



## 2014 NAEOP Conference Overview

July 14-17, 2014

Doubletree by Hilton Portland

1000 NE Multnomah Street

Portland, Oregon 97232

800-996-0510

### GeneRal infoRmation

**airport:** Portland International Airport (PDX) is only minutes away from the hotel using the mAX light rail train. The fee at the time of this printing is only \$2.50 to ride the rail to the Lloyd Center stop. After getting off the train, take a left at the corner (11th Ave) and look to the right to see the hotel. The light rail runs every 15 minutes, 7 days a week, between 4:30 a.m. and 11:30 p.m. Please note these times when making your flight reservations. Light rail tickets are available at automated ticket machines located near baggage claim.

**hotel:** The Doubletree by Hilton Portland is located on the East side of downtown Portland, directly across the street from Lloyd Center, Oregon's largest shopping center. It is also within walking distance of the Rose Garden, the Oregon Convention Center and the Portland memorial Coliseum. Access to the mAX light rail is just across the street making travel in and around the city quick and easy.



**ReseRVations** for the conference can be made by using the personalized group web page: <http://doubletree.hilton.com/en/dt/groups/personalized/R/RLLC-DT-NAE-20140711/index.jhtm> Guests can also make reservations by calling the hotel directly at 503-281-6111 and asking for in-house reservations. The reservations department is open Monday - Friday from 8 am to 4 pm. Guests can also make reservations by phone 24 hours a day and 7 days a week through the DoubleTree by Hilton Central Reservations office by calling toll free 800-996-0510. Be sure to mention you are with the NAEOP conference when you call.



**ReseRVation cutoff date: Saturday, June 21, 2014**

**climate:** Portland summers are warm, normally in the low 80s in July, with an average rainfall of .63 inch. Be sure to bring your sunscreen and drink plenty of water. Don't forget to purchase your commemorative vest from [www.winningseasons.com](http://www.winningseasons.com) or use the order form on line at [NAEOP.org](http://NAEOP.org) or enclosed in this issue of the NES Connector.

**maX light Rail train system:** The mAX (metropolitan Area Express) light rail system runs from PDX through downtown Portland (Lloyd Center) to Beaverton every 15 minutes. A 10-minute ride from downtown will deliver you to Washington Park Station, the deepest underground transit system in North America. The stop, 260 feet below the Earth's surface, provides nearby access to Washington Park, Oregon Zoo, Forest Discovery Center, Vietnam Veterans memorial, Hoyt Arboretum and the Children's museum.

**tours:** All group tours are arranged by [Alkitours.com](http://Alkitours.com). All purchases must be made directly with the tour company, [www.alkitours.com](http://www.alkitours.com).

**attire:** Business attire is appropriate for all daytime sessions. PSP recipients often wear formal or semi-formal attire; other attendees dress in like fashion or wear business attire. All are acceptable. The Installation Banquet is a "dressy" evening and attendees normally wear formal, semi-formal or Sunday dress.

### confeRence actiVities

**sunday inspiration, 7/13, 7 am:** For those arriving early, a special inspirational service is being planned for Sunday morning, July 13.

**first timers' orientation, 7/14, 7 pm-8:30 pm:** If you are a first-time conference attendee, you are considered a "first-timer." You will want to check the box on the registration form and attend this activity designed just for you! You will meet your mentor, be introduced to the NAEOP Board of Directors and get the low-down on the conference itself. You really don't want to miss this!

**opening session/flag ceremony, 7/15, 7 pm-10 pm:** The opening session features patriotic music, a meaningful flag ceremony and a speaker you will all enjoy. PLEASE wear your state's chosen attire for this exciting evening as we will also be doing the Roll Call of the States.

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**Briefings, 7/14 & 7/15, 8 am -5 pm; 7/16, 8am-12 noon**

These are mini-workshops presented on a wide variety of subjects. Inservice points may be earned toward your Professional Standards Program (PSP) certification. Be sure to indicate your choices on the registration form. You will have the opportunity to attend several different briefings during the conference.

**naeop choir:** If you love to sing, or just love music, sign up to participate in the NAEOP choir. Practice sessions are scheduled at the same time as briefings and at least two performances are given during the conference. There is no charge for this briefing and PSP points are not available.

**institute:** The NAEOP Institute will be held on Monday, July 14 and Tuesday, July 15. These sessions are more in depth than the briefings and are held from 8:00 a.m. -5:00 p.m. The Institute fee is \$75.00 and the Education Credit fee is \$100 (this is required to receive 16 clock hours of education credit toward PSP). Lunch is included with your registration.

**advisory council:** Advisory Council is Wednesday, July 16, from 8 am - 11:30 am and is open to all attendees. However, only specified delegates are permitted to take part in the discussions and voting. Observers are encouraged to attend and enjoy the process of presentation, discussion, and voting on agenda items submitted by local and state affiliates. Delegate registration is done at the time you pick up your conference registration packet.

**Reminder** - May 1 is the postmark deadline for Affiliate renewal. The deadline for Advisory Council items is May 15. The Advisory Council packets are mailed in June.

**exhibits/special projects:** Be sure to visit the exhibits to purchase your tickets for the state baskets, as well as items on the retirees' table. Outside exhibitors will also be available as well as the NAEOP membership and Foundation tables. The exhibits are open during the following hours:

Tuesday, 7/15 8 am - 6 pm

Wednesday, 7/16 8 am - 5 pm

**meal functions**

meal functions are available to all attendees. Please indicate your selection for each meal on your registration form. If you fail to mark your choice on the form, you will be given selection "A".

**table Reservations** for the PSP Banquet and the Installation Banquet will be made at the time you send your registration to NAEOP. The list is maintained in order of receipt.

If you wish to sit with someone specific, your registrations must be submitted together. Group lists will be combined to make complete tables of 10. **PSP recipients will NOT be seated with each other - they will be free to sit with family/friends.**

**daily luncheons, 7/14 & 7/15, 11:30 am -1 pm** are available for all attendees; however the luncheon cost is included in the Institute fee.

*Monday:* Create Your Own Cobb Salad - Buffet

*Tuesday:* Roasted Turkey Sandwich - Box Lunch

**Retiree Breakfast meeting, 7/15, 8 am - 12 noon**, is a special time for the Retiree group to meet, discuss their business and install their officers for 2014-15. The meal is plated.

**council luncheons, 7/16, 12 noon - 2 pm.** The NAEOP membership Council Chairmen will host these plated luncheons. This is an opportunity to network with office professionals who work in similar educational settings, e.g., elementary, middle school/junior high, high school/career and technical education, administration, higher education and state departments. The luncheon is a Turkey BLT Croissant.

