

Sketches

AN AWARD-WINNING NEWSLETTER PUBLISHED BY THE HARRISBURG CHAPTER

www.iaap-harrisburg-pa.org



International Association of
Administrative Professionals®

Jessie Grove, CPS/CAP, Editor

Harrisburg, PA

January 2011

President's Message

Hello Harrisburg Chapter Members and welcome to 2011! Do you believe in making New Year's Resolutions? I don't. However, I do like to start each new year by taking a few quiet hours reviewing the year that has past and then really focusing on the year ahead. I sit down on January 1st with a pad of paper and I write down all the things – good or bad – that stood out for me from the past 12 months. Then I take a new piece of paper and I write down all the things that I would like to see happen in the coming year – basically anything that my heart desires at that moment. Once I have done that, I look at the list again – realistically – and cross out everything that is unattainable. Then I take some time to focus on those things that are attainable and try to make a plan on how I will go about making sure they happen. I'd like to tell you that I stick to the list and at the end of the year I can say that I have attained each of my goals, but I can't and that is not my purpose. This is not a ten-year plan for my life, it is more of a personal guide for me to think about as each day passes. I write down personal and professional items which helps to give me some focus as the year progresses. Once I have finished my list and taken some time to reflect on the coming year, I throw the list away and I never tell anyone what was on it. This is just my way of beginning each new year fresh.

This past year has been difficult and the economy has been tough on everyone. I hope that as this new year begins each of you will take a few moments to reflect on the year that has passed but don't dwell on it – the past is past – learn from your mistakes but don't beat yourself up over them. Put the lessons you have learned to good use in the future. Think about the next 12 months and what you'd like to accomplish and make that your focus. Look forward with a positive attitude and the conviction that 2011 is going to be a great year.

Happy New Year!!

Deb Feinberg, CAP
President

PASSION & PURPOSE

HARRISBURG CHAPTER

2010-2011 Officers

President

Debra Feinberg, CAP

President-Elect

Jena Creter, CAP

Vice President

Vicki Gesford, CPS/CAP

Secretary

Stacy Shugar, CPS/CAP

Treasurer

Debra Leshak

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*Some tears
are liquid
prayers!*

Important Dates

January 2011

17 Harrisburg Chapter Membership Meeting

February 2011

15 CPS/CAP Exam Registration Deadline
21 Harrisburg Chapter Membership Meeting

March 2011

14 Board Meeting
7-9 Spring Conference
21 Harrisburg Chapter Membership Meeting

April 2011

27 Administrative Professionals Day
27 Harrisburg Chapter Membership Meeting

May 2011

6-7 CPS/CAP Exams
9 Board Meeting
16 Harrisburg Chapter Membership Meeting
20-22 2011 PA Division Annual Meeting

June 2011

20 Harrisburg Chapter Membership Meeting

July 2011

11 Organizational Board Meeting
24-27 International Education Forum & Annual Meeting



Anniversaries & Birthdays

February Anniversaries	Anniversaries
	Jan Lang, CPS/CAP.....19 years
	Lori Masonis, CPS.....5 years
	Anne Urbansky.....1 year

February Birthdays	Birthdays
	1.....Melissa Wandell, CAP
	4.....Stacy Shugar, CPS/CAP
	11.....Melanie Conrad, CPS
	20.....Meagan Bair, CAP
	26.....Margaret Prosser
28.....Sheryl Cyphert	



INTERNATIONAL NEWS

Mary Ramsay-Drow, CPS/CAP
Passion & Purpose

It's hard to believe it's already 2011. I know, it's something everyone says but I can remember all the hype in 1999, when we were getting ready to change over to the year 2000. The world wasn't quite going to end but airplanes were going to fall out of the sky and computers were going to shutdown or meltdown.



A new year seems to bring change with it and 2011 is no exception. IAAP has a fresh, updated look on the public website. Point your browser to <http://www.iaap-hq.org> and take a look for yourself. Staff at headquarters has been working hard in the last few months behind the scenes to be ready for the January launch.

All of those who took their certification exams in November, I want to extend my congratulations and admiration for taking the step to advance in your profession. I know these exams are difficult; I've taken them. For those who passed, congratulations. For those who didn't, don't give up! Getting that certification is something to work for.

Now that the holidays are over, it's time to look to the year ahead. Spring Conference is coming up soon. If you need the skills to become super competent in order to meet all the new demands placed on you and your work team, come to the [Spring Conference March 6-9](http://www.iaap-hq.org/events/conferences/spring) (<http://www.iaap-hq.org/events/conferences/spring>). You'll leave with six keys for performing at your productive best to be a peak performer and achieve breakthrough results.

