

OFFICESCOPE

Orange County Association of Educational Office Professionals

Fast Facts:

- According to a survey by *Today's Office Professional*, 60% of respondents say the use of technology in the workplace has made them more productive.
- \$1.2 million—the amount LESS, over a lifetime, that a female college graduate will earn, compared to her male peers. (Source: Newsweek: Jessica Bennett and Jesse Ellison.)
- Administrative Professionals Day is an unofficial secular holiday observed in the United States on the Wednesday of the last full week of April to recognize the work of secretaries, administrative assistants, receptionists, and other administrative support professionals. In 2011, the date was April 27th.
- The favorite color of most Americans is blue - it conveys trust, calm and confidence. Blue is a very good interview color! (www.worktree.com)

Inside this issue:

Message from Our President	1
Valentine Fundraiser Winner	1
Email Etiquette	1&3
3-Day for the Cure	2
What's Going on	2
NCAEOP Conference	2
Canned Food Drive	3
Pay It Forward	3
NCAEOP District 8 Info	4
OCAEOP Officers	4
OCAEOP Membership	4

Volume 1, Issue 2

May 2011

ANOTHER YEAR HAS PASSED

"Message from our President"

To my OCAEOP members, another year has come and gone. Time sure does fly when you are having fun. It has been a good year, with recruiting new members and having



some of our members to return. Thank you all for volunteering your time,

ideas and support. During the 2010-2011 school year, we accomplished the following:

- held two great fundraisers for our scholarship fund
- donated five gift cards to benefit the "Pay It Forward" event at Orange High School
- informed upcoming seniors about scholarships available from OCAEOP at Cedar Ridge High School's "Opportunity Fair"

collected 16 pounds (4 boxes) of canned meats for donation to Orange Congregations in Mission food pantry. I want to thank Della and Vickie for getting our news letter started again. We have received some good feedback from OCS. We are now finishing up the year getting ready to award our seniors with a \$500.00 scholarship. Again thank you for your support throughout the year.

Phyllis Vincent
OCAEOP President

Valentine Fundraiser Winner

OCAEOP sponsored a Valentine Fundraiser. The Valentine's Day raffle for gift cards was won by Marie Tate and brought a net profit of \$149.00. Proceeds went towards the Scholarship Fund to support deserving Orange County Schools high school students in their pursuit of post secondary education. Congratulations, Ms. Tate!



Email Etiquette

Mind Your Manners: Think of the basic rules you learned growing up, like saying please and thank you. Address people you don't know as Mr., Mrs., or Dr. Only address someone by first name if they imply it's okay to do so.

Watch Your Tone: Merriam-Webster defines tone as an "accent or inflection expressive of a mood or emotion." It is very difficult to express tone in writing. You want to come across as respectful, friendly, and approachable. You don't want to sound curt or demanding.

Be Concise: Get to the point of your email as quickly as possible, but don't leave out important details that will help your recipient answer your query.

Be Professional: This means, stay away from abbreviations and don't use emoticons (those little smiley faces). Don't use a cute or suggestive email address for business communications.

continued on pg. 3...

2nd Annual Susan G. Koman 3-Day for the Cure * Captain's Choice Golf Tournament

When you hear the word "CANCER"—what goes through your mind? For a group of 5 women, it was "How can I make a difference?" and with that the Sisters In Christ Team was founded. We are a group of 5 women that have committed to raise \$11,500.00 and walk 60 miles in 3 days to fight the battle against breast cancer. We are...

Kim Williams Horton – 3rd year participant
 Cheryl Lloyd Humphrey – 3rd year participant
 Lori Knight Berry – 2nd year participant
 Cheryl Smithson Parker – 1st year participant
Rhonda Tilley Rath – 1st year participant

(Rhonda works in the Finance Department for Orange County Schools)

Now you are asking, what does this have to do with ME? We need your help in raising our funds to participate in this walk.

To raise money, we are sponsoring a Golf Tournament at Mill Creek Golf course June 24, 2011.

Even if you don't play golf or not even the slightest bit interested in golf, you can help.

Sponsor a Tee Box sign (\$25) in memory or honor of a friend or loved one.

If you are a business owner or know someone that is, sponsor a hole (\$100) of your choice advertising your business.

Donate prizes or gift certificates for those that do participate.

Make the choice to take a stand. Together, we can make a difference in fighting this horrible disease.

Spread the word to friends and family members that do play golf to put together a team and participate (for more info contact Rhonda Rath 919-644-1582 or rathnc@gmail.com)



What's Going on

Our condolences and love to:

Christie Chestnut, on the loss of her mother.

Happy Birthday to:

Marie Tate 1/11
 Virginia Watkins 5/11
 Frances Scarlett 5/18
 Hope Alvis 5/21

Weddings & Anniversaries

Harriet Watkins and her Husband are celebrating their 24th wedding anniversary.

Toni Edwards, daughter of Piper Flynt, married Kenneth Beam on 2/19/11.

Congrats to:

Della Putney - Grandson Ayden Putney - Born 2/2/11

Audrey Pettiford - Grandson Amar'e Isaiah - Born 2/26/11

Patricia Coleman - Grandson Jackson Coleman - Born 5/9/11

Way to Go

Malcolm Hester, son of Su-covis Hester, has joined the Orange County Sheriff's Department.



Khari Clark-Hester, granddaughter of Su-covis Hester, received a grant from Challenged Athletes Foundation to purchase a basketball wheelchair.

Lindsay Edwards, granddaughter of Piper Flynt, A-Honor Roll, Western Alamance High School.

