



Welcome to UPO – Utah Professional Organizers

About Us

We are thrilled to have you join our group and hope that you will find great value for yourself and your business. We also encourage you to get involved and find ways to give back to our group and the community. This is the best way to learn. We hope the following information will be helpful to you. If you have any questions or need assistance please contact Deann Bolinder, President president@utahprofessionalorganizers.com 801 599-4556

Yearly Dues - \$90.00

Our Purpose

We are a group of professional organizers dedicated to our work, our clients and each other. We come together each month to get inspired and to continue our learning. The work we do truly changes lives. We hope to support you in growing your business and invite you to get involved.

Monthly meeting

When Second Friday of each month (July and December we hold social events)
Time 10:30 a.m. – 12:45 p.m.
Place Whitmore Library Meeting Room
2197 Fort Union Blvd, Salt Lake City, UT 84121

What do I wear?

- Please dress professionally (business casual). No jeans or casual clothing

What can I expect at chapter meetings?

- We start with a business meeting where members discuss and vote on chapter business followed by a valuable presentation & member spotlights.
- We offer a networking break to get to know the other members. Bring your business cards!
- We have an informal and very fun lunch afterwards that you can attend any time.

Our Local Website: www.utahprofessionalorganizers.com

Thank you,

Maren Williams, Membership Director
membership@utahprofessionalorganizers.com | 801-694-9006



BENEFITS

Education on the Go!

We have many recordings on our website from our past guest speakers as well as our monthly meetings. Take advantage now!

Education Director
Stephany Morrison
education@utahprofessionalorganizers.com | 801-706-5870

Additional Benefits

- Monthly Educational Meetings
- Chapter Newsletters
- Chapter Membership Directory
- Chapter Website
- Find My Organizer page listing
- Networking with members and vendors
- Educational Materials and Library
- Publicity Opportunities
- Leadership Opportunities
- Increased Credibility
- Personal and Professional Support
- Voting Privileges
- Opportunity to serve and learn skills
- Annual GO Event – opportunity to work together

UPO Code of Ethics

This Code of Ethics is a set of principles to provide guidelines of professional conduct with clients, colleagues, and community. As a member of the Utah Professional Organizers, I pledge to exercise judgment, self-restraint, and conscience in my conduct, to establish and maintain public confidence in the integrity of UPO members and to preserve and encourage fair and equitable practices among all who are engaged in the profession of organizing.

Clients:

- I will serve my clients with integrity, competence, courtesy and objectivity.
- I will keep confidential all client information, both business and personal.
- I will offer services in the areas in which I am qualified. When unable to provide for the client needs I will recommend other qualified organizers or professionals.
- I will communicate my fees in advance and in an honest manner.
- I will advertise my services in an honest manner and will represent the organizing industry accurately and professionally.
- I will keep client information confidential and not use it to benefit my firm, or myself or reveal this information to others.

Colleagues:

- I will seek to deal with other UPO members in a fair and equitable manner, and maintain the highest standards of personal conduct to build up our organization.
- I will respect the intellectual property rights (materials, titles, and thematic creations) of my colleagues and will not use proprietary information without permission.
- I will deal openly and directly with any area of conflict. I will endeavor to reach agreement in a professional and courteous manner.

Community:

- I will strive for excellence in all aspects of the organizing profession.
- I will strive to improve the practices of UPO and to enhance our organization.
- I will give my time, energy, and skill to UPO and to our national organizations.

As a member of the Utah Professional Organizers I agree to abide by this Code Of Ethics

Print Name & Business Name _____

Signature _____

Resources

Starting your own business can be very rewarding. It can also be very overwhelming. Here at UPO we offer a New Member Mentor Program where you will have access to an experienced member of our organization who can answer questions and give insight about UPO and your personal business.

Contact Donna Harper 801-633-8300 / donna@sharperorganizing.com

This list of Web links for basic business information has been compiled to assist you with creating and developing your business.

The **Resource Site** links will assist you with the many decisions and procedures involved in starting a new business such as name branding, business filings, and insurance choices.

The **Group** links will provide support and assist you in making choices about networking and marketing your new business.

Resource Sites:

1. www.napo.net - National Association of Productivity and Organizing
2. www.challengingdisorganization.org - Institute for Challenging Disorganization
3. <http://www.sba.gov/> - Small Business Association - a good starting point
4. <http://www.entrepreneur.com/bizstartups> - multiple topics about starting a business
5. <http://www.morebusiness.com/> - full of articles, tips, and templates
6. <http://alkamae.com> - new business start up information for women entrepreneurs
7. <http://www.naposure.com> - insurance protection needed for business owners. You can also obtain business insurance through your auto or home owners policy agent.
8. <http://www.bizfilings.com/> - tools to identify the best entity type for your business
9. <http://www.sjdccd.cc.ca.us/org/sbdc/startup/netresources.html> - online resources regarding how to start a small business
10. <http://www.federal.org/> - business services, financial counseling, and more
11. <http://www.score.org/index.html> - business advice and online mentoring for small businesses
10. <http://www.uspto.gov/main/trademarks.htm> - information regarding trademarks

Groups:

1. <http://www.nawbo.org> - National Association of Women Business Owners
2. <http://uschamber.com> - US Chamber of Commerce
3. <http://www.bni.com> - Business Network International
4. <http://www.ewomennetwork.com> - a powerful woman's media company
5. <http://womenbizowners.org> - business education & support for women
6. <http://ladieswholaunch.com> - resources and connections for women entrepreneurs
7. <http://www.letip.com> - business leads
8. <http://www.plaxo.com> - dashboard for what business contacts are doing
9. <http://www.biznik.com> - connecting members globally, meeting locally

Note: UPO has no control over the nature, content, and availability of the Web sites listed. The inclusion of a link on this page does not imply UPO's recommendation or endorsement of the views expressed within the entity's Web site.



Utah Professional
ORGANIZERS

Your Organizing Community

*Required Positions

