“If we did all the things we are capable of doing, we would literally astound ourselves.” – Thomas Edison

We all wish, dream and envision a future or alternate reality for ourselves – it’s part of human nature. Making those dreams come true requires making changes in our lives, often in our habits. And unless you have a fairy godmother or a magic wand that you’re not sharing with the rest of us, changing your habits, your life, will require hard work, dedication and some sacrifice. We are all capable of making these changes; sometimes we have to find a strategy that works for us. We often have to ignore our fear, the self-doubting voice in our heads (yes – we all have one of those), and just do what we need to do to move ourselves forward. Thomas Edison says it more eloquently than I do: often we don’t know what we’re capable of until we’ve done it. Humans, after all, are amazingly resilient and adaptable creatures – look at our history for evidence of that.

Continued on page 2
Whether you want to get a degree, change careers, lose weight, or climb a mountain, you have to follow the same basic life-planning and goal setting steps. The details of the steps make up your unique path to your goal. Those details can make the difference between reaching your goal or failing somewhere along the way. Think about what it takes to climb a mountain.

No one should climb a mountain alone and no one should climb a mountain without preparing and training for the expedition. Climbing in a team offers many advantages—it allows you to distribute equipment, first aid supplies, and food across several people’s packs; it offers security in the case of emergency; it offers camaraderie throughout the adventure.

To climb a mountain, you must research and prepare for your adventure. You might find someone who has successfully climbed the mountain before who can share tips, tricks, and insights into how to reach the top. You should research the mountain’s trails, finding one that fits your skills and experience that will get you to the summit. You should also research the equipment and techniques that you will need along the way. It’s a really smart idea to physically train to make sure that you are physically capable of performing the techniques you will need and you should practice those techniques at a high altitude in order to be better prepared for the mountain’s conditions. You should find partners to join your adventure, including perhaps a guide with climbing and wilderness expertise, like the infamous Sherpas who guide people climbing Mount Everest. You will pick the dates that you will travel to and from the mountain. As you near those dates, you should find the weather conditions at multiple locations on the mountain and ensure that you have equipment that will stand up to those conditions.
Idaho Association of Educational Office Professionals

The Idaho Association of Educational Office Professionals conference is always enjoyable. The 2014 conference was held April 3-5 in Twin Falls. The hotel overlooked the Snake River Canyon and offered lovely accommodations for the conference.

While the attendance was low this year, it was nice to get to know colleagues across the state better. The low attendance offered the benefit of a more intimate conference, where we could deepen friendships and easily make new friends.

The conference offered a PERSI presentation about planning for retirement, which helped attendees think about their retirement options – no matter how near or far retirement may be. The session also provided an opportunity for attendees to ask questions of a PERSI employee and expert. The conference also offered breakout sessions in e-Portfolios, iPad Tablet Basics and “Ethics – ‘Policy vs. Humanity’ and the Thin Line between Human Resources.”

After a day of learning, some of the conference attendees went on a walk along the rim of the Snake River Canyon, adjacent to the hotel, with Lorri Prescott, an attendee from the Twin Falls area. The walk was refreshing, offering us a time to get to know one another better while enjoying breathtaking views of the canyon. Other attendees stayed in and knit scarves with the soon-to-be-installed association president, Shirley Hanes.

The second day of the conference was a celebratory day. Attendees were treated to an interactive workshop on “Secrets of Happiness at Work,” followed by the installation luncheon. “Secrets of Happiness at Work” brought out our creative sides while we
Mentor Program

Starting a new job is always mindboggling, but wouldn’t it have been nice if when you started working at Boise State someone had taken you under their wing and showed you around, and given you tips on where to go for supplies, printing and changes in phone service?

AOP has developed a mentor program for new office professionals. Our member representatives will send welcome letters and offers of mentorship to new office support staff as they are hired to work at Boise State. So let your member rep know of any new employees.

SKILLSOFT ELEARNING

WHAT IS SKILLPORT/SKILLSOFT?

Skillport is a catalog of online courses & books designed to help employees develop their existing skills and learn new skills. The courses are free to Boise State faculty and staff. Courses cover a range of critical business skills like customer service, communication, Microsoft Office, project management, and more.

