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INTRODUCTION

This handbook will serve as a guide for newly elected members and as a convenient reference for all Board members during their tenure in office. For purposes of clarifying terminology referred to in this document and explaining the intricacies of the Board of Directors, the following definitions are offered:

- Officers: President, President-Elect, Past President
- Steering Committee: Officers and Executive Director
- Board of Directors: Officers, Zone Directors, and Executive Director

A clear, concise summary of the interrelationship of the Board of Directors to NAESP is presented in this handbook. The manual will be updated as necessary in order to keep all information as current as possible.
NATIONAL ASSOCIATION OF ELEMENTARY SCHOOL PRINCIPALS
2006–2007 BOARD OF DIRECTORS

President 2008-2009  President-elect 2008-2009
Nancy Davenport  Diane Cargile

Past President 2008-2009  Director, Zone 1 2008-2011
Dr. Mary Kay Sommers  David Cobb

Director, Zone 2 2008-2011  Director, Zone 3 2007-2010
Lou Della Barca  Linda Chamberlin

Director, Zone 4 2007-2010  Director, Zone 5 2006-2009
J. Edward Pollard  Mark Kern, Principal

Director, Zone 6 2004-2007  Director, Zone 7 2006-2009
Juli Mary Kwikkel  Robert Lewis Monson

Director, Zone 8 2005-2008  Director, Zone 9 2006-2009
Deborah Ayers-Geist  Barbara A. Chester, Principal

Director, Foundation 2007-2010  Director, Foundation 2006-2009
Mark Terry  Deborah M. Harvest, Principal

Ex-officio, non-voting members
Gail Connelly, Executive Director, NAESP
Michael Schooley, Chief Advocacy and Membership Officer, NAESP
Ernie Mannino, NAESP Foundation Chief Executive Officer, NAESP
NAESP AND THE NAESP FOUNDATION

Board members are encouraged to become familiar with information presented in the **NAESP Fact Sheet** (Attachment 1) and the **NAESP Foundation Fact Sheet** (Attachment 2). These fact sheets are very often used in public relations efforts to provide basic information about NAESP and the Foundation to the media.

NAESP is a nonprofit 501(c)(6) professional organization. The NAESP Foundation is a 501(c)(3) (nonprofit, tax-exempt) organization and as such represents the charitable arm of NAESP. Because of its tax status, corporations may provide funds for educational programs through the Foundation. Thus, the Foundation serves as a vehicle for attracting corporate sponsorship for many programs offered to NAESP members such as the National Fellows Program and the National Distinguished Principals Program.

The NAESP Foundation is essentially controlled by NAESP through its Board of Directors. The Foundation Board is composed of seven members:

- President (NAESP Executive Director)
- Vice-President (NAESP President)
- Secretary (NAESP President-Elect)
- Treasurer (NAESP Past President)
- Members-at-Large (Two members appointed by the NAESP Board of Directors with one representing ethnic minorities and the other the middle level principalship)
- Ex-officio member (Chief Advocacy and Membership Officer)

The Foundation Board meets annually to review and evaluate programs and activities. All programs sponsored through the Foundation are also reviewed by the NAESP Board. Progress reports on all Foundation activities are presented to the NAESP Board at the regular quarterly meetings. The NAESP Board members play an active role in the Foundation Programs and details are provided as each event approaches.
NAESP FACT SHEET

The National Association of Elementary School Principals (NAESP), founded in 1921, is a professional organization serving more than 30,000 elementary and middle school principals and other educators throughout the United States, Canada, and overseas.

The Association believes that the progress and well-being of the individual child must be at the forefront of all elementary and middle school planning and operations. Further, NAESP members accept the challenge inherent in research findings that the development of quality education in each elementary and middle school depends on the expertise, dedication, and leadership of the principal.

As a national organization, NAESP operates through a network of affiliated associations in every state, the District of Columbia, Canada, and overseas.

