

“Don’t wait for the perfect moment, take the moment and make it perfect!”



Happy New Year, Everyone!

First, of all I would like to thank Debra Hansen for her fantastic work on the RCAEOP Newsletter! She has done a GREAT job which reflects so positively on our organization.

Secondly, I would like to invite all of you to attend the workshop on February 13, 2014, “A HEALTHIER YEAR FOR A HEALTHIER YOU”

Our motivational speaker will be **Jennifer McNeil, RDN, SNS. She is the Assistant Director of Nutrition Services for Hemet Unified School District**

In addition to being a Registered Dietitian Nutritionist, Jen is a School Nutrition Specialist and holds a 100-hour yoga certification. She loves to share fun ways to eat right and move happy!

The theme I have chosen for this year is “Don’t wait for the perfect moment, take the moment and make it perfect.”

Our goal, as always, is to raise funds not only for scholarships for graduating seniors, but also to support the further educational goals of our members.

We have a great group of educational office professionals who are always willing to share their experience and expertise. We are a GREAT place to network, learn and make new friends. We would love to have you attend our presentations to get to know us and discover a fantastic group, ready to enhance your professional and personal life.

We are looking forward to meeting you!

Tonia Gonzalez
President, RCAEOP

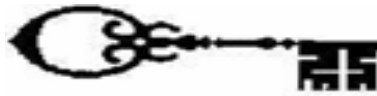
RCAEOP

Purpose and Aim

- ☞ *Promote professional interest in educational classified positions in the offices of educational institutions in Riverside County and allied groups within the state.*
- ☞ *Provide a clearinghouse for administrators and employees for ideas and methods which will result in finer and more efficient services to the schools and the community.*
- ☞ *Encourage personal and professional growth, through the Association, by the sharing of ideas and ideals.*
- ☞ *Cooperate with administrators, certificated staff and members of other departments of the classified staff to maintain a pleasant working relationship throughout the school districts.*
- ☞ *Provide in-service education through local, state, and national conferences.*

RCAEOP Executive Board 2013-2014

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New Memberships

Deadline extended: Recruit 5 new members by March 30, 2014 and receive a free membership next year!

SAVE THESE DATES IN 2013/2014

February 13, 2014

A Healthier Year for a
Healthier You workshop
HUSD Board Room

March 13-15

CAEOP Conference,
Pasadena Hilton

Quote Corner

“In the event of a communication breakdown, decide whether you will dwell in the negative or rise above the angst and turmoil in a firm, positive manner and encourage all parties to listen and be heard.”

— [Lorii Myers](#), [Targeting Success, Develop the Right Business Attitude to be Successful in the Workplace](#)

“Assumptions are the termites of relationships.”

— [Henry Winkler](#)

5 Things To Practice for Effective Communication Skills

Having effective communication skills is imperative for your success. Positive communication will certainly increase the opportunities you find in your career and business. Having good communication skills will enable you to get ahead in certain areas where others who are less assertive may not succeed. A few things to keep your eyes on while practicing the fine art of communication are:

Body Language

Do not shy away from the person with whom you are speaking. Be sure to maintain a relaxed, but not slouching posture, regardless whether you are the one speaking or listening. Other things that ensure your body is communicating your attentiveness to the conversation can include:

- Making eye contact.
- Nodding occasionally to acknowledge a strong point in the conversation.
- Standing with hands clasped in front of you, never crossing your arms.
- Not displaying nervous ticks such as wringing hands, picking at your nails, or anything that the person communicating with you will view as a distraction from their conversation.

Speech and Attentiveness

When speaking, you need to be clear and concise. Speak on important matters directly and do not waste time with long drawn out stories that will cause your listener's mind to wander. Make sure you ask whether they understand, and be willing to further explain any of your points. Do not expect someone to just "know" what you are saying, even if it is crystal clear in your own mind.