Sample skills you can learn:

◊ Administrative Support
◊ Communication
◊ Customer Service
◊ Human Resources
◊ Financial Services
◊ Project Management
◊ Strategic Planning

Take control of your own education and skill building!

UPCOMING EVENTS

Professional Development Day ⋆ October 14, 2014 ⋆ 8:30am-4:30pm
Simplot Ballroom ⋆ Registration information coming soon!

Idaho Association of Educational Office Professionals—Board Meetings

Idaho Association of Educational Office Professionals Annual Conference
April 24-25, 2015 at the Riverside Hotel, Boise, Idaho
Conference Planner: Leslie Black

Office Professional and Administrator of the Year nominations due: April 13, 2015

Bosses Breakfast: May 5, 2015

http://orgs.boisestate.edu/bsuaop/
The Art of Sale: Why It’s All About Confidence, Conviction and Charisma
By Gurbaksh Chahal

Some people have it; many people don’t. But there are three attributes you need to develop if you want to master the art of the sale. They’re the three C’s: Confidence. Conviction. Charisma.

If you have these attributes, there isn’t a single thing you can’t sell.

Confidence

Do you have the confidence in yourself to represent your product or service so that your customer is convinced of its worth?

When you display confidence you exude an infectious aura. When you’re confident, you’re convincing. People listen to you; people believe you, and believe in you.

When I started my first real business, I was just 16 years old. I was definitely something of an introvert. But I had enough confidence to pick up the phone and make sales call after sales call. The people on the other end of the line had no idea they were dealing with a 16-year-old schoolkid whose office was the bedroom he shared with his brother. I was polite. I was professional. And I sounded confident.

“Confidence” also means inspiring confidence in the people with whom you do business. Once they have confidence in you, they will keep doing business with you and you’ll understand that ultimately business isn’t run by machines, they are run by these relationships. They can’t be programmed, they are earned.

Continued on pg. 7

SELL YOURSELF THROUGH YOUR RESUME!


Learn how to research your skills, use your past evaluations to support your success, quiz yourself on your skills and performance and tell the story of your career.

http://orgs.boisestate.edu/bsuaop/
Climbing a mountain can be a metaphor for my theme – “Think BIG – Personalize Your Future, Discover Your Path.” Climbing a mountain is a big goal. There are many smaller goals that you can set in order to reach the overarching goal of a successful climb to the summit of a mountain. The particulars of how you go about climbing your mountain, including the very mountain you choose to climb, will be unique to you. The journey that you take to the summit will be unlike any of the climbers who climbed that mountain before you, with you, or after you. The insights, the struggles, the experience will be highly personal. It is up to you to share your story with your fellow climbers and with future climbers who choose to use you as one of their resources as they prepare to climb in your footsteps.

Through my involvement with Boise State AOP, I have met a wide-range of people – all of whom are highly supportive. Some of the most supportive people I have met in my life are members of AOP. They have helped me rewrite my job description, organize events, better my writing and my designs, and feel good about myself and my work.

This year I challenge each of you as members of Boise State University Association of Office Professionals to pick one of your dreams to work on over the coming year. Pick a smaller goal that will be achievable within the year that will help you make your dream a reality. If you want to finish a degree, establish a plan with an advisor and enroll in at least one class. If you want to become healthier, get a body composition test and set a related goal to tone up, lift a certain weight, exercise three days a week, or eat a new healthy recipe each week. As a side note, I don’t recommend setting all of those goals at once, lest you overwhelm yourself; habits are hard to change and just as hard to develop.

You have a whole organization of colleagues and friends who are able and willing to support you as you work towards your goals. Research shows that sharing your goal(s) with someone else makes you more likely to achieve your goal(s). Share your dreams and your strategies with a friend. Ask her or him to support you in your journey. This year let’s help each other reach our goals and better our lives, deepening our friendships along the way. Together, let’s astound ourselves!
Conviction

Do you truly believe in what you’re doing? Do you have the strength of your convictions? Conviction is a ‘must-have.’ It gives you the power to handle any rejections that come your way — and there will inevitably be rejections. There will be disappointments. There will be setbacks. At times things might go so wrong it seems like a major catastrophe from which it would be hard to recover.

