

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: _____

I am a member of:

Nebraska Educational Office Professionals Association (NEOPA) _____

National Association of Educational Office Professionals (NAEOP) _____

Other professional organizations (please list): _____

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 _____

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) _____

You may pay with cash, check (make check out to UNOPA), or cost object number.

If paying with a cost object number, please include here:

Return this form to:
UNOPA Membership/Renewals
Attn: Kaelie Kellner
205 Louise Pound Hall
Lincoln, NE 68588-0366
Phone: 402-472-8209
Email: kkellner2@unl.edu



Membership Form
Academic Year
2021-2022

University of Nebraska Office Professionals Association

Are you interested in joining the Secret Colleagues Program?

The secret colleagues program is a voluntary activity for members to participate in as a fun way to get to know other UNOPA members. Participants secretly send 2 small gifts/momentos (no more than \$5) throughout each semester. Examples may include notes, snacks, small gifts or knick-knacks, etc. At the end of the semester a secret colleague reveal party is held.

Yes, I am interested in being a Secret Colleague

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

Marketing and Digital Communications - 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