**psp Banquet, 7/16, 7 - 10 pm** Recipients of the Professional Standards Program (PSP) certificates will be honored at this banquet. meal selections are:

**Menu A** - Ribeye Steak, Spinach Salad, Red Velvet Cake

**Menu B** - Roasted Salmon, Spinach Salad, Red Velvet Cake

**area Breakfast & meeting, 7/17, 8 - 10:30 am** Join members from your geographical area for a business meeting and breakfast hosted by your Area Director. Be sure to check the appropriate box on your registration form! Business attire is appropriate. *Breakfast Menu:* Fluffy Scrambled Eggs with Tillamook Cheese, Plum Tomatoes, Basil & Cracked Pepper, Yukon Gold Potatoes, Black Forest Ham

**installation Banquet, 7/17, 7 pm - 9:30 pm** In addition to recognizing and installing our 2014-2015 NAEOP Board of Directors, we will be recognizing our Office Professional and Educational Administrator of the Year at this banquet. meal selections for this special evening are:

**Menu A** - Draper Valley Chicken Oscar, Caesar Salad, Top Shelf Cheesecake with strawberries

**Menu B** - Steak and Bleu Cheese, Caesar Salad, Top Shelf Cheesecake with strawberries

## Schedule at a Glance

Sunday 7/13/2013	Monday 7/14/2013	Tuesday 7/15/2013	Wednesday 7/16/2013	Thursday 7/17/2013	Friday 7/18/2013
<b>7 - 8 AM</b> Inspiration	<b>8 AM - 8 PM</b> Registration	<b>8 AM - 8 PM</b> Registration	<b>8 AM - 8 PM</b> Registration	<b>8 AM - 8 PM</b> Registration	<b>8 AM - 7 PM</b> Oregon Coast Tour
<b>8 AM - 7 PM</b> Registration	<b>8 AM - 5 PM</b> 2013-14 Board Meeting	<b>8 AM - Noon</b> Retiree Breakfast Meeting	<b>7 - 7:30 AM</b> Advisory Council Delegate Meeting	<b>8 - 10:30 AM</b> Area Breakfast & Meeting	<b>9 AM - 4 PM</b> Wine Country Tour
<b>8 AM - 5 PM</b> PSP, PRO, foundation, Executive Committee Meetings	<b>8 AM - 5 PM</b> Institute	<b>8 AM - 5 PM</b> Institute	<b>8 AM - Noon</b> Advisory Council	<b>10:45 - Noon</b> General Session	<b>July 18 - 25</b> Alaska Cruise
<b>9 AM - 12:30 PM</b> Portland City Tour	<b>9 AM - 1:30 PM</b> Retiree Tour	<b>11:30 AM - 1 PM</b> Daily luncheon	<b>8 AM - Noon</b> Briefings	<b>Noon - 1:15 PM</b> lunch	
	<b>11:30 AM - 1 PM</b> Daily luncheon	<b>Noon - 1 PM</b> Institute lunch	<b>8 AM - 2:30 PM</b> Exhibits	<b>1:30 - 5 PM</b> General Session	
	<b>Noon - 1 PM</b> Institute lunch	<b>8 AM - 5 PM</b> Briefings	<b>Noon - 2 PM</b> Council lunch Meetings	<b>5:30 - 6:30 PM</b> Installation Rehearsal	
	<b>8 AM - 5 PM</b> Briefings	<b>1 - 5 PM</b> 2014-15 Board Meeting	<b>2:30 - 4:30 PM</b> General Session	<b>6 - 7 PM</b> Social Hour	
	<b>3 - 10 PM</b> Exhibit Set up	<b>8 AM - 6 PM</b> Exhibits	<b>4:30 PM</b> Drawings will be held in Exhibit Hall at the Special Projects booth	<b>7 - 9:30 PM</b> Installation Banquet	
	<b>5:15 - 6 PM</b> flag Ceremony Practice	<b>5:30 - 6 PM</b> Pages/Tellers Meeting	<b>6 - 7 PM</b> PSP Social Hour	<b>9:30 - 10:30 PM</b> New Officer Reception	
	<b>7 - 8:30 PM</b> first Timers Event	<b>7 - 10 PM</b> Opening Session	<b>7 - 10 PM</b> PSP/Awards Banquet		
	<b>7:30 - 10 PM</b> Retirees Board Meeting				

## Institute

### speakers Bureau

Sharpen your presentation skills in 2 days of specialized training and a Practice Session. Your mini-presentation will be evaluated by judges and your inclusion in the Speakers Bureau will be considered.

members seeking inclusion in the Bureau will be given the opportunity to train, practice, and be evaluated during the 2014 NAEOP Institute. **Participants must attend both days of training.**

First day will feature 8 hours of training covering these topics: Basic Standard Speech Training, You and Your Public Image, Pitfalls of Public Speaking, Keeping Your Audience's Attention, Framework for a Dynamic Presentation, and Developing Your Speaking Style. Day 1 trainers: Linda Sockwell, Jana Worthington, and Shirley Haswell are NAEOP members displaying a wide spectrum of speaking styles and a combined 50+ years of experience.

Second day will feature 4 hours of training in Everybody Needs a Coach and You Are the Expert with Debbie Wade presenting the training for the morning portion. Debbie is a NAEOP member, Institute and Briefings presenter, and often-requested speaker. The afternoon of Day 2 will give participants the opportunity to present



a small excerpt from their repertoire utilizing "tips and tricks" they have learned. These presentations will be evaluated and participant's inclusion in the Speakers' Bureau considered.



### John & Betty Stewart educational consultants

John Stewart, Ed.D., a 44-year veteran educator, has become nationally recognized for his work in professional negotiations and collaborative problem solving. Working in many school districts across the country, he is considered an expert in relationship building and communication. John is a three-time graduate of the University of Kansas completing a Doctorial Degree in 1978. During his K-12 experience, John was an elementary teacher, elementary principal and central office administrator. He currently works as a consultant and as an adjunct faculty member at the University of Northern Colorado.

Betty Stewart, Ed.D., a 35-year veteran educator, has a K-12 teaching background, as well as university teaching, coaching, and administrative experience. She has also worked in various business capacities including public relations. Her expertise lies in adult learning and literacy education. Recently retired as a reading specialist, she now works as a consultant and as an adjunct faculty member at the University of Northern Colorado.

### monday, July 14, 2014

ic-m02 – 8:00 – 12:00

#### collaborative problem solving

Does your team ever struggle with group decision-making? Does your staff development ever fall flat or fail to meet your objectives? Participants in this interactive workshop will learn and practice basic principles of adult learning and collaborative problem solving.

At the end of this workshop the participant will...

1. Understand the value of collaborative problem solving
2. Learn to understand and apply personal qualities that will help you with collaborative problem solving
3. Learn to understand and apply processes that foster collaborative problem solving
4. Learn and practice collaborative problem solving

ic-m02 – 1:00 – 5:00

#### trust in schools, Business and life

"In a company, high trust materially improves communication,

collaboration, execution, innovation, strategy, engagement, partnering, and relationships...In your personal life, high trust significantly improves your excitement, energy, passion, creativity, and joy in your relationships with family, friends, and the community." (Stephen R. Covey) Join John and Betty Stewart and explore how to create, maintain, and regain trust in both your professional and personal lives.

At the end of this workshop the participant will...