In addition, one of the most important aspects of verbal communication is the ability to practice active listening. This is not just actively waiting to talk. Always make mental notes of key points when someone is speaking to you. That way once you are given a chance to speak, you can respond to the most vital issues being dealt with. When others are speaking, try to think about the exact words that they are saying. If you practice this, you will comprehend and contain 75 percent more of the information that you hear.

Communication Consistency

Maybe your weakness is in the quality or quantity with which you communicate to your employees. Communication seems to have dwindled to superficial small talk. Great communicators practice the ability of consistent communication by remaining available. Do not be afraid to be the one who voices any concerns or difficulties. However, ensure that you are practicing [open and honest communication](#) with those who may depend on you. Be available and bold with tact.

Be sure to leave communication lines open to those who may need to address problems with you. You will find that you prevent the small issues that normally have the habit of becoming large ones by making those in your life aware that you are open to discussing issues at any time.

Patience

During your communications with others always give them time to communicate their issues as well. Remaining focused on what they are trying to communicate will show them that you are indeed open to assisting with their issues. Many of people's communication lines tend to break down on the side where impatience is in a rush to get out of the conversation. Since you cannot control the other side, do yourself a favor and take a breath. The conversation you're involved in is important.

If you are confused as to what someone may be requesting, than repeat back to him or her what you think they said and ask if that is correct. Often this will inspire the speaker to be more in-depth about their needs, which will help you to understand them fully.

Practicing Effective Communication Skills

If someone has communicated a need or an issue to you, then your main priority should be to aid him or her in repairing the problem. Following up on an issue is the only way to convince others whom you need to communicate with that you have listened to them and that their problems or issues are important to you as well.

Practicing strong follow-up will also leave the impression that you are involved in the bigger picture. When people see this commitment, they will know you are open to future communications. This creates a loyal and discerning surrounding that cultivates positive movement and communication. This will develop a strong sense of confidence in those with whom you communicate.

Conclusion

Since the world is so incredibly diverse and communications come in such a wide variety of forms, it is important to know many appropriate and helpful interpersonal skills. By practicing the few suggestions found here, you will find yourself understanding more of what people say and repeating yourself less to other people. Your co-workers and friends will have the confidence to come to you when they find themselves in need. Remember, great communication skills take practice. Do not give up on Day One. Your [ability to express yourself](#) will grow almost daily as long as you apply yourself in improving communication skills.

Volunteering and its Surprising Benefits

Helping Yourself While Helping Others

With busy lives, it can be hard to find time to volunteer. However, the benefits of volunteering are enormous to you, your family, and your community. The right match can help you find friends, reach out to the community, learn new skills, and even advance your career. Volunteering can also help protect your mental and physical health. Learn more about the many benefits of volunteering and find tips on getting started as a volunteer.



Benefits of volunteering #1: Volunteering connects you to others

One of the better-known benefits of volunteering is the impact on the community. Unpaid volunteers are often the glue that holds a community together. Volunteering allows you to connect to your community and make it a better place. However, volunteering is a two-way street, and it can benefit you and your family as much as the cause you choose to help. Dedication your time as a volunteer helps you make new friends, expand your network, and boost your social skills.

Volunteering helps you make new friends and contacts

One of the best ways to make new friends and strengthen existing relationships is to commit to a shared activity together. Volunteering is a great way to meet new people, especially if you are new to an area. Volunteering also strengthens your ties to the community and broadens your support network, exposing you to people with common interests, neighborhood resources, and fun and fulfilling activities.

Volunteering increases your social and relationship skills

While some people are naturally outgoing, others are shy and have a hard time meeting new people. Volunteering gives you the opportunity to practice and develop your social skills, since you are meeting regularly with a group of people with common interests. Once you have momentum, it's easier to branch out and make more friends and contacts.

Volunteering as a family

While it might be a challenge to coordinate everyone's schedules, volunteering as a family has many worthwhile benefits. Children watch everything you do. By giving back to the community, you show them firsthand how volunteering makes a difference and how good it feels to help others and enact change. It's also a valuable way for you to get to know organizations in the community and find resources and activities for your children and family.

