



Special Collections and University Archives

**Record Group 12
Association of Educational Offices Employees (IUPAES) Records, 1966-1984**

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**Association of Educational Offices Employees (IUPAES) Records, Record Group 12
Indiana University of Pennsylvania, Special Collections and University Archives
2 Boxes, 2 linear feet**

Abstract

Formerly the Association of Educational Secretaries

Scope and Content

This collection is housed in two archival boxes. The collection contains official papers, handbooks/manuals, minutes, reports, newsletters, and rosters for the IUPAES from the 1960s through 1980s.

Provenance

From IUPAES.

Restrictions

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Processor

The collection was organized and the finding aid was updated by Harrison Wick on March 6, 2015.

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 - p. 1978-1979 Description of Duties
 - q. 1978-1979 Elections
 - r. 1979-1980 Call for Nominees
 - s. 1979-1980 Elections
 - t. 1979-1980 Election Results
 - u. Installation of officers for 1979- 1980
 - v. 1980-1981 Call for Nominations
 - w. 1980-1981 Elections
 - x. 1980-1981 Ballots, Tallies, results
 - y. Memo requesting nominations for replacement nominees
 - z. 1981-1982 Nominees
 - aa. 1982 Nomination forms and Ballots

- bb. undated attendance list for installations of officers
- 12. National Association of Educational Office Personnel
 - a. Blank Application for Affiliation
 - b. People Committee contact list / membership survey
 - c. "The Affiliate and the NAES" pamphlet
 - d. Letter from Alice D. Ferringer to Oreta O. Norris, November 30, 1967
 - e. Letter from Oreta O. Norris to Forence Haug, December 19, 1967
 - f. 1968 Annual NAES Convention and Institute itinerary
 - g. "Dimension for Tomorrow, 1968-1969" pamphlet
 - h. 1970-1971 Certificate of Affiliation
 - i. 1971-1972 Application for Affiliation
 - j. 1971-1972 Certificate of Affiliation
 - k. 1972-1973 Certificate of Affiliation
 - l. 1973-1974 Application for Affiliation
 - m. NAES Welcome Letter, December 12, 1974
 - n. 1974-1975 Certificate of Affiliation
 - o. 1975-1976 Certificate of Affiliation
 - p. 1976-1977 NAES Membership Forms
 - q. Hertz / NAES money-saving deal, August 1, 1978
 - r. 1978 Affiliate Membership Forms
 - s. 1978-1979 NAES Informational Pamphlet
 - t. Nomination form for NAES Secretary of the Year and Administrator of the Year, January, 1979
 - u. Information on Advisory Council Meeting, Denver, Colorado, March 5, 1979
 - v. Information and Accomplishments for President's Luncheon, March 6, 1979
 - w. NAES Candidates for Executive Board Positions, March 16, 1979
 - x. Affiliation renewal reminder, May 1979
 - y. "Crossroads" Vol. 17, Number 4, Summer Issue, 1979
 - z. "Millie's Mailouts... Inside Line," May 1979
 - aa. "Millie's Mailouts... Inside Line," June 1979
 - bb. NAES call for nominations to the Public Relations Committee, July 1979
 - cc. Membership rewards information form, May 9, 1979
 - dd. Nominations for NAEOP Board of Directors (National Association of Educational Office Personnel), August 8, 1979
 - ee. National Employee and Administrator Nomination form, August 30, 1979
 - ff. "The National Educational Secretary," Fall 1979
 - gg. Public Relations Committee. Plans, October 3, 1979
 - hh. Presidential Proclamation for National Educational Office Personnel Week and National Bosses Week, 1979, 1980
 - ii. National Educational Office Personnel Week, October 14-20, 1979 pamphlet
 - jj. NAEOP Information pamphlet, 1979-1980
 - kk. NAEOP Information pamphlet / membership application
 - ll. NAEOP thank you letter for membership renewal, 1979-1980
 - mm. NAEOP Spring Conference, April 24-26, 1980
 - nn. Educational Bosses Week, May 18-24, 1980
 - oo. NAEOP 1980-1981 Welcome / Update letter
 - pp. NAEOP 46th Annual Meeting and Institute, "Your Future is Now" July 8-18, 1980
- 13. Pennsylvania Association of Educational Secretaries
 - a. PAES Handbook, 1964

- b. PAES Constitution and By-Laws, revised 1965
 - c. PAES Memberships for Central Western District for 1966-1967
 - d. 1968 PAES Conference Report
 - e. Report of the 1968 Educational Secretaries Conference by Sylvia Richter
 - f. 1969 PAES Conference notes
 - g. Report of the 1969 Educational Secretaries Conference by Jane I. Picard
 - h. Attendance at the PAES Workshop at Penn State, April 1972
 - i. PAES request for conference door prizes
 - j. PAES Membership Letters, November 1973; April 1974; November 1974
 - k. PAES Membership Form, October 1976
 - l. PAES Application for Affiliation, 1977
 - m. PAES Membership Form, October 1977
 - n. PAES Application for Affiliation, 1978
 - o. PAES Constitution and By-Laws, 1978
 - p. Letter from PAES Secretary, Bettylu S. Miller concerning conference door prizes / answer from IUPAES President Yvonne L. Dougherty
 - q. Application to attend the 1979 convention
 - r. Letter to Mildred Woomeer, March 1979
 - s. Letter to Marge McCarey, March 1979
 - t. PAES Mission Statement (undated)
 - u. Door prize request, 1980
 - v. Letter to Joyce A. Miller, May 1980
 - w. 25th Educational Secretaries Conference, 1981
 - x. Letter from Marjorie H. McCarey, September 1981
14. Summary Sheets and Survey Results (undated)
15. Press Releases, 1966-1980
16. Misc. Correspondence, 1967-1983
17. Evergreen V.I.S. Club
- a. Evergreen 'Very Important Secretary Club' Membership Application Materials
18. Senate Statement
- a. Statement presented to the University Senate by the IUPAES for the recognition of the organization
19. Nestle Boycott
- a. Information for IUPAES members on boycotting Nestle brand products
20. Newsletter "Secretalk"
- a. Vol. 1, Number 1, February 1967
 - b. Letter congratulating Alice Ferringer for her submission "Secretalk" as the name of the IUPAES newsletter, March 22, 1967
 - c. Proposed schedule for the publication of "Secretalk," September 5, 1968
 - d. Vol. 1, Number 2, May 1967
 - e. Vol. 2, Number 1, December 1967
 - f. Vol. 3, Number 1, September 1968
 - g. Vol. 4, Number 1, October 1969
 - h. Vol. 4, Number 2, December 1969
 - i. Vol. 4, Number 4, March 1970
 - j. Vol. 4, Number 4, May 1970
 - k. October 1971
 - l. November 1971
 - m. January / February 1972

- n. April 1972
- o. May 1972
- 21. PAES Newsletter
 - a. October 1979
 - b. December 1979
 - c. February 1980
- 22. The Creative School Secretary Newsletter
 - a. Vol. 6, Number 10, May 9, 1975
 - b. Vol. 2, Number 3, January 31, 1980
 - c. Vol. 2, Number 8, April 10, 1980
- 23. "Becoming a Super Secretary" Newsletter
 - a. October 29, 1979
- 24. Employee Seniority Lists
- 25. SECA Campaign
 - a. Materials for SECA fundraising campaign, 1979
- 26. Miscellaneous Materials
 - a. Photos of events
 - b. Indiana Holiday Inn Booking Options
 - c. John Hancock Tax-Sheltered Annuity Plan
 - d. Misc. Meeting materials (undated), songs, poems, quotes