

# NATIONAL ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS

## Field Service Reporting Form

We are excited to offer as a benefit of our NAEOP association, the opportunity to help provide professional development at your conference or professional development day. Please refer to the NAEOP website to see a list of presenters and presentations provided. Complete this form and submit it to the NAEOP President Elect/Professional Development Chairman a minimum of 90 days prior to the requested visit.

Presenter and Presentation Requested \_\_\_\_\_

Alternate Presenter and Presentation Requested: \_\_\_\_\_

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

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

Requesting Association \_\_\_\_\_

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

Address \_\_\_\_\_

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

Email(s) \_\_\_\_\_

Participation requested: (please check all that are applicable and list specific date & time of event)

- Keynote Speaker \_\_\_\_\_  Workshop Leader \_\_\_\_\_  
 NAEOP Promotion \_\_\_\_\_  Installation \_\_\_\_\_  
 Other (please specify) \_\_\_\_\_

Additional Information: \_\_\_\_\_

---

*Please list the expenses below that your association will cover for this requested field service visit. We ask all requesting associations to consider paying for as much of the total expense incurred for the field service visit as your budget allows. Doing so will enable NAEOP to reach more affiliates with Field Service. NAEOP will continue to provide professional development opportunities to all of its affiliates and will not turn down a field service request if your association is unable to cover all costs.*

Lodging	\$ _____
Meal(s)	\$ _____
Registration	\$ _____
Travel	\$ _____
Other (please specify)	\$ _____
_____	
TOTAL	\$ _____

Note: Must be approved by NAEOP Professional Development/Field Service Chairman

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

Return form to: Professional Development Chairman, 1999 N Amidon Ave., Ste. 325, Wichita, KS 67203 or FAX: 316-942-7100, EMAIL: [naeop@naeop.org](mailto:naeop@naeop.org)