Benefits of volunteering #2: Volunteering is good for your mind and body

Volunteering provides many benefits to both mental and physical health.

- **Volunteering increases self-confidence.** Volunteering can provide a healthy boost to your self-confidence, self-esteem, and life satisfaction. You are doing good for others and the community, which provides a natural sense of accomplishment. Your role as a volunteer can also give you a sense of pride and identity. And the better you feel about yourself, the more likely you are to have a positive view of your life and future goals.
- **Volunteering combats depression.** Reducing the risk of depression is another important benefit of volunteering. A key risk factor for depression is social isolation. Volunteering keeps you in regular contact with others and helps you develop a solid support system, which in turn protects you against stress and depression when you're going through challenging times.

- **Volunteering helps you stay physically healthy.** Volunteering is good for your health at any age, but it's especially beneficial in older adults. Studies have found that those who volunteer have a lower mortality rate than those who do not, even when considering factors like the health of the participants. Volunteering has also been shown to lessen symptoms of chronic pain or heart disease.

I have limited mobility—can I still volunteer?

Whether due to a lack of transportation, time constraints, a disability or other reasons, many people prefer to volunteer via phone or computer. There are many projects where you can help. Writing and graphic design lends itself to working at home, and in today's digital age many organizations might also need help with email and websites.

If you think home-based volunteering might be right for you, contact organizations you like and ask what some of the possibilities might be. Some volunteer organizations may require you to attend an initial training or periodical meetings. You also want to make sure that you are getting enough social contact, and that the organization is available to support you should you have questions.

Volunteering: The happiness effect

Helping others kindles happiness, as many studies have demonstrated. When researchers at the London School of Economics examined the relationship between volunteering and measures of happiness in a large group of American adults, they found the more people volunteered, the happier they were, according to a study in Social Science and Medicine. Compared with people who never volunteered, the odds of being "very happy" rose 7% among those who volunteer monthly and 12% for people who volunteer every two to four weeks.

Among weekly volunteers, 16% felt very happy—a hike in happiness comparable to having an income of \$75,000–\$100,000 versus \$20,000, say the researchers. Giving time to religious organizations had the greatest impact.

Benefits of volunteering #3: Volunteering can advance your career

If you're considering a new career, volunteering can help you get experience in your area of interest and meet people in the field. Even if you're not planning on changing careers, volunteering gives you the opportunity to practice important skills used in the workplace, such as teamwork, communication, problem solving, project planning, task management, and organization. You might feel more comfortable stretching your wings at work once you've honed these skills in a volunteer position first.

Volunteering can provide career experience

Volunteering offers you the chance to try out a new career without making a long-term commitment. It is also a great way to gain experience in a new field. In some fields, you can volunteer directly at an organization that does the kind of work you're interested in. For example, if you're interested in nursing, you could volunteer at a hospital or a nursing home. Your volunteer work might also expose you to professional organizations or internships that could be of benefit to your career.

Volunteering can teach you valuable job skills

Just because volunteer work is unpaid does not mean the skills you learn are basic. Many volunteering opportunities provide extensive training. For example, you could become an experienced crisis counselor while volunteering for a women's shelter or a knowledgeable art historian while donating your time as a museum docent.

Volunteering can also help you build upon skills you already have and use them to benefit the greater community. For instance, if you hold a successful sales position, you raise awareness for your favorite cause as a volunteer advocate, while further developing and improving your public speaking, communication, and marketing skills.

When it comes to volunteering, passion and positivity are the only requirements

While learning new skills can be beneficial to many, it's not a requirement for a fulfilling volunteer experience. Bear in mind that the most valuable skills you can bring to any volunteer effort are compassion, an open mind, a willingness to do whatever is needed, and a positive attitude.

Benefits of volunteering #4: Volunteering brings fun and fulfillment to your life

Volunteering is a fun and easy way to explore your interests and passions. Doing volunteer work you find meaningful and interesting can be a relaxing, energizing escape from your day-to-day routine of work, school, or family commitments. Volunteering also provides you with renewed creativity, motivation, and vision that can carry over into your personal and professional life.