As the representative of principals serving some 33 million children in grades pre-kindergarten through 8, the Association seeks:

- To serve as an advocate for children and youth, especially by ensuring them access to an excellent education;
- To sustain and promote high professional standards and creative leadership among principals;
- To heighten public awareness of elementary and middle school education as the foundation for all future academic achievement;
- To serve as a national representative for elementary and middle school education to Congress, the Executive Branch, state and federal agencies, the news media, researchers, educators, and other education and child advocacy groups;
- To serve as an advocate for the professional tenets and priorities of elementary and middle school principals in the nation’s capital and in state capitals throughout the country; and
- To work toward assuring that education continues to be recognized as a matter of national priority.

Among the Association’s many services are the award-winning *Principal* magazine, along with seven other print and online publications that address the specific needs of practicing school administrators; a Legal Benefits Program; an annual convention; and a variety of on-line and on-site professional development training programs through the NAESP Leadership Academy. The Leading Educators’ Advocacy Dashboard (LEAD) and the government relations Key Contact program facilitate NAESP action on federal developments in education. Services to students are offered through NAESP’s American Student Council Association. NAESP brings national recognition to principals through the annual National Distinguished Principals awards program.

Publications, research, news, products and links regarding school principals and education can be found at www.naesp.org.

(6/04)
NAESP Foundation Fact Sheet

The National Association of Elementary School Principals (NAESP) Foundation is operated as the tax-exempt, charitable arm of the National Association of Elementary School Principals—a professional association serving more than 30,000 administrators and other educators in the United States and overseas since 1921.

The Foundation is operated exclusively for charitable and educational purposes, which include the following:

- Assisting and promoting quality educational programs for children and youth;
- Improving the quality of teaching, administration, and supervision in educational institutions;
- Engaging in research, surveys and studies to gain new knowledge of the principals and practices of education and learning, and disseminating the general public, teachers, school boards and others the knowledge thus gained;
- Engaging in educational programs, seminars, publications and otherwise to secure greater public understanding and support of education;
- Developing more effective methods of communication with the business community, general public and those interested and involved with schools;
- Gathering and disseminating information to organizations and individuals interested in improving the quality of education; and
- Extending financial aid through grants, gifts, contributions or other aid or assistance to qualified charitable and educational organizations.

The NAESP Foundation is classified by the Internal Revenue Service as a 501(c)(3) organization.
GOVERNANCE

The Delegate Assembly

The Delegate Assembly is the basic governing body of the Association and is directly responsible to the membership. State associations select delegates on the basis of one delegate for every fifty members and major fraction thereof. State representatives and members of the Board of Directors are delegates by virtue of office. Each year the Delegate Assembly considers resolutions on a variety of issues. Those resolutions, once adopted, are incorporated into the NAESP Platform, a compendium of positions taken by past Delegate Assemblies.

The Board of Directors

Serving as the Association's governing body between meetings of the Delegate Assembly is the Board of Directors. The Board is composed of three officers (President, Past President, President-Elect), nine Directors (one from each of nine electoral zones, who each serve a three-year term), two at-large members, and the Executive Director, ex officio. The President-Elect and three Zone Directors are elected annually by Association members. The two at-large members are members of the Foundation Board -- one representing ethnic minorities and the other the middle school principalship. These members serve a three-year term with one being appointed every other year by the NAESP Board. The Board has the responsibility for the fiscal and program management of the Association and adopts policies and procedures accordingly.

Governance Documents

Governance documents of the Association are:

- Articles of Incorporation (kept on file at NAESP headquarters)
- Bylaws (presented in the State Leaders Handbook)
- Platform (presented inside front cover of this handbook)
- Policies (presented under "POLICY MANUAL" in this handbook)

Minutes of the Delegate Assembly and Board of Directors meetings also contain specific direction for Association programs and activities. A chart depicting the governance structure of NAESP follows at the end of this section.

Strategic Long-Range Plan

A Strategic Long-Range Plan has been developed to guide NAESP in dealing more effectively with the critical issues confronting and challenging elementary and middle school principals over the next several years. The plan establishes concrete, realistic, and achievable objectives defining what NAESP should seek to accomplish, what its priorities should be, and how it might best serve both its members and the nation's children. It provides an excellent instrument for the Board of Directors to monitor and evaluate NAESP programs to ensure that long-range goals are achieved. Strategic planning allows NAESP to take the lead in shaping its own future.
GOVERNANCE (Cont.)