1. Understand the value of trust - improved results (efficiency, achievement, etc.)
2. Learn to understand and apply personal qualities that help others trust you
3. Learn to understand and apply processes that build trust between individuals and within groups, communities, and organizations
4. Understand how trust is lost.
5. Learn and practice strategies for rebuilding lost trust



**Verba Echols,  
director  
natrona county  
school district  
director of human  
Resources**

Verba has served in public education for 27 years as a custodian, teacher, principal and currently a central office administrator. During her K-12 experience, she has been

afforded the challenge and excitement to open the first middle school in the community using an interest-based agreement process and was among the first to implement continuous improvement systems within the district. Verba is a Wyoming native returning to her home town of Casper, WY, after teaching in the state of Delaware for 8 years. She enjoys the great outdoors and cherishes time spent with family and friends.

**tuesday, July 15, 2014**

These sessions can be taken separately; however, to get the best value for your buck, attend both.

**ic-t02 - 8:00 – 12:00**

**the Best is Yet to come! part one ic-t03 – 1:00 – 5:00**

**the Best is Yet to come! part two**

As leaders and human beings we strive to continuously improve in both our professional and personal lives. This 2 4-hour classes will lead you through a systemic continuous improvement process to teach you how to provide quality leadership and maximize effectiveness and learning. It is imperative to establish practices that support organizations and people with improvement initiatives. There must be direction that sets expectations and guidelines, assistance that builds understanding and skills, and resources that provides adequate people, materials and time. You will come to understand the importance of a systemic continuous improvement process with intentional goal setting. You will really see that "The Best Is Yet To Come!"

## 2014 Conference Briefings

**session i  
monday, July 14  
8 – 9:30 am**

**101– feedback communications...the avenue to  
Relationship Greatness  
audra mead**

When done right and with the right intentions, feedback communication...whether it's during a performance review meeting, something you need to tell a co-worker or friend, or a difficult conversation you want to have with your spouse or child...is the avenue to relationship greatness. Giving and receiving feedback effectively is a skill. And like all skills, there must be practice and continuous learning and reflection to ensure that you stay on course toward your goal of building and maintaining relationships. Facing your fear of feedback (whether giving or receiving) is the first step to getting back on the road. This session will help you face your fears and find out that 'feedback' is not two 4-letter words just pushed together. You'll learn a skill that is invaluable in maintaining great relationships and be provided tools to help you hone your skills once you get home.

**102 – first class front office  
Georgette council, ceoe**

Customer service is the lifeblood of any organization. Some have argued that the quality and level of customer service has decreased in recent years and that this can be attributed to a lack of support or understanding of the importance of customer service. It is vital that front-line people understand the importance of customer service to enhance the level of customer satisfaction. In this workshop you will learn basic customer service tips, tricks and lessons learned from my 30+ years as an office professional.

**103 – Workers' compensation forms in motion  
sylvia sullivan**

This is a journey into the world of identifying, receiving, handling, and processing an employee's work-related injury. The presentation includes an available reference handbook - Workers' Compensation Forms in motion, a PowerPoint presentation, a review of OSHA/District required forms, brief descriptions of possible scenarios, and an

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avenue for questions and answers. Sylvia has been processing Workers' Compensation claims successfully in conjunction with our Insurance carrier for 7 years.

#### **104 – creating eye-catching publications** **machel salado, ceoe**

Do the flyers, brochures, newsletters and certificates you create capture the attention of your boss, your co-workers or your community? Do you make good use of templates? Learn how to personalize a canned template to jazz up all of the above to make them more noticeable and eye-catching. Bring out your inner designer and be the go-to person in your office for creating something meaningful and beautiful that people will remember.

#### **session ii** **monday, July 14** **9:45 – 11:15 am**

##### **201 – Building a positive office culture** **mike Jennings**

The productivity and efficiency of your workplace is directly impacted by the attitudes and culture within the worksite. It is essential for every leader and office manager to create a healthy, positive, and productive work environment. The purpose of this session is to help you build and support a positive workplace. You will learn how to:

- Set and achieve clear goals
- Improve communication
- Recognize excellence in the workplace
- Provide regular feedback
- Implement regular training

##### **202 – leadership essentials** **Kathryn miller, ceoe and Rebecca shingley orr, ceoe**

Today's leader is a clear motivator for those we are around each day of our lives. Are you a leader? What does it take to become a truly effective leader? You might be surprised when you learn that the key elements to being an effective leader are lessons you learned as a child. Growing professionally and learning more about leadership is a way of improving your professional skills and abilities. Join us and learn about the essential characteristics of leadership.

##### **203 – turning dreams into Reality:** **Goal setting for success** **audra mead**

If you only dream and think about what kind of future you want and do nothing to make it happen, then your dreams stay dreams. Goals are the vision of what your future will be like if you put in the time and energy to make them your reality. Without goals, your life is like a boat without a rudder, blown about by the wind, driven by the current and off course most of the time. Without goals, you give away your personal power to make decisions and choices for yourself. So, wake up! Take the helm and start steering your dreams to a reality of success.

This session will help you learn the skills needed for successful goal setting and decision making. You'll learn how to tap your inner resources and use your energy to pursue what you want most in life.

You'll also leave the session with tips and tools to assist you in 'dream weaving' your goals for success.

#### **204 – proofreading and minute taking** **sheri mcGraw, ceoe**

This workshop will help you hone your proofreading and minute taking skills - both so necessary in our profession. You will go home a better professional and more attuned to what to look for when proofreading or taking minutes.

#### **session iii** **monday, July 14**

**1:15 – 2:45 pm**

##### **301 – ultimate educational office professional** **pam posey, ceoe**

What does it take to be successful in our jobs? We always tend to juggle more than we really can handle between our workplace, professional commitments, and personal lives. many times we cannot say no and we tend not to separate our personal lives with our professional lives. Let us find out how to and be better office workers to be the ultimate educational office professional!

##### **302 – Workplace Bullying – part 1** **debbie mueller, msW, lcsW**

Attendees will learn what workplace bullying is and is not. They will examine relational challenges in the workplace and strategies to deal with adult bullying and conflict. This hands-on presentation will provide a look into the research around workplace bullying and an individual's personal responsibility for creating healthy and fun work environments.

The second part of this 3-hour course can be found in Session IV Briefing 402.

##### **303 – packing for success** **Rebecca shingley orr, ceoe**

Everyone has experienced packing for a trip, either a professional conference or the long-awaited vacation. PACKING FOR SUCCESS provides participants the opportunity to explore the weight of excess baggage, investigate the effects of the attitude suitcase and to learn more about the personal values that we place in our personal carry-on suitcase to life. Through PACKING FOR SUCCESS, participants will discover which baggage needs to be re-packed, reinforced or unpacked in order to gain an enlightenment of new truths about holding on to what is important in our lives and how to let go of those things that hinder us from success.

