

NAEOP FIELD SERVICE PROGRAM FOR NON-AFFILIATES

The NAEOP and NAEOP Foundation Boards have partnered to provide professional development opportunities for 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 Non-NAEOP Affiliates

The Field Service program for Non-NAEOP Affiliates is designed to offer professional development workshops created and given by the NAEOP elected Board members to associations, organizations, school systems and other educational entities not affiliated with NAEOP. This program is offered to those entities at a nominal fee. Guidelines are as follows:

1. Organizations must send initial request (email, fax, etc.) to the NAEOP national office. This request must include the contact name, phone number, email address and organization 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. Fee structure will include all travel expenses for the speaker, plus a speaker fee. The NAEOP Executive Director will work with the requesting organization to determine the most economical travel costs.
3. A Field Service Reporting Form for Non-Affiliates will be mailed to the contact person. Copies of this letter will also be sent to the Professional Development Chairman and NAEOP President.
4. Once the completed Field Service Reporting Form for Non-Affiliates 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 no specific Board member was requested, the Professional Development Chairman and the Executive Director will work with the organization to determine which Board member will be sent to conduct the workshop(s). When all information is completed, 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 association 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 organization will be invoiced for agreed upon travel expenses, plus the speaker fee, unless previously paid.