Governance Committees

To assist further in carrying out governance responsibilities, the NAESP Bylaws establish three committees and an Election Audit Board. The committees are Resolutions, Nominating, and Credentials. Composition and basic function of these committees are specified in the Bylaws. The roster of members for governance committees for the coming year follows. During 2008–2009, these committees are scheduled to meet on the following dates:

- Resolutions: November 20-21, 2008 and April 3-6, 2008
- Nominating: January 23-24, 2008
- Credentials: April 3, 2007
- Election Audit Board: May 21, 2008

The Board of Directors may establish special committees to carry out necessary tasks in achieving the purposes and goals of the Association.
NATIONAL ASSOCIATION OF ELEMENTARY SCHOOL PRINCIPALS
GOVERNANCE STRUCTURE

NAESP Membership

Electoral Zones

Delegate Assembly

Affiliates

State Representatives

Board of Directors

Election Audit Board

Steering Committee

Executive Director

Committees

Staff

Special

Governance

Credential

Resolutions

Nominating
ROLE AND RESPONSIBILITIES OF BOARD MEMBERS

Board members are encouraged to carefully review Article IV BOARD OF DIRECTORS of the NAESP Bylaws. This section of the Bylaws establishes guidelines for the Board of Directors under specific sections as follows:

- Section 1. Composition
- Section 2. Election of Board of Directors
- Section 3. Term of Office and Qualifications of Directors
- Section 4. Filling Vacancies on Board of Directors
- Section 5. Powers and Duties
- Section 6. Meetings

Policies and Procedures

In addition to the Bylaws, a policies and procedures manual has been developed to provide further guidance to the Board in fulfilling its responsibilities in governing the Association. The complete Policy Manual is presented as a major component of this handbook. Board members should familiarize themselves with all NAESP policies, paying particular attention to AREA 100 - BOARD OF DIRECTORS which includes the following policies:

- 100.1 Decisions by Mail or Telephone
- 100.2.A Expenses for Zone Directors
- 100.2.B Expenses for President-Elect and Past President
- 100.2.C Expenses of President
- 100.2.D Payment of President's Salary
- 100.2.E Expenses for NAESP President's Spouse
- 100.3.A Complimentary Membership
- 100.3.B Complimentary Membership for NASSP Board Members
- 100.4 Executive Sessions
- 100.5 Observers at Meetings of the Board of Directors
- 100.6 Board Minutes
- 100.7 NAESP Steering Committee
- 100.8 Review of Electoral Zone Composition
- 100.9 Limiting Service on Governing Bodies of the Association
- 100.10 Filling Board of Directors Vacancies
- 100.11 Board Attendance at NAESP Program Activities
- 100.12 Travel Guidelines for NAESP Officers and Executive Director for State Conferences or Special Meetings
- 100.13 Appointed Board of Directors Members-at-Large From the NAESP Foundation
- 100.14 Designation of Corporate Officers
ROLE AND RESPONSIBILITIES (Cont.)

Board Meetings

All Board members are expected to attend all quarterly meetings of the Board of Directors. Board members should notify the President and Executive Director as soon as possible of impending absence. A majority of the members of the Board determines the date and location for all Board meetings other than the one held in conjunction with the National Convention (spring). Traditionally the summer Board meeting has been held in conjunction with the State Leaders Conference and the fall meeting in conjunction with the National Distinguished Principals Program. The site for the winter Board meeting is generally determined at the preceding summer Board meeting.

Board members are expected to thoroughly review the agenda for the meeting and be prepared for discussion of issues presented. The Board agenda will be provided at least one week in advance of the scheduled meeting. For purposes of planning to attend meetings, Board members should be aware that the Board meetings average three-four days, usually over a weekend in order for Board members to take advantage of reduced airfares when possible and to minimize the Board members' time away from their schools. Board members are expected to make their own travel arrangements; NAESP staff will arrange for appropriate hotel accommodations.