Melissa Allen, daughter of Vickie Rich, was recently named Editor of Southern Child Magazine.

Graduations

Tiffany Terrell, daughter of Laurie Terrell, OHS 2011 Graduate



Emily McCoy, daughter of Lorinda Smith, ACC 2011 Graduate, Registered Nurse

New OCAEOP Member for 2010-2011 Year

Anita Thompson



NCAEOP CONFERENCE

The North Carolina Association of Educational Office Professionals, Inc. held their 60th Annual Conference on March 2-4, 2011 in Greensboro, NC. The following OCAEOP members represented Orange County Schools: Phyllis Vincent, Carolyn Moore, Kay Daniels, Portia Holman and Marie Tate. There were a total of 637 NCAEOP members present from across the state. The conference agenda included business meetings, awards luncheon, a Professional Standards Program (PSP) Awards luncheon, workshops and an Administrators' Banquet. Mr. Patrick Rhodes and Ms. Marcie Holland attended the PSP luncheon in support of Phyllis Vincent for her accomplishment in obtaining her Professional Associate PSP certificate.



Phyllis Vincent received her Professional Associate PSP Certificate at the 2011 NCAEOP State Conference in Greensboro, NC.

OCIM CANNED FOOD DRIVE



The Orange County Association of Educational Office Professionals worked very hard on their canned food drive for Orange Congregations in Missions (OCIM).

Collection boxes were placed at each school site and other locations.

Canned foods were delivered to OCIM on April 29, 2011.

We would like to thank everyone who participated in this canned food drive.



Orange High School—Pay it Forward



Oh what a wonderful time we had at the Pay it Forward event held at Orange High School on Thursday, April 21, 2011! The Pay It Forward idea was celebrated at OHS throughout the month of April encouraging students, teachers, and staff to show acts of kindness without giving thought to “what is in it for me”. The target groups for the event were those in nursing homes, senior citizens homes and children in foster care. The OCAEOP volunteers were President, Phyllis Vincent and member, Harriet Watkins. We were greeted with

a warm welcome by the Principal, Mr. Armond Hankins.

The OCAEOP organization gladly donated five Wal-Mart gift cards for door prizes. Entertainment for the evening included motivational speakers, the OHS drama department, choral group and the Apollo Panthers Poets. Our spirits were lifted during the entire event. Following the program, we retreated to the cafeteria for soothing music by the awesome Orange

High School Jazz Band and a delicious dinner. Mr. Hankins has the vision to make this an annual event. It is so encouraging to see the schools and community join forces in the “people helping people” concept.

Harriet Watkins
OCAEOP Member

All of life is a journey;
which paths we take,
what we look back on,
and what we look
forward to is up to us.
We determine our
destination, what kind
of road we will take to
get there, and how
happy we are when we
get there.

From A Little Book of
Happiness

photo by Clayton

MacDonald



Email Etiquette

Use Correct Spelling and Proper Grammar: Use a dictionary or a spell checker — whichever works better for you. While you can write in a conversational tone (contractions are okay), pay attention to basic rules of grammar.

Ask Before You Send an Attachment: Because of computer viruses, many people won't open attachments unless they know the sender. Even that can be a mistake because many viruses come disguised in email messages from someone you know. Before sending an attachment, ask the recipient if you may do so.

Wait to Fill in the "TO" Email Address: Career Planning Site visitor Larry Batchelor says, "I never fill in the 'TO' email address until I am completely through proofing my email and I am sure that it is exactly the way that I want it. This will keep you from accidentally sending an email prematurely. In the past, I have accidentally clicked on the send icon, when I really meant to click on the attachment icon."



Orange County Schools
Association
Of Educational Office
Professionals



NCAEOP DISTRICT 8
MEETING

OCTOBER 31, 2011

GRAVELLY HILL
MIDDLE SCHOOL

- WORKSHOPS
- FOOD
- DOOR PRIZES
- ENTERTAINMENT

Don't miss out on
being a part of
this FUN event—
join OCAEOP
today!!

200 East King Street
Hillsborough, NC 27278
Tel: 919-732-4581
Fax: 919-732-2696

E-mail Newsletter Contributions to:
vickie.rich@orange.k12.nc.us
della.putney@orange.12.nc.us

The Orange County Association
of Educational Office Profes-
sionals (OCAEOP) is dedicated
to the achievement of profes-
sionalism of educational office
personnel and to the improve-
ment of the quality of service
provided for students, educa-
tors, and the community that
Orange County Schools serves.

NCAEOP WEBSITE
WWW.NCAEOP.ORG

PLEASE JOIN US!

2011-2012 OCAEOP OFFICERS

ORANGE COUNTY ASSOCIATION OF EDUCATIONAL
OFFICE PROFESSIONALS
MEMBERSHIP
2011-2012



PRESIDENT

Phyllis Vincent

VICE PRESIDENT

Carolyn Moore



SECRETARY

Patricia Coleman

TREASURER

Kay Daniels



Name: _____

Address: _____

School/Site: _____

Home Phone Number: _____ Work Phone Number: _____

Are you a registered voter? Yes ___ No ___

Are you a member of the State NCAEOP? Yes ___ No ___

Are you a member of the National NAEOP? Yes ___ No ___

Do you hold a PSP? _____

Would you be willing to serve on a committee? Local ___ District ___
State ___

If so, please list committee(s) you would like to serve on: _____

Membership Fee: \$5.00

Make Check Payable: OCAEOP

Send To: Kay Daniels, OCAEOP Treasurer, OCS Board of Education