

**LCAEOP**  
**Lake County Association of**  
**Educational Office Professionals**

*"We invite you to join us"*

**WHO WE ARE**

We are a nonprofit, nonunion, nonpartisan, nonsectarian organization consisting of clerical and office personnel of the Lake County Schools educational system. Active members who have paid their dues are entitled to vote, hold office, and to participate in the discussions at meetings of the organization. There are two levels of membership available to you as follows:

- ◆ **LCAEOP** – Lake County Association of Educational Office Professionals is the local district association chapter. Dues are **\$10** annually. Retiree dues are **\$7**.
- ◆ **NAEOP** – National Association of Educational Office Professionals is the national association. Dues are **\$50** annually. **NOTE: You must be a local member to join the national association.**

**To join, please fill out the appropriate application(s).** [You may type in the boxes on the form before you print it out.]  
**Please return your application and check made out to LCAEOP to: Melissa Metz-Moore (LCAEOP President) Facilities.**

**Advisor**

Lauren DeRidder

**[Please cut off the application form(s) and return ONLY the form(s) with check or cash.]**

Thank you!

**2020-2021 LCAEOP OFFICERS**

President	Melissa Metz-Moore
Vice President	Sheryl Padgett
Corresponding Sec	Linda Carter-Countryman
Recording Secretary	Fay Crews
Treasurer	Laura Gantner
Historian	Bernie Hoone



**LAKE COUNTY ASSOCIATION OF EDUCATIONAL OFFICE PROFESSIONALS (LCAEOP)**  
**LCAEOP (LOCAL) MEMBER APPLICATION 2020-2021**

Last Name	First Name	Middle Initial	
Work Site	Position		
Work Address	Work Phone		
Home Address	Home/Cell Phone		
◆ Must be local member to join national. Check box(es).	Local Chapter \$10	Retiree \$7	National \$50
Amount enclosed	Membership Committee will complete remainder of form.	Date Rec'd	Check      Cash



**LCAEOP (Local Chapter)**

## Lake County Association of Educational Office Professionals

### WHAT WE DO

**L**ocal chapter of the Lake County Association of Office Professionals meets approximately ten times per year, beginning in July. Regular meetings are held once a month on the third Tuesday in various locations after work hours. Notices will be sent out via Email to work sites.

**C**lerical office personnel network with each other to improve our job skills more and learn how to work “smarter – not harder.” State members attend state and regional conferences and workshops.

**A**ll clerical employees (male and female) are invited to take an active part in this, your association. You will make a difference by being involved in improving your work skills and relationships. We welcome you and your ideas!

**E**ach year, the Ways and Means Committee plans fundraisers to earn money toward student scholarships. The Scholarship Committee sends applications for nomination to our high schools. Then qualifying students are chosen to receive scholarships for their continuing education. Each year, a date is set aside for installation of officers and committee chairs.

**O**ur purpose and aim is to encourage the improvement and advancement of all our members. An interesting program is planned for each monthly meeting to encourage individual growth and enrichment, both business and personal. A business meeting follows with an opportunity given for sharing ideas and concerns as well as brainstorming solutions to particular problems.

**P**lanned workshops are presented through the Learning Resource Center/Professional Development. You are encouraged to watch for announcements and attend whenever possible to improve your skills and provide more efficient service to the schools and to the community.

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