Other Zone Director Responsibilities

Responsibility lies with Zone Directors to continually communicate with the State Leaders in their respective zones, toward strengthening ties at the state level and promoting NAESP membership. Zone Directors are particularly encouraged to maintain close contact with the State Representatives who serve as an important link to potential members. The "Role of the State Representative" and the "Role of the Federal Relations Coordinator" appear in the State Leaders Handbook which is updated and distributed annually at the State Leaders Conference. The State Leaders Handbook is a useful reference for Zone Directors to use in cultivating and utilizing the services of the leaders.

A Board Brief is sent to state leaders and past officers following each Board Meeting. The Board Brief highlights actions and discussion from the Board Meeting and is intended to keep members apprised of National activities. In addition, Zone directors may use the Board Brief in whole or sections as part of a zone newsletter if they choose to make personal contact with individuals in their zones to foster relationships.

Mailing Labels for Zones

Zone Directors may request labels to facilitate communication to members within their respective zones. The labels will be sent upon request as needed. All label requests should be directed to the Executive Director or the Assistant Executive Director, Governance Management and Services.

Additionally, Zone Directors are encouraged to seek advice on handling Zone responsibilities from other, experienced Zone Directors.

The General Information section of this handbook provides additional guidance relative to procedures relating to the role of Board members.
PUBLIC RELATIONS INFORMATION

NAESP's officers and board members play a significant role in the association's public relations.

As an official of a national organization, your opinions and observations acquire special authority and can help to shape education policies in your zone. Further, the way you are perceived by your colleagues, and by the members of the public with whom you deal, has a significant bearing on the reputation and credibility of NAESP and of the K-8 principalship.

In the interests of consistency, it is important that officers and board members be familiar with NAESP's public relations policies and goals.

Officers and board members are asked to inform the Executive Director of events and policies in the various zones that have national PR implications. This kind of information can be useful in planning statements by NAESP's President or Executive Director, or in providing the basis of a story in Communicator.

Officers and directors may request talking points on issues and trends from the NAESP Publications and Public Relations Team. Talking points will be approved by the Executive Director or Chief Advocacy and Membership Officer.

The Publications and Public Relations team offers the following tips for dealing with reporters:

- **Know your facts:** The most important aspect of dealing with the news media is to be prepared. You're the expert on education -- not the reporter -- so make sure you have a firm grasp of the facts and figures on the issues you will be discussing.

- **Work with your public relations officer:** Many school districts have public relations/public information officers who work with the news media on a daily basis. These professional PR people can provide you with valuable information about the local press and the best methods of getting your message across to the public.

- **Get to know the local newspaper and TV reporters and editors:** When you want to achieve publicity for your school, it is important to have established contacts in the news media. Additionally, such people will feel comfortable coming to you when they need help on an article.

- **Many public officials fear the news media:** Actually, the vast majority of reporters and editors want and need to cooperate with you. So return the favor. You can develop very good working relations with the press if you cooperate.

- **Honesty is indeed the best policy when working with the news media:** As public officials, you have a responsibility to be honest with the public, and the press is a representative of the public. The news media will respect your honesty if you answer questions clearly or simply say "I do not know" or "I cannot comment on that at this time." Remember, anything you say to reporters -- no matter how informally -- may end up on tomorrow's front page.
PR INFORMATION (Cont.)

**Try to control the interview:** When being interviewed by a reporter you should seek to control the path of the interview by making certain you state the messages you want to convey -- no matter what the question! Always be positive and reiterate your basic messages at least once during the interview and possibly twice, thereby increasing the odds that the public will hear what you want to say.

**Develop some basic positions:** Maintain a list of five or six messages you want to convey in all interviews. These messages should be supported by your staff, and they should convey an honest reflection of your school's goals and achievements.

**Develop a panel of experts:** Reporters and editors frequently ask to interview staff members who can speak on particular topics. Take a close look at your staff and choose the most knowledgeable and articulate people you could make available to talk with reporters about important aspects of your school's operation.

In conclusion, NAESP Communications Division will prepare news releases and provide other information to the media at opportune times during your term as a member of the Board. You will be kept informed of all such activities and will be apprised of your anticipated role.

