

# ***NAEOP FIELD SERVICE PROGRAM FOR AFFILIATES***

The NAEOP and NAEOP Foundation Boards have partnered to provide professional development opportunities for its members and affiliations, as well as educational organizations, school systems and other educational entities not affiliated with NAEOP. The Field Service Program is offered to these entities at a nominal fee. NAEOP elected Board members are available to offer the requested services.

## **Mission Statement**

To provide opportunities for professional development for educational office professionals, both those affiliated and those not affiliated with NAEOP and/or the NAEOP Foundation.

## **Guidelines for NAEOP Affiliates**

The Field Service program for NAEOP Affiliates is designed to offer professional development workshops created and given by the NAEOP elected Board members. Guidelines are as follows:

1. Affiliate must send initial request (email, fax, etc.) to the NAEOP national office. This request must include a contact's name, phone number, and email address, as well as the affiliate name. The request should include the specific dates/times they would need the speaker, length of each workshop to be presented and topic (if known), and if there is a specific Board member requested. This request must be received by the national office at least 90 days prior to the date of the workshop.
2. The national office will verify affiliation status. If affiliation is current, a cover letter stating the procedure and donation requirement, along with the Field Service Reporting Form is mailed to the contact person. Copies of this letter will also be sent to the Professional Development Chairman and NAEOP President.

If the affiliation of the requesting group is not current, the requestor will be sent information on the Field Service Program for Non-Affiliates program.

3. The Field Service Request Form must include a list of expenses to be covered by the affiliate, as well as the amount that will be donated by the affiliate toward travel expenses for the Board member.
4. Once the completed Field Service Request Form is returned to the national office, a copy is sent to the Professional Development Chairman for approval. The chairman checks availability of the requested Board member. If available and funds are approved, the form is dated, signed and sent back to the national office. If the requested Board member is not available, the Chairman will contact the affiliate to make other arrangements.
5. Upon receiving the approved request, a confirmation letter will be sent to the contact person from the national office. Copies are also sent to the Professional Development Chairman and NAEOP President.
6. When the field service visit is complete, the affiliated association is invoiced the donation amount, unless previously paid.