Having conviction in your undertaking is really important when people try to drag you down for whatever reason.

A stand-out moment for me was when I was trying to raise capital for my previous business, BlueLithium. The general partner of a big firm, an MBA from an Ivy League university, cut short my presentation and told me my chances of success were pretty much zero.

Then he gave me a 10-minute lecture on business basics. I often wonder if he knows that I went on to build and sell that zero chance company for $300 million. Without conviction, I could have listened to this so-called expert and given up.

Charisma

This is a tricky one. Having “charisma” means having a personality that attracts people to you; that makes people like you; that even makes people want to follow you. I’m tempted to say that you either have it or you don’t have it.

Maybe you don’t have the special kind of magnetism and charm that makes someone charismatic. But you can shine nevertheless. You can promote feelings of goodwill and foster positive cooperation among your colleagues. Be likeable! People only like to work with people they like.

There is one final item you need to remember if you wish to master the art of the sale.

In sales, you are never selling an object or something tangible. What you are really selling at the end of the day is: Opportunity. Confidence, Conviction and Charisma just allow you to take that opportunity and turn it into art.

(reprinted by permission of Elite Daily: http://elitedaily.com/money/entrepreneurship/confidence-conviction-charisma-art-sale/)
The conference took place on July 14-17, 2014 in Portland, Oregon.

**NAEOP Conference Volunteer Experience**

by Angela Garcia

I feel very fortunate to have attended the NAEOP Annual Conference and Institute July 14-17 in environmentally conscious Portland, OR. I appreciated the professional development opportunities that I participated in at the conference but it is my volunteer service during the conference I will write about here.

I was appointed to serve as a Teller on the Credentials Committee which staffs the Advisory Council and General Business Meetings. The Advisory Council is the meeting forum for the associations which have affiliated with NAEOP; it is composed of one delegate from each affiliate. The Advisory Council works to: develop programs that promote the Association’s purposes and activities; advise the Board of Directors in matters concerning the Association; and elect two members to each standing committee.

I was able to observe first-hand the delegates’ presentation, discussion, and voting on association business. In the General Business sessions, the process is quite formal using Parliamentary Procedure. This really helps with keeping order and having everyone’s voice heard. Tellers work in the back of the meeting room. They work in teams to count ballots. The ballots are color coded for quick identification of each position. Each team is assigned the counting of votes for one position at a time. After the votes are recorded, they are counted again to validate the original count. The votes are recorded on an “Election Results” sheet and given to the Head Teller. The Head Teller delivers the sheet to the Parliamentarian and the voting results are announced.

Serving the association in this way was like being able to see a big machine at work with all of the parts that are needed to run the machine smoothly. Also, it was a pleasant benefit to be able to meet fellow members from across the country who also volunteered and shared their experience as time allowed. The other two members of my team were Cassie Nelson from South Carolina and Susan Ahlberg from Nebraska.
If anyone can fill in missing information from the leadership history of BSUAOP, please contact Shelly Doty, 426-3559 or sdoty@boisestate.edu.
Attending the National Association of Educational Office Professionals (NAEOP) annual conference is NOT a once in a lifetime experience. It is an experience that educational office professionals should make a priority every year!

I have had the privilege of attending a number of these annual conferences and I always come away with renewed energy, new ideas for how to perform better in my job, and a few new friends to meet up with the next year. The July 2014 conference in Portland, Oregon, at the Doubletree Hotel was no exception. The conference was sponsored by the Northwest, which made Idaho one of 4 sponsoring states, along with Washington, Oregon and Wyoming. As the official delegate representing the Idaho Association of Educational Office Professionals, I was the flag carrier in the opening session flag ceremony. It was an honor to be part of such a meaningful ceremony symbolically representing all of the members who come together from organizations of almost every state in the union. Those states who have no members in attendance are still represented through their flags by their colleagues carrying their flag for them.