**Photos:** Upon election to office, Board members are requested to submit ten (10) 3"x5" black and white photos of themselves to be used for media purposes. Additionally, each Board member is asked to submit a 5"x7" individual color photograph of himself/herself to be displayed at our headquarters office with all other current Board member pictures. Production of the required photographs is a legitimate expense to be charged to your zone account.

**Biographical Sketches** will be prepared for all officers for use during their tenure. These will be made available to respective officers upon request.

"The President's Perspective"

"The President's Perspective" column in Communicator provides a direct line of communication from the President to NAESP members. The column has been used to address particular concerns of the Association (platform issues, policy stands, governance matters), to convey information on voting, and to urge members to attend and participate in such events as the annual convention. The opportunity exists for the President to present and explain such special undertakings as the National Distinguished Principals Program and to update members on new publications.

Within the current format of Communicator, the column fills from 1 and 1/2 to 2 columns. The President's photo and signature run with the column.

Communicator is issued ten times a year from September through June.
FEDERAL RELATIONS

OVERVIEW

The National Association of Elementary School Principals instituted its federal relations program in 1975, providing a strong, unified voice for pre-K-8 leaders across the U.S. and around the world.

Association Staff work to influence the legislative process in the interest of children and education, meeting with U.S. Senators and Representatives and their assistants to discuss how federal education and child welfare programs can be strengthened and reformed to help schools offer the best possible educational opportunities for all children. When any issue related to children and education is before Congress, the U.S. Department of Education or the Executive Branch, principals’ interests are promoted by NAESP.

Association Staff also disseminate national legislative information and coordinate grassroots advocacy efforts to ensure Congress is responding to the needs of elementary and middle school principals nationwide.

COMMUNICATION & ADVOCACY

Platform
In 1976, the NAESP Delegate Assembly adopted a legislative action platform. The platform is updated annually, incorporating resolutions adopted by the Delegate Assembly, and made available to state leaders and members soon after.

Newsletter
"Federal Report," a feature in Communicator, offers analyses of federal issues critical to the elementary and middle school principalship and reports positions taken by the Association.

Federal Relations Network
State affiliate organizations appoint a Federal Relations Coordinator who acts as the state-level administrator of the NAESP advocacy efforts and the primary state Key Contacts. To be appointed as a Federal Relations Coordinator, the individual should be familiar with the legislative positions of the Association, be committed to forming productive working relationships with federal legislators, and take action on legislative issues.

Visits to Capitol Hill, Washington, DC
Federal Relations Coordinators and other state affiliate leaders are invited to participate in the National Leaders’ Conference (summer); Federal Relations Coordinators also attend the Federal Relations Conference (winter), for which some expenses are paid by NAESP. At both conferences, participants are briefed on the current issues before Congress, spend a day visiting U.S. legislators and/or their staff members in their offices, and provide feedback to NAESP staff on their meetings.
Web site/LEAD
The Government Relations Web site, including the Leading Educators’ Advocacy Dashboard (LEAD), available on NAESP’s home page at www.naesp.org, provides members with advocacy information. The site provides:

- contact information for state Federal Relations Coordinators;
- hot links to recent legislative and issue updates;
- an opportunity for any NAESP member to sign up to receive electronic Action Alert and Legislative Updates;
- Key Vote scores for individual legislators;
- access to LEAD, which provides a quick and easy zip code search mechanism for identifying legislators of individual NAESP members, as well as a method for communicating with elected officials via e-mail; and
- an opportunity to join the Key Contact Program.

NAESP’s Key Contact Program
The best advocacy begins at the grassroots level. Senators and Representatives are elected to represent constituents’ views and Key Contacts are constituents. The goal of the Key Contact program is to match at least one elementary or middle school principal with each member of the U.S. Congress. Elected officials and their staff members use Key Contacts to find out reactions to upcoming legislation in their local districts. Key Contacts are expected to form working relationships with members of Congress and to contact them regarding NAESP or legislative initiatives.

The primary task of a Key Contact is developing a relationship, and maintaining open communication, with the officials on Capitol Hill whose district includes his or her residence or school. Key Contacts invite representatives to visit their schools; they in turn visit the legislators in their local offices and correspond regularly by fax or e-mail.

