

# University of Nebraska Office Professionals Association

*The purpose of UNOPA is to provide professional growth and promote high professional standards for educational office professionals within the University of Nebraska as partners upholding the quality of service to the University educational system and the community.*

Name: \_\_\_\_\_ Birthday (month/day) \_\_\_\_\_  
Department: \_\_\_\_\_  
Position/Title: \_\_\_\_\_  
Campus Address: \_\_\_\_\_ Beginning year with UNOPA \_\_\_\_\_  
Campus Zip: \_\_\_\_\_  
Campus Phone: \_\_\_\_\_ If you are a new member, who introduced you to UNOPA? \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
City & Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_

**As a member of UNOPA you may be photographed for organizational publicity purposes. Please indicate your consent for personal image use below and include your signature.**

Yes \_\_\_\_\_ No \_\_\_\_\_

## I am a member of:

Nebraska Educational Office Professionals Association (NEOPA)  
National Association of Educational Office Professionals (NAEOP)  
Other professional organizations (please list): \_\_\_\_\_

\_\_\_\_\_  
Member Signature (required)

## I have obtained my (please check):

Professional Standards Programs (PSP) \_\_\_\_\_ Certified Educational Office Employee (CEOE) \_\_\_\_\_  
Indicate level: \_\_\_\_\_

## PAYMENT INFORMATION

### Check one of the following:

New Member (\$15.00)  
Active (\$15.00)  
Associate (\$15.00)  
Retired (\$2.00)

### Payment Amount:

### Method of Payment:

Check # (payable to UNOPA)  
Cash  
Cost Center

*Be sure to make a copy for your department before submitting.*

### Return this form and appropriate fee

to: UNOPA Membership/Renewals

Attn: Mary Klucas  
1223 Oldfather Hall  
Lincoln, NE 68588-0312  
Phone: 402-472-7325  
Email: mary.klucas@unl.edu



**Membership Form**  
**July 1, 2019 — June 30, 2020**

# University of Nebraska Office Professionals Association

## Are you interested in joining the Secret Friends Program?

The secret friends program was started as a voluntary activity that could be enjoyed by members as a fun way to get to know other UNOPA members. Participants secretly send small gifts/momentos (no more than \$10) each month throughout the school year. Examples may include notes, cards, small gifts or knick-knacks, etc. At the end of the year a secret friend reveal party is held.

Yes, I am interested in being a Secret Friend

No, thank you

## Mentoring

If you have a special skill, expertise, or experience, please list here. This will be used as a new mentoring tool for UNOPA members. Examples: Excel, google docs, web design, mail merge, travel, benefits, PDFs, conference planning, etc.

## Please send me information about:

Nebraska Educational Office Professionals Association (NEOPA)

National Association of Educational Office Professionals (NAEOP)

Professional Standards Program (PSP)

Certified Education Office Employee (CEOE)

## Please check any committee(s) you are interested in:

**Awards** - Orchestrate all aspects of the four major awards given each year by UNOPA

**Bylaws & Nominating** - Review Bylaws and Standing Rules each year and present recommendations to the Executive Board Govern the election process for the upcoming year

**Career Development & PSP** - Organize and implement at least two workshops a year

**Employee Concerns** - Set-up and direct UNOPA contacts on ad hoc committees concerning the University employees. Work with a Co-Director to coordinate all members activities on the various committees

**Membership** - Receive membership forms, send out membership letters, and keep an accurate membership list Share information about UNOPA with new University Hires

**Outreach** - Establish a pleasant and conducive environment at each general meeting by greeting attendees and encouraging fellowship. Arrange for room reservations and menus for each meeting.

Develop a mentoring program for UNOPA. This may include, but is not limited to, workshops, individual mentoring partnerships, web page information or online information. Also responsible for organizing and coordinating the annual summer social, Secret Friends programs, and collecting Box Tops and Campbell Soup labels.

**Program** - Submit proposed year's program and speakers for approval. Provide information each month to the UNOPA Notes Editor

**Technology** - Update and maintains UNOPA's webpage. Helpful to have working knowledge of html, pdf, and ftp Two year commitment

**UNOPA Notes** - Collect information for, setup, edit, and distribute monthly newsletter

**Ways and Means** - Coordinate the football parking lot fundraiser in the Fall  
May develop other fundraisers

**Marketing (Ad Hoc committee)** - Responsible for the UNOPA Facebook page, and distribute information about meetings, workshops, and fundraisers to various resources on campus

**Digital Commons (Ad Hoc committee)** - Scan and post UNOPA historical records to the UNL Libraries Digital Commons