Many people volunteer in order to make time for hobbies outside of work as well. For instance, if you have a desk job and long to spend time outdoors, you might consider volunteering to help plant a community garden, lead local hikes, or help at a children's camp.

Consider your goals and interests

You will have a richer and more enjoyable volunteering experience if you first take some time to identify your goals and interests. Start by thinking about why you want to volunteer. Also think about what you would enjoy doing. Volunteer opportunities that match both your goals and your interests are most likely to be fun and fulfilling for you.

Tips for Getting Started Volunteering

First, ask yourself if there is something specific you want to do.

For example, do I want...

- ...to make it better around where I live
- ...to meet people who are different from me
- ...to try something new
- ...to do something with my spare time
- ...to see a different way of life and new places

...to have a go at the type of work I might want to do as a full-time job
...to do more with my interests and hobbies
...to do something I'm good at

The best way to volunteer is to match your personality and interests. Having answers to these questions will help you narrow down your search.

How to find the right volunteer opportunity

There are numerous volunteer opportunities available. The key is to find a volunteer position that you would enjoy and are capable of doing. It's also important to make sure that your commitment matches the organization's needs. The following questions can help you narrow your options:

- Would you like to work with people or would you rather work in solitude?
- Do you prefer to work alone or as part of a team?
- Are you better behind the scenes or do you prefer to take a more visible role?
- How much time are you willing to commit?
- How much responsibility are you ready to take on?
- What skills can you bring a volunteer job?
- What causes are important to you?

Consider several possibilities

In your search for the right volunteer opportunity, don't limit yourself to just one organization or one specific type of job. Sometimes an opportunity looks great on paper, but the reality is quite different. Try to visit different organizations and get a feel for what they are like and if you click with other staff and volunteers. The more satisfaction you have as a volunteer, the better your contributions and the more likely you'll continue.

Where do I find volunteer opportunities?

- Community theaters, museums, and monuments
- Libraries or senior centers
- Service organizations such as Lions club or Rotary clubs
- Youth organizations, sports teams, and after-school programs
- Historical restorations and national parks
- Places of worship such as churches or synagogues
- Online databases such as those contained in Resources section below

Getting the most out of volunteering

You're donating your valuable time, so it's important that you enjoy and benefit from your volunteering. It's important to make sure that your volunteer position is a good fit and to communicate with the people you're working with in the volunteer organization.

- **Ask questions.** You want to make sure that the experience is right for your skills, your goals, and the time you want to spend. If you have any questions, be sure to speak up. Sample questions to your volunteer coordinator might address your time commitment, if there's any training involved, who you will be working with, and what to do if you have questions during your experience.
- **Make sure you know what's expected.** Before starting, make sure you are comfortable with the organization, know what is expected, and understand the time commitment. Consider starting small so that you don't over commit yourself at first. Give yourself some flexibility to change your focus if needed.
- **Don't be afraid to make a change.** Speak up if your experience isn't what you expected. Don't force yourself into a bad fit. Talk to the organization about changing your focus or consider looking for another match.
- **Enjoy yourself.** Most importantly, make sure you're having fun! The best volunteer experiences benefit both the volunteer and the organization. If you're not enjoying yourself, ask yourself why. Is it the tasks you're performing? The people you're working with? Or are you uncomfortable simply because the situation is new and unfamiliar? Pinpointing what's bothering you can help you decide how to proceed.

www.volunteermatch.org
www.idealists.org/info/Volunteer



Ram Tough Chili



Ingredients

2 lb. beef chuck, coarsely ground
1 tablespoon oil
1 8 ounce can tomato sauce
1 medium onion, finely chopped
1 teaspoon garlic powder or 5 cloves minced fresh garlic
¼ cup chili powder
1 teaspoon oregano
1 ½ teaspoons salt
2 teaspoons ground cumin
¼ teaspoon Tabasco sauce
½ teaspoon cayenne pepper

Brown meat in oil in covered 2 quart pan. Add tomato sauce, onion and garlic powder. Cover and simmer for 30 minutes, stirring occasionally. Add remaining ingredients and simmer for 1 hour, stirring occasionally. Add water if it is too thick. Serve with side dishes of beans, chopped onions and grated cheese. Fresh, hot cornbread goes great with this! Serves 6.

