



Illinois ASBO Support Professionals Program



ILLINOIS

Association of School Business Officials



**Created to Meet
Your Unique Needs**

Designed by support professionals working on the front lines, the Support Professionals Program delivers relevant topics you need on the job.

SUPPORT PROFESSIONALS PROGRAM

GAIN ESSENTIAL KNOWLEDGE & SKILLS

The work you do every day in your district requires an understanding of many unique subject areas. The Support Professionals Program allows you to benefit from Illinois ASBO's vast network of industry experts as you attend professional development opportunities catered to your needs.

PROGRAM REQUIREMENTS

- Illinois ASBO Membership (*recommended*)
- Supervisor Approval
- Complete 35 professional development clock hours over a two-year period:
 - » 15 hours: Choose three conferences:
(*Bookkeepers, one day of the Annual Conference, Regional Conferences, Supportcon North or South*)
 - » 10 hours: Two stand-alone Support Professionals full-day seminars (see below)
 - » 5 hours: Two stand-alone Support Professionals half-day seminars (see below)
 - » 5 hours: Electives (*including all webinars, seminars, etc.*)

Sample Professional Development Offerings

Seminar offerings are subject to change and will vary on a year-to-year basis. For the most updated program offerings, visit www.iasbo.org/support.

SupportCon (South) — September
(*every other year, 2019, 2021, etc.*)

Full-Day Seminar — Fall

SupportCon (North) — December

Half-Day Seminar — February
Bookkeepers Conference — March
Annual Conference — May
Half-Day Seminar — July

DEMONSTRATE YOUR DEDICATION

Whether you are new to your position or have a long history in your district, your completion of the Support Professionals Program demonstrates your dedication to working efficiently and effectively. ***To ensure your district's commitment to your success, you are required to obtain the support of your supervisor.***



**Prepare to Make a
Lasting Contribution**

The skills you gain will elevate your professionalism to effectively serve your district, community and ultimately, your students.



SUPPORT PROFESSIONALS PROGRAM CHECKLIST

Keep this page to review your progress

STEP 1
apply

TO DO:

- Share justification template with supervisor
- Obtain supervisor approval
- Become an Illinois ASBO Support Professionals Member
(recommended)
- Submit application to Illinois ASBO

THREE REQUIRED CONFERENCES

- SupportCon or SupportCon South — September/December
(4 hours)
- Regional Conference - October (6 hours)
- Bookkeepers Conference — Spring (5 hours)
- One Day of the Illinois ASBO Annual Conference — Spring
(5 hours) Support Professionals receive a discounted one-day rate.

FIFTEEN HOURS OF SEMINARS:

Two full day seminars offered annually in the Fall

- Full Day Seminar #1 (5 hours)
- Full Day Seminar #2 (5 hours)

Two half day seminars offered annually in February and July

- Half Day Seminar #1 (2.5 hours)
- Half Day Seminar #2 (2.5 hours)

STEP 2
attend

FIVE HOURS OF ELECTIVES:

- Webinars, *including Lunch & Learns* (One hour each)
- Emerging SBO Summit — July (Five Hours)

- _____ Hours
- _____ Hours
- _____ Hours
- _____ Hours

Maximize Your Program Benefits

With the Illinois ASBO Support Professionals Membership

While not required, a Support Professionals Membership is a win-win for you and your district. They save money and you have access to Illinois ASBO member-only resources!

The cost of membership is only \$75. This means that if you attend at least two events annually, your membership has more than already paid for itself in reduced registration costs.

Below are just some of the benefits of membership:

DISCOUNTED SEMINARS

Save your district money!

FREE LUNCH AND LEARN WEBINARS

Counts as electives toward program completion.

ONLINE SCHOOL BUSINESS CALENDAR

Updated monthly with business office deadlines.

ACCESS TO PEER2PEER

Illinois ASBO's online community.

UPDATE MAGAZINE SUBSCRIPTION

Covering topics affecting business in the district.

QUESTIONS ABOUT THE PROGRAM?

Contact Professional Development Coordinator, Lindsay Plath at:
lplath@iasbo.org or (815) 753-9350.

SUPPORT PROFESSIONALS PROGRAM APPLICATION

Name _____ Dr. Mr. Mrs. Ms. Miss Sr.

(Last)

(First)

(Middle Initial)

Title _____ School name _____ District # _____

Street _____ City _____ State _____ Zip _____

Work # (_____) _____ ext. _____ Home # (_____) _____ ext. _____

In Case of an Emergency

Email _____

What is your highest level of education? Bachelor's Degree Master's Degree Doctorate Degree None of the Above

What year do you anticipate retirement? _____

How many years have you been in this role? _____

The Support Professionals Program requires supervisor approval for all participants:

Supervisor's approval: _____

Supervisor's Name

Supervisor's Title

Supervisor's Signature

Date

To save your district money, it is highly recommended that Support Professionals Program participants become Illinois ASBO members. If you are not already a member, please consider completing the form below and submitting payment with your application.

PAYMENT OF ILLINOIS ASBO MEMBERSHIP - \$75.00

METHOD OF PAYMENT:

Check Number _____ PO _____

Please make all checks payable to: Illinois ASBO

Visa MasterCard Discover AMEX Account # _____ Exp. Date _____

Print Cardholder's Name _____ Signature _____

Billing Address: _____ City _____ State _____ Zip _____

MAIL TO:

Illinois ASBO
Northern Illinois University (IA-103)
108 Carroll Avenue
DeKalb, Illinois 60115

FAX TO:

(815) 516-0184

FOR OFFICE USE:

Check # _____

Amount \$ _____

Date Received ____/____/____

Expiration Date ____/____/____



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