hours	10 points
Master Degree	4 years	+60 hours	10 points
Doctoral Degree	4 years	+60 hours	10 points

#### **With college degree**

Certificate Level	Work Experience	Education Hours	Association Involvement
Basic	4 years	210 clock hours	10 points
Associate Professional	4 years	300 clock hours	10 points
Advanced I	4 years	390 clock hours	10 points
Advanced II	4 years	480 clock hours	10 points
Advanced III	4 years	570 clock hours	10 points

Please feel free to contact me for any additional information.

Clarice S. McKnight, CEOE ~ Chairperson- [cmcknight@gcsd.k12.sc.us](mailto:cmcknight@gcsd.k12.sc.us)



# SCAEOP - Retirees



The SCAEOP-Retirees held their Fall Meeting on September 16, 2022, at the Grecian Gardens Restaurant in West Columbia. It was wonderful to see all those that were able to attend the meeting. There were 18 members and 4 guests in attendance. During our meeting, several motions were made and approved to change/update our Procedures Manual and Bylaws.

We discussed our plans for the Ways & Means tables at the upcoming Annual Conference in Greenville. There will be the prize eggs, gift card basket, raffle items and sales table. Plus we will have a new item – The Prize Wheel! We look forward to seeing everyone in February.

Jackie Zuraw, CEOE  
SCAEOP-Retirees President

## Welcome New Members

Tierra Waters	Fairfield County
Elzandria McArthur	Marlboro County
Stephanie McCray	Marlboro County
Debbie Dease	Marlboro County
Senia Douglas	Marlboro County
Grace Cuffy	Richland County
Tina Vita	Anderson County
Erika Wider	Richland County

## PSP Recipients

Congratulations to the following members who recently completed the PSP program and received their CEOE distinction or completed their renewal.

- Tina Gregory, CEOE      Richland 2
- Linda Alexander, CEOE      Fairfield County

Interested in learning more about the Professional Standards Program? Contact Us!  
Clarice S. McKnight, CEOE ~ Chairperson [cmcknight@gcsd.k12.sc.us](mailto:cmcknight@gcsd.k12.sc.us)

## **Board Meeting Schedule**

November 12, 2022  
January 14, 2023

*\*\*These dates are subject to change\*\**

## **Ways & Means**

- Fleece Vest (\$20) - BOGO 1/2 OFF
- Women's Polo Shirt (\$20) - BOGO 1/2 OFF
- Men's Polo Shirt (\$20) - BOGO 1/2 OFF
- Rain Jacket (\$15)

[SCAEOP.ORG/SCAEOP-STORE-FRONT](http://SCAEOP.ORG/SCAEOP-STORE-FRONT)

# Upcoming Events

October 1st	October 25th	November 1st	November 12th
Nomination forms will be emailed to you	Nominations Deadline	Award Application Deadline	Board Meeting

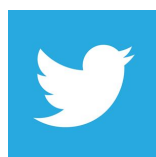
## Help Yourself to Happiness by Helen Steiner Rice

Everybody, everywhere seeks happiness, it's true,  
But finding it and keeping it seems difficult to do.  
Difficult because we think that happiness is found  
Only in the places where wealth and fame abound-  
And so we go on searching in "palaces of pleasure"  
Seeking recognition and monetary treasure,  
Unaware that happiness is just a "state of mind "  
Within the reach of everyone who takes time to be kind-  
For in making Others Happy we will be happy, too.  
For the happiness you give away returns to shine on you.

Submitted by,  
Tina Gilliard-Rice  
SCAEOP Inspirational Leader

Our next newsletter is scheduled for publication on November 1. If you have articles you would like to submit for review, please email Sharon McLean at [smclean@gcsd.k12.sc.us](mailto:smclean@gcsd.k12.sc.us). **The deadline for submissions is October 21st.**

Respectfully,  
Sharon McLean, CEOE  
Georgetown County AEOP



Connect with us on social media and Check out our YouTube channel!