How To Create a Website

Michael Harte, HUSD Technology Department, provided an informative, user-friendly hands-on training on building your own website.



RCAEOP Raffle Prize Winner



RCAEOP Members & Viveca Marin, PUHSD



Christine Harris, PUHSD & Sharon Callahan, HUSD



Xochitl Trujillo, PUHSD & Christine Harris, PUHSD



RCAEOP Members



RCAEOP Members



West Valley HS Chamber Singers led by Christy Simpson



West Valley HS Chamber Singers led by Christy Simpson



West Valley HS Chamber Singers



West Valley HS Chamber Singers



West Valley HS Chamber Singers



Valentine's Day

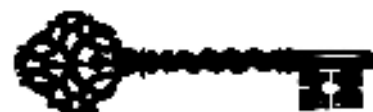
Find and circle all of the words that are hidden in the grid.
The remaining letters spell a popular Valentine's Day item.

P I H S D N E I R F D I P U C A L
V D H S U R C A C F B A L E N D O
N Y N T I A E A S O L C T O Y M V
S R N E N S N L Y E H O I E R I E
T L E D I D S F A O N T W S A R B
R E Y S L R R E C T C T L E U E I
A W S E R I F O N A I A I C R R R
E E S E E E L L R D S O O M B S D
H J C N S A V T R O N U N T E D S
T G D N T O T O P I P O A S F N A
E N Y E A A R O L L G C F E H I T
E I S D U M R B E L O V E D B I G
W L O D R P O A F F E C T I O N P
S R E M A L F R R E N T R A P A R
E A Y C N A F O R E V E R L I K E
R D R O T I U S D N O I T O V E D

ADMIRER	COUPLE	FLOWERS	LOVERS
ADORE	CRUSH	FONDNESS	PARTNER
AFFECTION	CUPID	FOREVER	PROPOSAL
ATTRACTION	DARLING	FRIENDSHIP	RELATIONSHIP
BEAU	DATE	GIFT	RESTAURANT
BELOVED	DEAR	GIRLFRIEND	ROMANCE
BOYFRIEND	DEVOTION	HEARTS	ROSES
CANDLES	FANCY	JEWELRY	SENTIMENT
CANDY	FEBRUARY	LIKE	SUITOR
CHOCOLATES	FLAME	LOVEBIRDS	SWEETHEART



Riverside County Association of Educational Office Professionals



Your Key to Success
Established in 1954

RCAEOP MEMBERSHIP FORM

July 1, 2013 through June 30, 2014

Membership Type: ☐ New* ☐ Renewal

Name: _____ Position/Title: _____

District: _____ School/Dept.: _____

Work Address: _____ City/Zipcode: _____

Home Address: _____ City/Zipcode: _____

Home Phone: _____ Cell Phone: _____

Work Phone: _____ Extension: _____

E-Mail Address: _____

*If you are a new member, who recruited you? _____

ANNUAL MEMBERSHIP DUES

☐ \$20.00 (includes membership pin) ☐ \$15.00 (no pin)

Please make check payable to RCAEOP. Send this form along with your check to:

*Perris Union High School District
Lori Ortell, Executive Assistant
155 East 4th Street
Perris, CA 92570*

*E-Mail: Lori.Ortell@puhsd.org
Phone: (951) 943-6369 ext. 80102*

By becoming a member, you will receive a reduced price for RCAEOP in-services throughout the year. **If you recruit five new members prior to December 31st of this year, your membership for 2014-15 will be FREE!**

If you would be interested in serving on a committee, please check the appropriate box below:

☐ Membership ☐ Programs ☐ Promotions ☐ Scholarships