

bsuaop keynoter

Boise State University
Association of Office Personnel

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Boise, Idaho 83725

Valencia F. Garrett, Editor
Idaho Small Business Dev. Ctr.

President's Message

Marian K. Graham

"I can't believe it's the end of November already! I feel as though I have been lost in a vacuum for a couple of months. It seems like only yesterday that I was in Tucson, watching Jackie Fuller being installed as President of NAEOP. What a wonderful experience! Not only because Jackie is my friend and co-worker, or even because it's great to have someone from Idaho serve as President, or even because I received my PSP, but just to attend the 59th National Association of Office Professionals Annual Conference was a great honor. I met people from nearly every state and had the opportunity to talk with them about a variety of subjects."

"Attending this conference really helped me to see how an organization can work to encourage and support its members. This is a goal I have for BSUAOP this year--as we "Look Toward the Future," I would like each of you to work to encourage and support others in our profession. Sharing your talents and supporting others in our profession is very rewarding. This can be as little as helping a co-worker learn more about WordPerfect or teaching a new secretary the "ropes." Remember, we all need someone to help us at some time."

"Remember the Holiday Auction and Decoration Contest--get involved! It's a wonderful way of sharing yourself with others."

HAPPY HOLIDAYS!!

COMING EVENTS

- Holiday Auction
December 14, 1993
- Professional Development
February 8, 1994
- Boise Breakfast
May, 1994
- Spring Conference & Annual Meeting of NAEOP
May 1-2, 1994
- Installation of BSUAOP Officers
May 9, 1994





**Professional
Standards Program
(PSP)**

Marian K. Graham
PSP Chair

**ANNUAL HOLIDAY AUCTION
& LUNCHEON**

Boise State University Association of Office Personnel is having their annual Holiday Luncheon and Auction on Tuesday, December 14, 1993, in the Student Union Building, Lookout Room, from 11:30 AM to 1:30 PM. All reservations should be in Friday, December 10, 1993.

We are planning a roast beef dinner with all the trimmings and we have acquired some wonderful, fun, and interesting items for our auction. These donations have come from many businesses in Boise, BSU Departments, and several private individuals. This is our big scholarship fund-raiser of the year and we anticipate campus wide participation.

Again this year, we are having our own entertaining auctioneer, Dick Rapp from Career Planning & Placement, and his fantastic helpers, Steve Spafford, Dean of Admissions and BSU Emeriti Faculty and Staff, Dr. Richard Hart.

I, as the committee chair, hope you will take advantage of the festivities for your own holiday gift giving.

Donna Knapple
Holiday Auction



When I started to gather the information I needed to get my PSP, I felt overwhelmed by the amount of paperwork. During the time I was working on the forms, I never imagined how exciting, wonderful and fulfilling it would be to receive my certificate. I was lucky enough to be able to receive that certificate in Tucson at NAEOP's 59th Annual Conference, but it wasn't just because I was there to be honored for achieving my PSP that made me feel the way I did. I felt a great deal of pride and accomplishment for having completed the requirements. I felt I finally had some tangible evidence of my professional development and growth over the past seven years. I never thought, as I grumbled my way through the forms, that it would mean so much to me.

I wanted to share this with all of you to encourage you to "Look Toward the Future," start putting together the information, it's really worth the time and effort. Call me at x3789 if you would like more information about PSP.

1993-1994 BSUAOP BOARD

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- *Holiday Auction
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- *Holiday Decoration Contest
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BSUAOP NEEDS YOU!

Marian K. Graham
BSUAOP President

With the semester nearing an end, BSUAOP Committee Chairs are still looking for members. We desperately need to get the Bosses' Breakfast Committee chaired and working. I know that everyone is extremely busy at this time of year, but work on this project would not have to start until after the Christmas break. So, if you've ever wanted to help out, this is the time!

BSUAOP SCHOLARSHIPS

Marion K. Graham
Scholarship Chair

The BSUAOP Scholarship Committee has awarded the scholarships for Spring 1994. The scholarship recipients will be acknowledged at the Holiday Auction, December 14.

Application Deadlines:

Spring	November 1
Spring Conference	April 1
Summer & Fall	April 1

Scholarships are available to all BSUAOP members.

FRIENDS OF THE FOUNDATION

The NAEOP Educational Foundation has been funded through individual donations and contributions since its incorporation in 1986. Because of the generosity shown by members, the dedication of the NAEOP national office headquarters building was held December, 1992 in Wichita.

The time has now come to request continued financial support for the Foundation. You are encouraged to become a charter donor of the Friends of the Foundation program.

This program is being implemented in accordance with the founding purpose of the Foundation. That purpose being to promote and develop the mutual interest of NAEOP members by creating opportunities for exchange of new and creative ideas, by the advancement of NAEOP through communications to its membership, and by participation of members in educational self improvement programs.

To become a charter donor of the program, simply complete the application form below and mail to the address given. As a token of appreciation for your tax deductible gift to the Friends program, you will receive a lapel pin which we hope you will wear with pride.

Friends of the Foundation
PO Box 12619
Wichita, KS 67277-12619
Enrollment Form
1993-1994

Name _____

Address _____

My donation:

- _____ \$10 (Friend)
- _____ \$25 (Close Friend)
- _____ \$50 (Special Friend)
- _____ \$100 (Best Friend)

ITEMS OF INTEREST

Clare Spoor
Public Relations Chair

It is difficult for one person to be aware of everything that is going on in all departments at BSU and I need your help. If you know of a member who is in the hospital, is ill, had a death in the family, birth of a baby, marriage, or something of concern/interest; please contact Clare Spoor, Publicity Chair at x1602.

Also contact me with items of interest to be submitted to the editor of the *Idaho Gem*. (IAEOP newsletter)

Always Try to do What You Can

It was a chilly, overcast day when the horseman spied the little sparrow lying on its back in the middle of the road. Reining in his mount, he looked down and inquired of the little creature, "Why are you lying upside down like that?"

"I heard the sky is going to fall today," replied the bird.

The horseman laughed. "And I suppose your spindly little legs can hold up the sky?"

"One does what one can," said the little sparrow.

-South Plains Catholic,
Lubbock, Texas