I attended a number of useful workshops including:

- Creating Eye Catching Publications where we were provided with several samples of what to do and what not to do when creating publications;
- Building a Positive Office Culture where a school principal discussed ways we could make our own environments more positive and therefore more effective;
- The Best is Yet to Come, which was a day-long workshop where we discussed the systemic continuous improvement process and actually developed personal goals and strategies to improve our performance at work or at home; and
- Workplace Bullying where we discussed what bullying is and is not and how our personal reactions to and responsibility for the situation can affect its outcome.

Some of the most interesting and educational time spent at conference is attending the business meetings. They are run effectively by adhering strictly to parliamentary procedures with NAEOP’s very own professional parliamentarian. It is fascinating to watch the process, but we also have a chance to participate in small group discussions about topics of business and then see how that is carried back to the whole group and put to a vote. It is democracy at its best!

Of course there are the meal functions where we have an opportunity to meet others who work in similar types of jobs or meet other educational office professionals who live in the same region as we do. There is an elegant banquet to honor our own who have earned recognition in the Professional Standards Program.

There are door prizes and raffle items and hospitality room hours where you can meet and greet or just relax for a few minutes. There are so many smiling faces full of excitement, encouragement, and respect for each other. You will never have as powerful of an experience anywhere else. Can’t you just picture yourself there?

Next year the conference is in Buffalo, New York. Those ladies are SO EXCITED to host the conference in their state. I hope you will consider attending. Boise State AOP offers scholarships to members who wish to attend. All you have to do is apply!

WARNING: once you go, you will be hooked for life!!!
Catching up:

**Holiday Auction**
Raised: $3,286.00
Donation to the GoodWill Fund: $328.60
Two scholarships awarded: $139.15

**Crossword Puzzle Contest Winners**
Employment Services—Part 1
  Rhonda Beal, Michelle Berard, Tiffany Trader, Tina Bailen
Environmental Health, Safety & Sustainability—Part 2
  Barbara Beagles, Sarah Hansen, Katie Thomas, Randy Bunnis, Suzy Arnette

Check out the puzzles on the BSUAOP webpage: [http://orgs.boisestate.edu/bsuaop/](http://orgs.boisestate.edu/bsuaop/)

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created an inspiration collage of pictures of things, people or places that make us happy.

During the installation luncheon, three Boise State AOP members were installed on the state board: Leslie Black as President-Elect, Angela Garcia as Vice President, and Rene’ Delaney as the Area II Representative (Clearwater, Latah, Lewis, Idaho and Nez Perce Counties).

Leslie Black is planning the 2015 conference here in Boise. Mark your calendars for April 24 and 25 for an exciting conference! Leslie will share additional information in an upcoming Keynoter.

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**BOOK CLUB NEWS**
By Jamie Sheppard

Spring 2014 Semester Boise State University Association of Office Professionals introduced a book-club, exclusive for Boise State University Staff. Staff had a chance to participate in six different clubs with the following six genres:

- Biography/History
- Societal/Philosophical/Political
- Leadership/Personal Development/Work Attributes
- Classics/Science Fiction
- Fiction/Mystery
- Boise State Authors

Some of the book clubs are still actively meeting. This Fall 2014 we will do a “re-vamp”, and encourage more Boise State Staff to participate. The idea behind the bookclubs:

- Promote, encourage and enjoy reading of good books
- Get to know others from all parts of campus who share the same view-point or interest
- Instill leadership qualities to perform better in work and in personal life

For more information please refer to the following google site: [https://sites.google.com/a/boisestate.edu/boise-state-university-employee-book-club-sponsored-by-boise-state-aop/?pli=1](https://sites.google.com/a/boisestate.edu/boise-state-university-employee-book-club-sponsored-by-boise-state-aop/?pli=1)
A professional organization for persons employed at
Boise State University in educational office support positions

PURPOSE

The purpose of Boise State AOP is to assist its members in reaching a professional
level of excellence, to promote positive attitudes, and to encourage further training
in specific fields relevant to each member’s responsibilities within the University.