On Sunday we're offering an optional, interactive technology workshop with Gini Courter. Conference attendees can take advantage of an additional one-day technology training opportunity. It's for intermediate users of Office 2007 and 2010. You'll learn the latest tips, tricks, and applications that will cut your work time, increase your output, and send your productivity through the roof. If you sign up for the workshop, you're automatically registered for the chance to win an iPad. So come early, see the sights in Tampa and immerse yourself in Microsoft Office aimed at your level of proficiency. I'll see you at Spring Conference at: <http://www.iaap-hq.org/events/conferences/spring/>

I want to remind everyone of a few deadlines coming up in the next few weeks.

- **January 15:** Deadline for IAAP BOD and RTF Trustee nominations
- **February 1:** Deadline for IAAP committees and RTFC candidate forms returned
- **February 1:** Deadline for proposed bylaws amendments submission.
- **February 1:** Deadline for Avery Great Results Chapter and Division Achievement Awards (don't know when the form is officially updated and ready)

Happy New Year everyone!

Mary Ramsay-Drow, CPS/CAP
2010-2011 IAAP International President

NORTHEAST DISTRICT NEWS

Retirement Trust Fund Foundation (The Trust) Update

Happy New Year! It's time to share the "Top Ten" New Year's Resolutions!



10. Read the manual first, once you find it.
9. Eliminate five of your six email addresses.
8. Think up some new excuses for leaving work early.
7. Give up chocolates – well, at least one out of seven days of the week.
6. Shake the rain off of your umbrella before entering a building.
5. Stop juggling ten balls at once; nine will do.
4. Check for "paper" before leaving the restroom.
3. Don't kick the copier, even if you can't find that elusive piece of jammed paper.
2. Stop pretending to be working when you are actually checking Facebook.
1. Remember that life is not about how fast you run, or how high you climb, but how well you bounce.

One of the most impactful New Year's resolutions you can make is to support the RTF. Our mission is to provide housing assistance for administrative professionals, age 55 and older, who are in need. Your generosity provides financial assistance toward housing costs for any retired administrative professional living in a retirement community and meeting the housing assistance criteria. This program is accessible by all members within the six districts of IAAP.

Want to donate on-line using a credit card? Visit the RTF website, www.iaap-rtf.org . Click on the "Donate" tab and select "Contribute online." It's as easy as that! Don't want to use a credit card? Visit the RTF website, www.iaap-rtf.org. Click on the "Donate" tab and select "Printable Donation Form."

Jean Bohinski, CPS/CAP
Northeast District Representative

PENNSYLVANIA DIVISION NEWS

2011 Pennsylvania Division Annual Meeting May 20-22, 2011

The 2011 PA Division Annual Meeting will be held at the Holiday Inn in Clarion, Pennsylvania.

Division Newsletter

Have you read the latest edition of the Division Newsletter yet? Follow the below link.

<http://www.iaap-pennsylvania.org/IAAPHQ/PADivision/UploadedImages/November%202010%20Newsletter.pdf>

HARRISBURG CHAPTER NEWS

IAAP/AVERY BOX TOPS CHALLENGE PROGRAM



The Harrisburg Chapter is excited to be taking part in the IAAP/Avery "Box Tops Challenge" program as part of its community service. Even if the chapter does not win an award, we can all be proud of the help we will be providing to a local school. The school we have chosen is Melrose Elementary in the Harrisburg School District. Please start saving Boxtops for Education labels at work on all of your Avery products, and at home on many different products in your pantry. You can bring your boxtops to our monthly membership meetings, or you can mail them to Melissa Wandell, CAP, at 113 Balfour Drive, Mechanicsburg, PA 17050. Let's see how many boxtops we can accumulate this year as we begin this wonderful new opportunity to help in our community.

Melissa Wandell, CAP
Coordinator, IAAP/Avery Box Tops Challenge

Certification Update

Congratulations to Meagan Bair, CAP and Tina Mozingo, CPS/CAP on passing the CAP exam in November.

As you are aware, changes to the IAAP certification and recertification programs were announced at EFAM in Boston. Information on these changes can be found in the December edition of Sketches or on our Website at: <http://www.iaap-harrisburg-pa.org/IAAPHQ/Harrisburg/Home/Default.aspx>. Changes to the certification program are effective with the November 2011 exams. Changes to the recertification program were effective July 2010.

COMMITTEE HAPPENINGS

Community Service Committee

Thank you all for your support of the YWCA family this year. Please take time to read the comments of the family and thank you from the YWCA on **page 13**. Our support of the Central PA Food Bank continues. See the attached flyer for more information

Annette Newcomb, CPS, Committee Chair

Professional Development Committee

We all know times are tight and many employers are cutting back and sometimes that means fewer funds for educational opportunities. IAAP may be able to help. Check out our web page to see if you qualify for Professional Development

funds or contact Jena Creter, CAP for more information.

Jena Creter, CAP, Committee Chair

Seminar Committee

SAVE THE DATE - The Seminar Committee is pleased to announce that the 2011 Education Seminar will be held on Tuesday, March 29, 2011, at the Holiday Inn. See the attached flyer on **page 12** for more information.