##### **304 – evaluation and supervision of employees** **mike Jennings**

It is extremely important to never underestimate the importance of an effective employee evaluation system. All employees benefit from feedback on their work performance and a well designed and implemented employee evaluation system can improve work morale and performance. The following are some of the topics covered in this breakout session:

- Effective processes for employee evaluation
- Documentation requirements of an employee evaluation

- Appraisals should be a two-way discussion between supervisor and employee and should encompass the duties that have been performed and those that could be improved.
- Performance appraisals should be frequent and planned
- Formal appraisals never take the place of day-to-day coaching and direction. Rather, the appraisal serves as a summary and documentation of performance.

## session iv monday, July 14

3:00 – 4:30 pm

### 401 – office professionals move-ability pam posey, ceoe

Are you sluggish at work and sometimes just do not want to go in to the office? Is it because of a co-worker perhaps, the boss, maybe YOU?! Are you simply not interested in the job anymore? Let us discover ways to get motivated and explore some reasons why we feel this way. Perhaps it is time to make a change or step up for a new challenge!

### 402 – Workplace Bullying – part 2 debbie mueller, msW, lcsW

Attendees will examine relational challenges in the workplace and strategies to deal with adult bullying and conflict. This hands-on presentation will provide a look into the research around workplace bullying and an individual's personal responsibility for creating healthy and fun work environments.

The first part of this 3-hour course can be found in Session III Briefing 302.

### 403 – choir i Rehearsal (1 of 2) sharon Griffiths, ceoe

Have you sat in the audience and enjoyed the NAEOP Choir and wished you could be a part? Here's your chance! Join your fellow NAEOP singers as they prepare for performances during the conference. There's no charge for this session nor will you receive any credit.

### 404 – from the principal's desk andre stout, ma educational administration

Join with Andre in an interactive discussion on the role of the educational office professional in supporting administrators in the daily business of education. As an experienced middle school principal, Andre meets each day with a smile and is seldom seen in his office. Come share with him as he explains the role, as he sees it, and answers your questions.

## session V tuesday, July 15

8 – 9:30 am

### 501 – psp 101 – let's start at the Beginning Wendy heslink, ceoe

Are you interested in starting down the road to achieving your PSP certification?

You've heard others talk about it. Have you watched members receive honors and applause from their peers at the conference banquet before and now want to pursue your own PSP certification? If so, you probably have a thousand questions, such as: Where do I start? What do all the acronyms mean? Option I or Option II? How long does

it take? Is it worth it? Participating in this briefing will help you get started and answer most, if not all, of your questions. We will help you by answering your questions and explaining the program as you take the first steps toward getting your PSP certification!

### 502 – naeop membership, What You need to Know pat stelmach, ceoe

membership in NAEOP is about professional growth, being a lifelong learner, being recognized for accomplishments, and being involved with others who are in the same profession. Each association is challenged to recruit and maintain members, which is no easy task. Let's gather, share ideas, and learn ways to SHINE with NAEOP as our stars shine bright with "NAEOP Stars Coast to Coast."

### 503 – parliamentary procedure dr. Jon hall

Dr. Hall is a familiar face to NAEOP members. He has been assisting this association for many years in the proper parliamentary procedures that should be followed in our business meetings. This session will begin with general remarks about parliamentary procedure and then open the floor to questions participants might have or problems they have observed or confronted in their own parliamentary experiences. This briefing is not just for presidents of associations, but for all members to enable them to know the proper parliamentary procedures to follow.

### 504 – distracted driving: don't Become a statistic John Buck, Gem county coroner

This presentation includes a short video giving real-life circumstances involving drivers being distracted and the unfortunate results of that inattentiveness. It shows us how distracted driving changes lives of people - the driver, the victim and the families. Don't let this be you!

## session Vi tuesday, July 15

9:45 – 11:15 am

### 601 – psp: a Work session Wendy heslink, ceoe

This briefing is for members who are working on any level of PSP certification for the first time or for those working on the recertification process. It is going to be a "hands on, spread out the papers and dig in" workshop. Attend this briefing and NAEOP PSP Committee and Governing Board members will work "one on one" with you to help you complete the process. Bring all your PSP documentation and questions, get individualized help and be one step closer to obtaining your PSP certification or recertification!

### 602 – You're Going to Be president, so...What's next?

#### cathy eberle/lola Young, ceoe

You're going to be president so what's next? This briefing is an opportunity to network with others in your position and learn more about NAEOP and the many benefits it has to offer you, your members and your affiliate. This interactive sharing session will also explore ideas on how to get members involved and keep them coming back for more! Bring your questions, concerns and suggestions. Together we will discuss how to help each other.

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### **603 – What is Your membership mindset?**

**carol Bom, ceoe**

How do we look at our associations today? Do we see only a struggling association with little hope? Tired out long-term members who no longer want to volunteer? How do we energize our local and state associations so that they become alive and vibrant? Together, we will explore the definition of our “mindset” as defined in Carol Dweck’s best-selling book “mindset.” We will then examine our mindsets as it pertains to our personal, professional, and association lives. A growth mindset leads to the desire to learn and therefore has a tendency to embrace change, persist in the face of setbacks, see effort as the path to mastery, learn from criticism and find lessons and inspiration in the success of others. Let’s discover a higher level of achievement by discovering the keys to a growth mindset.

### **604 – choir i Rehearsal (2 of 2)**

**sharon Griffiths, ceoe**

The second scheduled choir rehearsal! maybe you were not able to attend our first session on Tuesday; however, you can still join the choir and be a part of the beautiful voices who entertain the membership and guests during conference. There is no charge for this session nor will you receive any type of credit.

### **session Vii tuesday, July 15**

**1:15 – 2:45 pm**

#### **701 – stop Bullying now! We have the tools to stop Bullying!!!**

**sue mandell**

Bullying and crime is a direct result of apathy. WeTip’s Anonymous School Safety Hotline helps to turn anger into action. This workshop will focus on how bullying affects students and how anonymous reporting is one of the safest and most effective tools in the fight against not only bullying, but every other crime affecting schools today. We will go over real life successes when lives were saved and other situations when anonymous reporting wasn’t used.

The second part of this 3-hour course can be found in Session VIII Briefing 801.

#### **702 – followership, if You lead, Will i follow?**

**mary Guest, ceoe**

Where would leaders be without followers? Leaders cannot lead if no one is following.

Leaders often forget how they got to be leaders! Let’s take some time to look at the importance and influence of followers (aka, members). We will take a look at the different “styles” of followers and learn about the characteristics they exhibit. Learn to detect what style you might be exhibiting and the impact of your influence on the group or organization. You will be surprised to learn just how important your role is as a follower!

#### **703 – cpR (communication, productivity, Renewal of mission)**

**Gloria tisdale, ceoe**

This workshop will help you have more: Clarity in communication at

all levels; Confidence in the ability to share ideas; and Confidence in working with colleagues. We’ll be talking about your ability to work with your administrators and peers to develop a working relationship that will make you an asset and help you be comfortable in dealing with any situation that may occur; ways of being more productive in the workplace setting; and a renewal of mission that will hopefully awaken old dreams/goals that have been put aside.