CODE OF ETHICS

As educational office professionals, we affirm our belief that an education is the
birthright of every person and pledge ourselves to the preservation of that right. We
recognize the special province of the professional educator and the significance of
the responsibilities assumed by the educator. We also recognize the unique role of
the educational office professional and the importance of the contributions made.
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<tr>
<th>Bea Allen</th>
<th>Angela Garcia</th>
<th>Lynelle Perry-Kolsky</th>
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<td>Sue Antonich</td>
<td>Maudie Garretson—H</td>
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<td>Chris Griffin</td>
<td>Lois Santillanes—H</td>
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<td>Gaynel Barzee</td>
<td>Valerie Hayes</td>
<td>Jamie Sheppard</td>
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<td>Carol Hutson-Marso</td>
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H = Honorary Member

Don’t forget to renew your membership when you register for Professional Development Day.

Can’t make it to PDD? Fill out the membership form at [orgs.boisestate.edu/bsuaop/membership](http://orgs.boisestate.edu/bsuaop/membership).
Professional Standards Program

The Professional Standards Program (PSP) is a voluntary program established by the National Association of Education Office Professionals (NAEOP) to encourage education office professionals to grow professionally. The privilege of participation will be open to active and retired members only.

The program is designed as a series of five levels in Option I and nine levels in Option II. The awarding of a certificate based on education, experience and professional activity recognizes each level of achievement in the program. The current highest-level certificate must be recertified five years from issue date or upgraded according to the guidelines to be considered current by NAEOP.

A member who holds the Advanced III, Option I, or Associate Degree or higher under Option II is qualified to apply for the distinction of Certified Education Office Employee (CEOE).

The program is governed by the Professional Standards Program governing body, referred to as the Governing Board. The PSP Committee makes recommendations to the Governing Board. The final decision is made by the NAEOP Board of Directors.

If interested in obtaining your PSP certificate, here is some useful information:

* Keep track of all training you receive either on or off campus (Training Record Template)

* Get a copy of your unofficial transcript to check your education credits

* Make copies of all certificates of training (make sure you get a certificate at each training you attend)

* Keep track of all your membership/volunteer work in BSUAOP, IAEOP, and NAEOP (10 points are needed for PSP applicants)

Membership = 1 point per year
Elected Officer = 2 points
Committee Chair = 2 points
Committee Member = 1 point
Workshop/Seminar leader or keynote speaker = 1 point

For complete requirements, request a PSP book from NAEOP, PO Box 12619, Wichita, KS, 67277-2619 or go to the pspbook from the Boise State AOP website.

PSP ENDORSEMENTS

The PSP Program is endorsed by:
* The American Association of School Administrators
* The American Association for Public Continuing and Adult Education
* The Association of School Business Officials
* The National Association of Elementary School Principals
* The National Association of Secondary School Principals

The underlying concepts of the Program are endorsed by:
* The National Business Education Association
* The National School Boards Association

For questions contact the PSP Chair:
Lois Santillanas, 409-1696, lsanti@q.com

Congratulations to Gay Barzee for her earning her Professional Standards Program certification in Spring 2014!

http://orgs.boisestate.edu/bsuaop/
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<tr>
<th>Date</th>
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<td>August 26, 2014</td>
<td>Executive Board Meeting – Noon-1:00 pm</td>
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<td>September 8, 2014</td>
<td>Installation - Noon-1:00 pm - Norco 408A</td>
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<td>September 23, 2014</td>
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<td>October 14, 2014</td>
<td>Professional Development Day - 8:30am-4:30 pm</td>
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<td>October 28, 2014</td>
<td>Executive Board Meeting – Noon-1:00 pm</td>
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<td>November 14, 2014</td>
<td>Holiday Auction - 11:30 am - 1:00 pm</td>
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<td>December 16, 2014</td>
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<td>January 27, 2015</td>
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<td>March 13, 2015</td>
<td>Deadline for Boise State AOP Award Nominations</td>
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<td>Bosses Breakfast - 7:30-9:00 am</td>
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All dates are subject to change. Details to be announced as they are known.
Boise State University Association of Office Professionals

2014-2015 Calendar

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- **Event Dates**
- **Holiday/Boise State University Closed**
- **Executive Board Meeting**
- **Tentative Event Dates**
- **Scholarship/Award Deadline**

All dates are subject to change. Details to be announced as they are known.

http://orgs.boisestate.edu/bsuaop/