When federal legislation affecting principals is introduced, it is carefully analyzed by NAESP staff. If action is needed or anticipated from Key Contacts, a synopsis of the legislation is prepared and sent out with the type of action requested. When these requests for action are received, they should be acted on immediately. All communication with a member of Congress should be copied or reported to NAESP government relations staff.
**CONTACTING A SENATOR OR REPRESENTATIVE**

Other than a face-to-face meeting, the best ways currently to make contact with members of Congress are faxed letters, phone calls or e-mail messages. Letters arriving via the postal service are irradiated; delivery is considerably delayed and letters occasionally destroyed by the process.

Tips for communicating:
- Include your home or school address in *all* faxes and e-mail messages
- Identify the subject clearly
- State the U.S. Senate or House bill number, if known, and where the bill is pending (subcommittee, full committee, etc.).
- Clearly state the reasons for writing the senator or representative on this particular bill: *personal experience is the best supporting evidence*. Illustrate how this particular bill will affect students in your building and district.
- *Do not* threaten or ask for the impossible.
- *Do* ask for his or her position on the bill. As a constituent, you have the right to know.
- Follow up by thanking the Representative or Senator for his or her support.

**EFFECTIVE MEETINGS – A CHECKLIST**

What to *Know* Before You Go

1. Make sure you know who represents you at home and at the school where you work. This is easily found through NAESP’s federal legislative action center at www.naesp.org under LEAD.

   *Note: learn the name of the staff member in the Washington, DC, office who handles education issues. If you schedule a meeting in DC, it is likely you will meet this person.*

2. What cities/counties are in the U.S. Representative’s district?

   Because Senators represent the entire state, it is appropriate to speak with them as well. To capture the attention of your House members, however, you should have a sense of what area of the state they represent. This information is available on the NAESP Web site. You can also check on your state board of elections Web site to access a map of Congressional districts for your state.

3. What is their legislative record and general philosophy?

   Check to see if they have supported key NAESP priorities in the past or whether they have spoken out on education issues. Check the Federal Legislative Action Center (FLAC) on the NAESP Web site (www.naesp.org) for more information. Or you can conduct a key word search on the Library of Congress’ Web site at www.congress.gov.

4. What issues are they passionate about?

   Everyone cares about something – find out what your elected officials care about by looking at their Web sites, which you can access at www.house.gov and www.senate.gov. You can also find useful biographical information at bioguide.congress.gov.
5. What committees are my U.S. Representative and Senators on?
Knowing your Representatives’ and Senators’ committee assignments can help you have a better understanding of how they can be most helpful to you. The NAESP Web site provides this information as well, under LEAD.

What To Do Before You Go
1. Set up a meeting.

2. Create a one-pager about education issues in your community/school/state and how they relate to the larger issues noted by NAESP. If possible, try to correlate individual stories to the districts of individual Representatives.

3. As you are developing your message, remember the following key points:
   - Tell a compelling story. You have something of value to contribute!
   - Be positive – how can you and the elected official work together to solve a mutual problem?
   - Ask your elected official to take a specific action.
   - Make your priorities clear.

What to Expect During the Meeting
1. Be prepared to meet anywhere – standing up in the hallway or on the run to a vote.

2. Be prepared to deliver your message in five minutes.

3. Make sure you have short, concise, and consistent information to leave behind (the one-pager described above).

4. Dress professionally, but be prepared on certain days for a more casual appearance on the part of the staff.

5. Expect and appreciate youth – most staff are young.

Following Up
1. Send a thank you note to the staff and the member soon after a meeting.

2. Wait at least two weeks for a response before checking back – but DO follow-up.

3. Report on your meeting in a non-threatening way.
GENERAL INFORMATION

TRAVEL AUTHORIZATION

When traveling on official NAESP business you will be protected by the Association's travel insurance policy. Therefore, in order to verify the nature of your business for NAESP, you should complete a Travel Authorization Form prior to any NAESP/Board-related travel you may plan. Please submit the forms by mail or fax a month in advance if possible.