#### **704 – e-portfolios with Weebly – part one**

**Kathy sedmak, ceoe**

An e-portfolio can be seen as a type of learning record that provides actual evidence of achievement. It is a collection of electronic evidence assembled and managed by a user, usually on the web. This electronic evidence may include electronic files, images, multimedia, blogs and hyperlinks. E-portfolios are both demonstrations of the user’s abilities and a platform for self-expression and can be maintained dynamically over time. You can also use this tool to develop a website. This is a fun and interactive class. Bring your laptop and create your own e-portfolio or website.

The second part of this 3-hour course can be found in Session VIII Briefing 803.

### **session Viii tuesday, July 15**

**3:00 – 4:30 pm**

#### **801 – Wetip’s train the trainer interactive school safety solution**

**sue mandell**

This training session is unique because it is completely interactive and provides a clear illustration that school and community safety requires not only active participation, but also teamwork and cooperation to be effective. Participants will learn how to take this back to their students. Students will learn that one person may be effective in spreading the message about school safety, but a group of school safety activists can affect positive change that can move mountains. Ninety percent of our students want a safe place to go to school. The other 10 percent gets sensationalized negative media attention. Incorporating WeTip into a school action plan provides a safe way for students to create messages that go out to the student population, but that give a bottom line solution.

The first part of this 3-hour course can be found in Session VII Briefing 701.

#### **802 – naeop foundation: What is it and what can it do for me?**

**foundation Board members**

If you are a member of the National Association of Educational Office Professionals (NAEOP), you are also a part of the Foundation and can glean from the benefits of this organization. If you are curious, come to this workshop to find out more about it.

#### **803 – e-portfolios with Weebly – part two**

**Kathy sedmak, ceoe**

An e-portfolio can be seen as a type of learning record that provides actual evidence of achievement. It is a collection of electronic evidence assembled and managed by a user, usually on the web. This electronic



evidence may include electronic files, images, multimedia, blogs and hyperlinks. E-portfolios are both demonstrations of the user's abilities and a platform for self-expression and can be maintained dynamically over time. You can also use this tool to develop a website. This is a fun and interactive class, bring your laptop and create your own e-portfolio or website.

The first part of this 3-hour course can be found in Session VII Briefing 704.

#### **804 – a Good Goodbye**

##### **John I. Buck, licensed mortician**

The information shared will be on different aspects of life which includes mostly a discussion on death. As Gail Rubin would say, "Talking about sex won't make you pregnant, and talking about funerals won't make you dead." Topics include: Our parents are getting older; how can we help the students deal with death in our school; and funeral planning for those who don't plan to die. Start a conversation today. This is your opportunity to ask the undertaker; a time to ask those questions you always wanted to ask.

#### **session iX**

##### **Wednesday, July 16**

**8:00 – 9:30 am**

#### **901 – a is for apple, appetite, awesome & attitude debbie Wade, ceoe, and Belindra Broome**

Prepare for a fun, interactive session designed to focus on the "real" meanings of some very important "A" words in our life: Apple, Appetite, Awesome, and Attitude. Be ready to share, laugh, and learn. Wear or bring something red and receive "A" special surprise.

#### **902 – the art of public speaking**

##### **Gloria tisdale, ceoe**

Public speaking is more than giving speeches. It's presenting new ideas, entertaining an audience, or inspiring your team to action. To

be successful at it, you must overcome your fear and replace it with confidence. It will teach you the techniques for coming across as confident, enthusiastic and professional every time.

#### **session X**

##### **Wednesday, July 16**

**9:45 - 11:15 am**

#### **1001 – power of partnerships**

##### **dr. salvatore menzo**

In today's world, being a team player is less and less the norm. From incredible professional athlete contracts to politicians vying for individual interests, a society once known for its cooperation, collaboration, and innovation seems to be changing. Education needs to be the leader to reengage in the partnership process. The Power of Partnerships session will provide participants with easy ways to engage parents, students, staff, businesses, and community leaders in the mission of your school district. The session is also meant to offer an opportunity for sharing. The goal would be for each participant to leave with a plan for engaging a new facet of the school and/or district community.

#### **1002 – the magic of Being You!**

##### **debbie Wade, ceoe**

It's hard work trying to be someone else so come discover the magical secret of just being you! Reach into the magic top hat! Your personal strengths will sparkle; your strong characteristics will dazzle; then, just like magic, your hidden talents will appear! Learn to conjure up just the right spell to positively affect others and satisfy your own wellbeing.

## **Keynote**

Dr. Gene Sharratt is a friend to many NAEOP members and is a proud member of the Washington Association of Educational Office Professionals. Currently, he serves on the Governor's Cabinet as the Executive Director for the Washington Student Achievement Council, which was created in 2012 as the lead state agency in building a comprehensive 10-year roadmap that will help guide education reform and innovation. He spent 10 years as a college professor and 20-plus years as a K-12 classroom teacher, principal, assistant superintendent, school superintendent and Educational Service District superintendent, in both international and public schools.

Dr. Sharratt earned his PhD in 1983 and recently was awarded the 2013 Educational Leadership Lifetime Legacy Award from the



Washington Association of School Administrators. He is most proud of being honored with the NAEOP National Educational Administrator of the Year Award in May 1988. Dr. Sharratt speaks and teaches from the heart.

#### **“Going Up? Yes, Clear to the top!”**

Successful office professionals maintain high expectations for their performance and the performance of those around them. They know that high standards, coupled with a strong sense of efficacy, results in high levels of job satisfaction and productivity. What are the leadership attributes of highly successful professional office personnel? How do professional office personnel maintain a positive demeanor in the face of adversity and the daily challenges associated with their positions? These and related topics will be the focus of this fast-paced, entertaining, and enjoyable keynote.

# REGISTRATION FORM

## ANNUAL CONFERENCE & INSTITUTE REGISTRATION FORM

**1. Check all that apply:** Member  Non-member

Elementary  Middle School/Junior High  Higher Ed  Ed High  School/Career & Technical Education  
 Administration  State  Retired  Other  NAEOP Past President  
 Dept

**2. Registrant's Information:**

Registrant Name (First) \_\_\_\_\_ (Last) \_\_\_\_\_ (CEO/E)

First Name (as you want it to appear on badge) \_\_\_\_\_

Registrant Address \_\_\_\_\_ Membership # \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Office Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email address \_\_\_\_\_ Receiving PSP/CEO/E recognition \_\_\_\_\_  
 (must be current member)

Yes, it is ok to publish my email address in the annual report  Would like a roommate  Choir

No, it is not ok to publish my email address in the annual report  First-Time Attendee (Mark First-Timer Orientation in Section 5)

Special Dietary Needs or Disability \_\_\_\_\_

**3. Full Registration:** Paid by May 30 Paid after May 30

(Full registration fee includes: Area Breakfast, Council Lunch, PSP and Installation Banquets. DOES NOT INCLUDE Institute, Briefings, Optional Events and Guest fees.)

