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# THE ESSENTIAL PIECE

2018-2019 NEWSLETTER & PUBLIC RELATIONS COMMITTEE

Tavares Joseph, Chair  
Luke Luesing, CEOE  
Vickie McIntyre, CEOE  
Shavan Fulton, CEOE

OCTOBER  
2018  
ISSUE 01

Richland County Association of Educational Office Professionals Newsletter



## OUR PURPOSE

RCAEOP strives to elevate the standards of office professionals in education by the exchanging and pooling of information, ideas and ideals, and by providing professional growth activities, thereby increasing the ability of office personnel to contribute to more positive educational experiences for students.

## OUR MISSION

The mission of RCAEOP is to promote a high degree of integrity, professionalism, pride, teamwork, and respect of its diverse membership through networking, information, and educational opportunities.

## RCAEOP EXECUTIVE BOARD

President- Georgette Council, CEOE, gcouncil@richland2.org  
President- Elect - Melody Butler CEOE, mbutler@richland2.org  
Vice President- Tonia Jenerette, CEOE, goldentj69@yahoo.com

Treasurer- Patti Christenson, CEOE, pchrste@richland2.org  
Secretary - Dee Dee Milakovich, CEOE, dmilakov@richland2.org  
Immediate Past President- Nona Montoya, CEOE, nmontoya@richland2.org

## Greetings RCAEOP Members,

Our year is already off to a great start and you are an incredible reason for that. I am excited that you have all so graciously and completely embraced the theme – “RCAEOP: Your Recipe for Professional Success” and have contributed your personal recipes to be shared with your colleagues. I do plan to keep the recipe exchange going with the hopes that we can publish a recipe book at the end of the year.

So let’s talk about the theme and what it means for each of you individually and for the association as a whole. A recipe is described as “a set of instructions for preparing a particular dish, including a list of ingredients required.” Benjamin Franklin Fairless said “What is the recipe for successful achievement? To my mind there are just four essential ingredients: CHOOSE a career you love, GIVE it the best there is in you, SEIZE your opportunities, and BE a member of a team.” So if we stick with the quote from Mr. Fairless here is how you have already attained two (2) of the four (4) “ingredients” needed for success and how you can utilize RCAEOP to realize the other two (2):



# President’s Greeting

1. CHOOSE a career you love – you have already done this and I hope that you love your career. Don’t look at what you do as a job, but rather something that you are passionate about, that you value and that you realize is valued by others.
2. GIVE it the best there is in you – give by always displaying a service-minded/servant leader mindset. Always give more than is expected, exceeding expectations and leaving no doubt you have given it your all. You possess all the tools to be successful but sometimes you have to dig deeper and push yourself beyond your limits in order to truly realize success.
3. SEIZE your opportunities – catch, grab, actively seek or pursue your goals. This is where RCAEOP can be handy. If you want to be a better leader, volunteer to serve as a committee chair, if you want to obtain your certification, attend professional development events and network with your peers. Opportunities are all around you, but you have to be assertive and take advantage of them.
4. BE a member of a team – check this off your list. You are already a member of an association full of accomplished professionals. Professionals who are rooting for your success and are ready and willing to lend their support. Take advantage of your membership by networking and getting to know your colleagues and find ways to learn and grow together. Did you notice that each of the four (4) “ingredients” is a verb, a call to action? That means that you have to actively mix all of these ingredients if you want to have a successful recipe. There is something you have to do at each step. Success does not come without action. I encourage you to embrace this recipe, take it as a challenge and ensure that you are doing everything you need to do to ensure your success while taking full advantage of the resources, such as RCAEOP, that you have at your disposal.

Until we “bake” again...

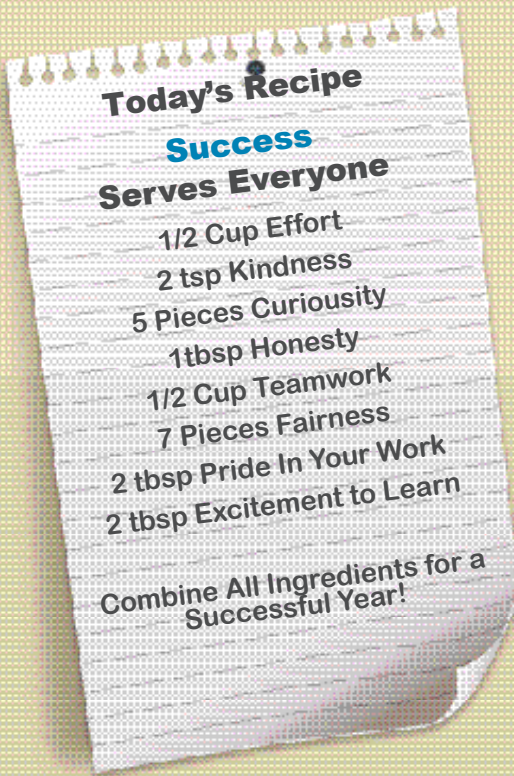


# Upcoming Events

ADMINISTRATOR AND  
OFFICE  
PROFESSIONAL OF  
THE YEAR AWARDS

# Congratulations

To our newest Certified Educational Office Employees: Anita Heyward, CEOE, Shavan Fulton, CEOE, Veronica Watkins, CEOE, and Bridget Bookert, CEOE on their PSP/CEOE recognition at the 2018 NAEOP Conference in Bloomington, MN.



## THE HOMELESS PERIOD PROJECT

[www.homelessperiodproject.org](http://www.homelessperiodproject.org)  
Twitter: @PeriodProjectSC  
Instagram: @thehomelesperiodproject  
Facebook: The Homeless Period Project

SCAEOP Community Service Project 2018-2019

It is my privilege to announce that we will be partnering with the Homeless Period Project this year to provide the basic necessities for the women and girls in our communities and schools throughout South Carolina. Did you know that feminine products are the least donated products to homeless shelters? Did you know that many girls in our schools do not have access to these necessities? For many women and girls the implications of living without these necessary supplies are serious... it's the difference between attending school or work, between peace of mind and humiliation or between infection and health. This project is 100% volunteer based and I was so excited to let HPP know that the organization now has 500 new volunteers for the year!! More information will be coming to your local affiliate presidents.

### ITEMS NEEDED:

- MENSTRUAL PADS (not bladder)**
- PANTYLINERS**
- Quart-sized Ziploc bags**

For more information contact SCAEOP Community Service Chair  
April Turner at [scaeopcommunityservice@gmail.com](mailto:scaeopcommunityservice@gmail.com) or  
Work: 803.691.6850 ext. 85411 or Cell: 803.238.1183

RCAEOP is affiliated with the South Carolina Association of Educational Office Professionals (SCAEOP) and the National Association of Educational Office Professionals (NAEOP).

[www.rcaeop.com](http://www.rcaeop.com) [www.scaeop.org](http://www.scaeop.org) [www.naeop.org](http://www.naeop.org)