

**NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS**

**Field Service for Non-Affiliate Request Form**

Thank you for your request for an NAEOP consultant to visit your organization. In order to be in compliance, this request must be received 90 days before the expected visit. Descriptions for the Professional Development programs offered can be found at <http://www.naeop.org> under the "Programs" tab.

Consultant Requested \_\_\_\_\_

Date(s) of Event \_\_\_\_\_ Date(s) Requested \_\_\_\_\_

Location \_\_\_\_\_ City/State \_\_\_\_\_

Requesting Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ (h) (\_\_\_\_) \_\_\_\_\_ (w) (\_\_\_\_) \_\_\_\_\_ (fax)

\_\_\_\_\_ (E-mail)

Participation requested: (please check all that are applicable)

Keynote Speaker

Workshop Leader/Presenter

NAEOP Promotion

Other (please specify) \_\_\_\_\_

Program Topic/Theme: \_\_\_\_\_

\_\_\_\_\_

All visits must be approved by the NAEOP  
Professional Development Committee  
Chairman

Approval: \_\_\_\_\_

Date: \_\_\_\_\_

The fee structure includes all travel expenses for the consultant plus a speaker fee of \$300.

Please return this form and a check for the \$300 speaker fee to:

**NAEOP Field Service Program  
1841 South Eisenhower Court  
Wichita, KS 67209**

**Fax: 316-942-7100**

**Email: [naeop@naeop.org](mailto:naeop@naeop.org)**