Full Registration—Member \$237 \$272

Full Registration—Non-member \$292 \$327

Check Appropriate Area, Council, & Menu A or B Area Breakfast: C MA NE NW SC SE SW  
 Council Lunch: Elen Middle/JH HS/Career & Tech Ed Higher Ed Admin State Dept PSP Banquet A B Installation Banquet A B

**TOTAL CONFERENCE FEES (Full Registration only):** \$ \_\_\_\_\_ **Transfer to next page**

(Do not complete section 4)

**4. Single Event Registration:** Paid by May 30 Paid after May 30

Single Registration—Member \$85 \$120

Single Registration—Non-member \$140 \$175

Check Appropriate Area, Council, & Menu A or B  
 Area Breakfast \$22 Area: C MA NE NW SC SE SW PSP Banquet \$49 A B  
 Council Lunch \$29 Elen Middle/JH HS/Career & Tech Ed Higher Ed Admin State Dept Installation Banquet \$52 A B

**TOTAL MEALS:** \$ \_\_\_\_\_

**TOTAL CONFERENCE FEES (Registration & meals only section 4):** \$ \_\_\_\_\_

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**5. Optionals:**

First Timer Orientation (No Charge) Conference Bag \$5.00 Retiree Breakfast \$22 Monday Lunch Buffet \$33 Tuesday Box  
 Lunch \$29

**TOTAL OPTIONALS:** \$ \_\_\_\_\_

**Transfer to next page**

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**Return completed form and payment to: NAEOP PO Box 12619 Wichita KS 67227-2619 ~ Fax: 316.942.7100 ~ Email: [naeop@naeop.org](mailto:naeop@naeop.org)**

**ANNUAL CONFERENCE & INSTITUTE REGISTRATION FORM**

**6. Briefings:**

Briefing I	Briefing II	Briefing III	Briefing IV	Briefing V	Briefing VI	Briefing VII	Briefing VIII	Briefing IX	Briefing X
<input type="checkbox"/> 101 \$10	<input type="checkbox"/> 201 \$10	<input type="checkbox"/> 301 \$10	<input type="checkbox"/> 401 \$10	<input type="checkbox"/> 501 \$10	<input type="checkbox"/> 601 \$10	<input type="checkbox"/> 701 \$10	<input type="checkbox"/> 801 \$10	<input type="checkbox"/> 901 \$10	<input type="checkbox"/> 1001 \$10
<input type="checkbox"/> 102 \$10	<input type="checkbox"/> 202 \$10	<input type="checkbox"/> 302 \$10	<input type="checkbox"/> 402 \$10	<input type="checkbox"/> 502 \$10	<input type="checkbox"/> 602 \$10	<input type="checkbox"/> 702 \$10	<input type="checkbox"/> 802 \$10	<input type="checkbox"/> 902 \$10	<input type="checkbox"/> 1002 \$10
<input type="checkbox"/> 103 \$10	<input type="checkbox"/> 203 \$10	<input type="checkbox"/> 303 \$10	<input type="checkbox"/> 403 (No Charge)	<input type="checkbox"/> 503 \$10	<input type="checkbox"/> 603 \$10	<input type="checkbox"/> 703 \$10	<input type="checkbox"/> 803 \$10		
<input type="checkbox"/> 104 \$10	<input type="checkbox"/> 204 \$10	<input type="checkbox"/> 304 \$10	<input type="checkbox"/> 404 \$10	<input type="checkbox"/> 504 \$10	<input type="checkbox"/> 604 (No Charge)	<input type="checkbox"/> 704 \$10	<input type="checkbox"/> 804 \$10		

**TOTAL BRIEFINGS: \$** \_\_\_\_\_

**Transfer below**

**7. Institute Registration:**     Paid by May 30         Paid after May 30    

Institute Registration fee \$75 \$ \_\_\_\_\_ \$110 \$ \_\_\_\_\_

Each institute registrant must pay this fee.

Education Credit "EC" (16 clock hours):

Education Credit Registration fee \$100 \$ \_\_\_\_\_

EC registrant must pay this fee in addition to the \$75 registration fee & attend the following classes:

Monday & Tuesday – July 14-15, 2014 – Speaker's Bureau Training

*NOTE: If you choose Education Credit, you do not have to mark the individual classes in the grid below*

Inservice Credit "IC" (You may take one or more classes listed below to earn credit for the price indicated in addition to the \$75 institute registration fee)

Monday, July 14, 2014		Tuesday, July 15, 2014	
8:00 a.m. – 5:00 p.m.	<input type="checkbox"/> \$70 – IC-M01: Speaker's Bureau Training – Part 1 – must also attend Part 2	8:00 a.m. – 5:00 p.m.	<input type="checkbox"/> \$70 – IC-T01: Speaker's Bureau Training – Part 2 – must also attend Part 1
8:00 a.m. – 12:00 noon	<input type="checkbox"/> \$35 – IC-M02: Collaborative Problem Solving	8:00 a.m. – 12:00 noon	<input type="checkbox"/> \$35 – IC-T02: The Best is Yet to Come – Part 1
1:00 p.m. – 5:00 p.m.	<input type="checkbox"/> \$35 – IC-M03: Trust in Schools, Business and Life	1:00 p.m. – 5:00 p.m.	<input type="checkbox"/> \$35 – IC-T03: The Best is Yet to Come – Part 2

**TOTAL INSTITUTE FEES (Registration + EC or IC Fees): \$** \_\_\_\_\_

**Transfer below**

**8. Guest/Spouse Registration:**

Guest Fee \$ \_\_\_\_\_ \$ \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

PSP Banquet   A  B \$49 \$ \_\_\_\_\_

Installation Banquet   A  B \$52 \$ \_\_\_\_\_

**9. PAYMENT METHOD (All fees are payable in U.S. dollars)**

\_\_\_\_ Copy of Purchase Order is attached

\_\_\_\_ Enclosed is a check or money order payable to NAEOP Credit Card: \_\_\_\_\_

Account Number \_\_\_\_\_ Signature \_\_\_\_\_

VISA

MasterCard

Discover

AMEX

Exp. Date \_\_\_\_\_

Security Code \_\_\_\_\_

(required to process credit card payment)

<b>TOTAL CONFERENCE FEES:</b>	\$ _____
<b>TOTAL OPTIONALS:</b>	\$ _____
<b>TOTAL BRIEFINGS:</b>	\$ _____
<b>TOTAL INSTITUTE FEES:</b>	\$ _____
<b>TOTAL GUEST FEES:</b>	\$ _____
<b>MEMBERSHIP DUES:</b>	\$ _____

Annual	\$50 _____
Retired	\$30 _____
Ret. & NES	\$45 _____
Ret. Subscription	\$15 _____
Associate	\$50 _____
<b>TOTAL FEES</b>	<b>\$ _____</b>

<b>National Office Use Only:</b>	
Date Received: _____	
Amount Received: _____	
Check#: _____	Paid By: _____

Early Bird registration deadline is May 30, 2014. Register by May 30, 2014 to be listed in the annual report. After June 15, bring the form with you for onsite processing. Onsite registration will be accepted on a space available basis. Meal tickets may not be available onsite. CANCELLATION/REFUND POLICY: All cancellation requests must be received in writing to the national office. Cancellations received on or before May 30 will entitle the registrant to a full refund less a \$25 administrative fee. Cancellations received between June 1 and June 15 will entitle the registrant to a 50% refund. There are no refunds for cancellation after June 15, 2014. No-shows will not be refunded. *Selection and reservation of payment for hotel accommodations, tours, and transportation to and from the conference are the sole responsibility of the registrant.*

**Return completed form and payment to: NAEOP PO Box 12619 Wichita KS 67277-2619 ~ Fax: 316-942-7100 ~ Email: naeop@naeop.org**

**REGISTRATION FORM**

The 2014 NAEOP Conference Committee is making their official conference vests available for purchase on-line. The vests are high quality and seem to run a bit large and they are very high quality. Just click on the web address below to view them. You will want to order one at only \$35.00 each to help us party in Portland as we celebrate the 80th birthday of NAEOP!