TRAVEL EXPENSE VOUCHER

The Travel Expense Voucher should be completed following each trip. Following are the guidelines for reimbursement:

1. AIR TRAVEL
   Reimbursement is limited to coach air fare. Reservations should be made early; super saver or other excursion rates should be requested. All receipts and ticket stubs must be attached.

2. AUTOMOBILE
   Reimbursement will be made at the rate of forty-eight and one half cents per mile plus toll charges; however, reimbursement will be the cost of round-trip coach air fare or actual mileage, whichever is less.

3. TAXI, LIMOUSINE, BUSES, BAGGAGE TIPS, PARKING
   Usual expenses for these services will be reimbursed. Any unusual expense should be explained.

4. HOTEL
   Rate for single room or actual cost, whichever is less, will be reimbursed. Any greater amount will be disallowed. If arrival is earlier or departure later than necessary for the specific assignment, except in unusual circumstances, the additional cost will not be reimbursed. Hotel receipt must accompany Expense Voucher.

5. PER DIEM
   Reimbursement for meals will be made on a per diem basis of $64.00 to the nearest half-day.

6. INSURANCE
   Insurance is provided by the Association in the amount of $300,000 for accidental death and $5,000 for medical expenses for persons traveling on official business at the invitation and expense of NAESP.
GENERAL INFORMATION (Cont.)

Questions involving unusual or substantial expenditures should be reviewed in advance with the Executive Director.

Expense Voucher must be submitted within two weeks after the completion of the NAESP-related travel.

As your travel plans dictate, please complete the necessary forms and return to Marie Robinson for processing. A supply of forms will be made available to you, upon request.

COMPLIMENTARY MEMBERSHIP FOR SUPERVISOR DESIGNATED BY BOARD MEMBER

Each Board member may designate a supervisor from his/her school district to receive a complimentary NAESP membership for the duration of the Board member's term of office. Complimentary membership is limited to regular publications of the Association and any other services approved by the Board of Directors. Following is the "Complimentary Membership Designation Form" to be used by a Board member to submit the name of the supervisor so designated. Additional forms are available upon request.
GENERAL INFORMATION (Cont.)

NASSP COMPLIMENTARY MEMBERSHIP FOR NAESP BOARD MEMBERS

Traditionally, NAESP has extended complimentary memberships to all members of the National Association of Secondary School Principals (NASSP) Board of Directors. In turn, NASSP extends the same courtesy to each member of the NAESP Board of Directors. Shortly upon entering office as an NAESP Board member, you should begin to receive complimentary publications from NASSP. Please notify NAESP staff if for some reason you do not receive the publications within a reasonable amount of time.

SCHEDULE OF FIELD SERVICE FOR NAESP OFFICERS

A master schedule of commitments for NAESP officers and the Executive Director to participate in conferences will be maintained by Marie Robinson, Assistant Executive Director, Governance management and Services. NAESP officers are requested to notify Marie Robinson, immediately of invitations received in order to coordinate with requests received by the other officers and to avoid, to the extent possible, having more than one national leader at the same meeting.

BOARD LETTERHEAD

Each year we update our stationery with the names of the Board of Directors, including your name as a new member. This stationery will be made available to you in whatever quantities you may desire for NAESP-related correspondence you may undertake. Envelopes and stationery will be provided upon request.

BOARD NOTEPAPER

Special notepaper with matching envelopes is also available for Board members. These will be provided upon request.

BUSINESS CARDS

You will be provided with business cards that will list your title, school, address, phone number and as a zone director, the zone you represent.

BOARD MEMBER PINS

All Board members will receive an NAESP Board pin.
In accordance with NAESP policies, “NAESP shall present a complimentary membership to a designated supervisor from the school district of each member of the Board of Directors for the duration of the Director’s term of office.”

On the form below please print or type the name and mailing address of the person you wish to receive this complimentary membership.

Please complete and return to:

Marie Robinson
Assistant Executive Director, Governance Management and Services
NAESP
1615 Duke Street
Alexandria, VA 22314

Please enter a complimentary membership for the following administrator from my school district:

Name: (Dr/Mr/Mrs/Ms/Miss)  
(Circle one)

Title:  

School District:  

Address:  

City:  
State:  
Zip:  

Date  

Zone Director’s Signature