



National Association of
Educational Office Professionals

521 First St, PO Box 10 • Milford, NE 68405

Phone: 316-942-4822 • Fax: 402-761-2224

Email: staff@naeop.org

Hello,

We hope this message finds you well and thriving in your professional journey.

We're reaching out to share an important update regarding your NAEOP membership. At the 2025 NAEOP Annual Conference, the membership voted to adopt a new billing cycle that aligns with the calendar year — running from **January 1 through December 31** annually, beginning in January 2026.

As part of this transition, the enclosed renewal notice includes a prorated amount for the remainder of 2025 as well as the full renewal for the 2026 calendar year. This adjustment will set your new membership expiration date to **December 31, 2026**. The goal of this change is to simplify the billing process and create consistency for all members moving forward.

If you prefer to pay only the prorated 2025 dues at this time and be billed separately for 2026 in January, please contact the National Office at staff@naeop.org and we'll be happy to adjust your invoice.

We truly value your continued support of NAEOP. Your membership helps us provide meaningful professional development, valuable resources, and a strong network of peers dedicated to advancing the profession of educational office professionals nationwide.

If you have any questions regarding your renewal, billing, or member benefits, don't hesitate to reach out.

Thank you for being a vital part of NAEOP — we look forward to serving you in the year ahead!

Sincerely,
NAEOP Board of Directors