**WINNING SEASONS • 10506 STEELE STREET SOUTH • LAKEWOOD, WA 98499  
253-582-3585 • www.winningseasons.net**

**instRuctions to place an online  
oRdeR With Winning seasons**

1. Go to [www.winningseasons.net](http://www.winningseasons.net)
2. Click on Shop Online
3. Click on NAEOP Fleece Vest
4. Read the description and select the size from the drop-down menu. (THESE ARE UNISEX SIZES unless noted)
5. Follow directions to pay with credit card.
6. If you do not get an email with a confirmation number, then your order did not go through. Please try again or call us for assistance.
7. **ORDER DATES: January 1 – May 1, 2014**



**if You haVe anY questions  
please diRect them to  
KathY Buck at 208-365-1190.**

Apparel will be shipped approximately 2 to 2 ½ weeks after the deadline. The apparel will be shipped to the address displayed on your order form. Shipping charges via UPS Ground will be added to your total order.

**NOTE:** Normally, if your order is not placed by the published deadline date, your order will **NOT** be accepted. Exceptions, in rare instances, may be granted; however, a \$10 service charge will be assessed in order to process the order, revise the invoice, re-order the apparel and revise the paperwork for the printers. It is a labor-intensive effort to add to an order that is already written up, thus the service charge assessment.

**NAREOP Service Project Selected for 2014**

The NAREOP Service Project for the 2014 Annual NAEOP Conference and Institute in Portland, Oregon is the Friendly House. Friendly House creates a thriving community by connecting people of all ages and backgrounds through quality educational, recreational and other life-sustaining services. This organization has been providing services for 84 years as the premier service provider in northwest Portland. Services for Seniors provides strength-based case management for adults 60 and older, including advocacy, transportation and coordination of services to enhance the lives of seniors.

But that's not all... Friendly House also supports a drop-in program and social time for babies from birth to age three and their parents or care-givers, a preschool that prepares children for kindergarten, and safe, affordable before- and after-school programs.

It also hosts an eclectic mix of community recreation and education classes each quarter.

So...how can you help? Gift cards to Target or cash will be collected for donating to the Friendly

House. If you are writing a check, please make it payable to "Friendly House." This project is open to everyone, as well as NAREOP members. Please send your gift cards or checks to: Pat Thompson; 1362 Jasmine Avenue; Sandy, UT 84092; OR bring your donation to the conference!





We welcome you to the northwest area and especially the beauty of Oregon and hope you will take advantage of the tours being offered. All tours are organized by Alki Tours and are listed on their website, [www.alkitours.com](http://www.alkitours.com).

**Sunday, July 13 and Monday, July 14**

**Portland City Tour**

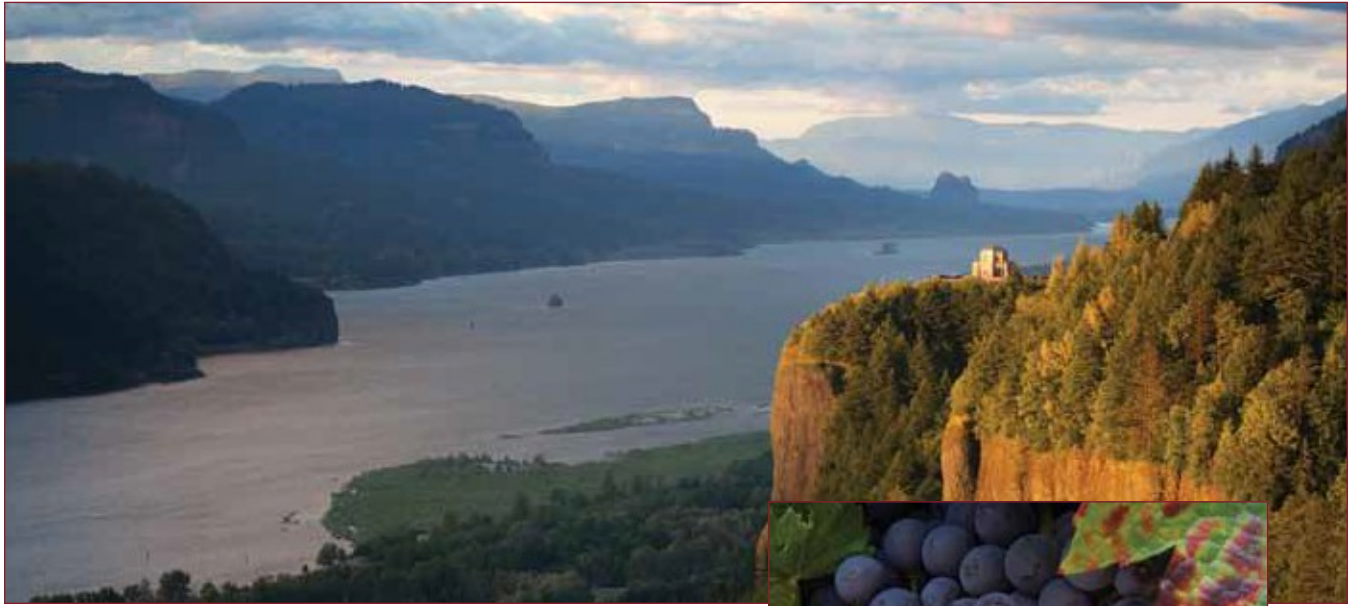
**3.5 hours**

**\$69 per person**

**9 am – 12:30 pm**

Money Magazine dubbed Portland as “The Best Big City” in North America. It is the 3rd largest city in the Northwest and boasts microbreweries, the historic Pittock Mansion, and 10 famous bridges. Refreshments and seasonal snacks are available throughout the tour.





**monday, July 14**

**columbia Gorge and Waterfalls coach tour  
(Retiree tour)**

**4.5 hours; \$89 per person, includes lunch  
9:00 am – 1:30 pm**

Experience first-hand the breath-taking vistas, man-made wonders, and ancient history of the nation's only official National Scenic Area. Highlights include: Vista House on Crown Point, Multnomah Falls, Bonneville Dam and a discussion of the region's history, including Lewis and Clark's journey.

**friday, July 18**

**oregon coast adventure**

**11 hours; \$159 per person  
8:00 am – 7 pm**

Learn about Oregon history! The tour starts in Astoria and includes the Fort Clatsop National Monument, Canon Beach, Haystack Rock and Ecola State Park where you will enjoy a glass of local wine before returning to Portland. Tour also includes juice and pastries and lunch.

**friday, July 18**

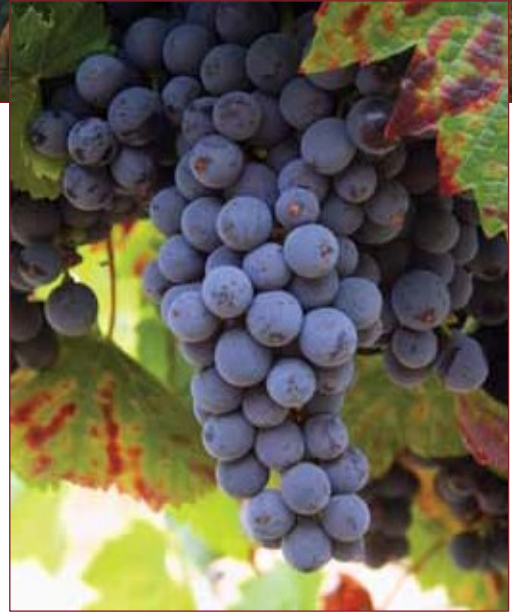
**Wine country tour**

**7 hours; \$149 per person  
9:00 am – 4 pm**

Savor award-winning Pinot Noir, Pinot Gris, Chardonnay and Riesling while your designated driver guides you through the rolling hills of the picturesque Willamette Valley. Juice and pastries as well as lunch are included. Visits to at least four wineries and our expert wine tour guide are included.

**friday, July 18 – friday, July 25  
alaska cruise!**

Join us as we take the train to Seattle the morning of July 18 to board the Royal Caribbean Rhapsody of the Seas for



an 8-day tour to Alaska! All information regarding the cruise can be found on [www.alkitours.com](http://www.alkitours.com). Transportation to both the Seattle-Tacoma International and the Portland airports is provided after the cruise!

**July 18th, 2014: portland to seattle-board the Rhapsody of the seas**

The fun begins as we depart Portland on the Cascade Train for a scenic trip to Seattle. Sit back, relax and enjoy as we board Amtrak's Cascade train. Amtrak Cascades trains are designed for high-speed rail service, but current track and safety systems limit the trains to a top speed of 79 mph. Enjoy a snack or cocktail in the Bistro car and watch the gorgeous scenery go by on our way North to Seattle. Upon arrival, we'll head to the Pier to board the Rhapsody of the Seas for a luxurious cruise to Alaska. On the ship, when you're not enjoying the magnificent ocean views, you'll be relaxing in the soothing Day Spa, swimming in one of the two pools, taking a much-needed whirlpool or catching up with friends over your favorite drink in one of our lounges. **meals: lunch and dinner on cruise.**

**July 19th, 2014: cruising**

A full day at leisure is yours to enjoy all the amenities that the cruise has to offer. When you're not enjoying the magnificent ocean views, you'll be relaxing in the soothing Day Spa, swimming in one of the two pools, taking a much-needed whirlpool or catching up with friends over your favorite drink in one of our eight lounges. **meals: all meals on ship.**

**July 20th, 2014: alaska****inside passage cruising – to Juneau, alaska**

The incredible landscape of the Inside Passage is home to diverse wildlife - orca, mountain goats, bald eagles, bears, puffins, sea otters and more - but the superstars of the area are the gentle giants who feed here every summer. Look out for the awesome acrobatics of breaching humpback whales. You'll never forget the sight of these 40-ton beasts hurling themselves into the air, almost completely escaping the water. If you're especially lucky, you could see them swimming together to create a bubble net, trapping and eating fish by the giant mouthful. Millions of years ago, southbound glaciers carved out the Inside Passage, leaving majestic fjords, islands and bays in their wake. Today, the spectacular views will leave a lasting impression on you. From the lush greenery of Tongass National Forest - the world's largest and northernmost temperate coastal rainforest - to the brilliant blue glaciers, you'll see jaw-dropping beauty everywhere you look. Sit back and relax as we make our way to Juneau, Alaska. Juneau, the capital of Alaska, was founded during a gold rush in 1880. Today, the former gold-mining town counts among its riches some of Alaska's most spectacular scenery. Nestled at the foot of Mt. Juneau in the Alaska Panhandle, it faces the water from the mainland side of Gastineau Channel. Several magnificent fjords are located along the channel coast, and the majestic Mendenhall Glacier, a favorite of visitors, is nearby. **meals: all meals on ship.**

**July 21st, 2014: skagway, alaska**

When gold was discovered in the Klondike region of the Yukon Territory (just across the border from Alaska), it resulted in the historic Gold Rush of 1898. As thousands of gold-crazed adventurers sought the best starting point for their arduous trek, they found the deepest penetration possible by boat was at the northern tip of the Lynn Canal. This is how Skagway was born. **meals: all meals on ship.**

**July 22nd, 2014: tracy arm fjord, alaska**

Nestled between 3,000-foot high granite walls, the narrow,

twisting slice of ocean called Tracy Arm Fjord weaves through the Tongass National Forest for roughly 35 miles. The shoreline is spotted with waterfalls created by melting snowcaps and trees sprouting at odd angles from rocky outcroppings. You will have ample time to admire the landscape and perhaps catch sight of a few native animals as you cruise through this port.

**meals: all meals on ship.**

**July 23rd, 2014: cruising**

Today is a full day to enjoy all the amenities that the cruise has to offer. Whether you're in the mood for a cozy space to sip cocktails with someone special or a swanky place to savor a cigar and make new friends, Royal Caribbean ships provide it all. Nights are always abuzz with activity, and it's up to you to choose your pleasure - from live theater and the big screen, to plush lounges, swanky casinos and dance clubs. **meals: all meals on ship.**

**July 24th, 2014: Victoria, British columbia**

Located on the southern tip on the island of Vancouver in British Columbia, the city of Victoria is probably best known for its mild climate and active outdoor lifestyle. (In fact, the city has been named the "fittest city" in Canada more than once.) As the capital of British Columbia, the city is very tourist-friendly. Among the many attractions are world-famous gardens, its 150 years of British history, gourmet dining and fantastic shopping. Visit the world-famous Butchart Gardens and see how Victoria earned the nickname "The City of Gardens." **meals: all meals on ship.**

**July 25th, 2014: seattle, Washington**

Seattle is often characterized by its laid-back attitude and rainy climate, but this thriving metropolis also offers one-of-a-kind architecture, the Olympic and Cascade mountain ranges, and a unique urban sophistication. After disembarkation, we will transfer you to Seatac Airport or Portland International Airport. **meals: all meals on ship.**