Jan Lang, CPS/CAP & Maggie Ruff CPS, Committee Co-Chairs

MEMBER INFORMATION

Are you a new member? Do you have questions concerning your membership? The next opportunity to participate in the "New Member Orientation Webinar" is Wednesday, January 19, 2011. Please contact membership@iaap-hq.org for information .

Name Badges



NEED A NAME BADGE?

New or updated?

You can now order one by visiting the Recognition Specialties website at:

http://nicebadge.com/cart/gi-iaap-harrisburg-chapter-c-2_234_1955.html

You can order and pay on-line, and the badge will be shipped directly to you.

Roster Updates

If any of the following information has changed for you within the past year, then you need to complete a [Roster Update Form](#).

- | | |
|------------------------|---|
| ■ Name | ■ Employer |
| ■ Home or Work Address | ■ Position Title |
| ■ Home or Work Phone | ■ Executive |
| ■ Home or Work Email | ■ Home or Work Preference for Phone, Email |
| ■ Fax | ■ Committee Participation (Chapter/Div./Int.) |

If you are a new or newer member and have not completed a [Roster Update Form](#), please complete one so that we can ensure that we have accurate information. Please contact lfarina@dauphinc.org for this form.

Harrisburg Chapter Contacts

Deb S. Feinberg, CAP,
President

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c: 717.265.4573

h: deb.s.feinberg@gmail.com

Jena Creter, CAP,

President-Elect

3002 Tunnel Hill Road
Lebanon, PA 17406

h: 717.274-3989

w: 717 534-3190

h: jcreter@hersheypa.com

TECHNO CORNER

Finally - something for MAC users.

Everything we do is usually for Microsoft users and we forget all about the MAC users. So you are no longer forgotten, I found the following article at [makeuseof.com](http://www.makeuseof.com) that might be useful.

[The Awesome Automation Guide for Macs](http://www.makeuseof.com/tag/awesome-automation-guide-mac-users-download/) (<http://www.makeuseof.com/tag/awesome-automation-guide-mac-users-download/>).

Work smarter, not harder. That's the idea behind Mac Automation, a technology built into Apple's OS X but frequently underutilized.

Whether it's sorting your email, searching your documents or building a playlist, you'd be amazed how many tasks can be done automatically instead of manually-if only you knew how to get started.

Every Mac user should read this guide, which is made up of easy-to-understand demonstrations and screenshots. Everything from using smart folders to managing your files and folders to sorting your email without any effort, using smart filters and folders.

CHECK THIS OUT

Microsoft Office Live Small Business— <http://www.smallbusiness.officelive.com> – Do you own a small business or do you know someone who does. As a Microsoft Live Small Business subscriber, you can build a website up to 500 MB with hosting, 100 email accounts, site traffic reports, a contact management system, and online business applications. Joining is free; however additional charges may be incurred for premium, ad-free mail, and a custom domain name.

EDITOR'S COMMENTS

I have included a chart that I use in my office, which I find very useful when dealing with individuals. Consider this as my New Year's gift to you.

I hope you have enjoyed this edition of Sketches, which is prepared for you - the member. Sketches is a great tool for communication and to share hints that may make your work easier. If you have any ideas or would like to share any technical tips, please contact me at jjgrove@verizon.net or Melanie Conrad, CPS at mconrad@auditorgen.state.pa.us. We would love to hear from you.

Harrisburg Chapter 2010-2011 Roster Update

Name:		Join Date:	Birthday:
Street Address:		Home Phone:	
City, State, Zip		Home Email:	
Employer:		Work Phone:	
Title:		Work Fax:	
Executive:		Work Email:	
Work Address:			

Preferred Phone Contact: Home Work

Preferred Email Contact: Home Work

Preferred Address Contact: Home Work

Please send this information to:

Lynn Farina, CPS/CAP
300 Luther Road
Harrisburg, PA 17111
717-564-1077
lfarina@dauphinc.org

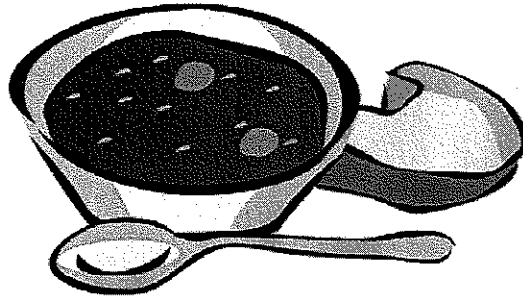
2011 Lunar Phases

New Moon	First Quarter	Full Moon	Last Quarter
4 January 2011 09:03:48	12 January 2011 11:32:36	19 January 2011 21:22:31 (Wolf Moon)	26 January 2011 12:58:24
3 February 2011 02:31:50	11 February 2011 07:19:27	18 February 2011 08:36:46 (Snow Moon)	24 February 2011 23:27:31
4 March 2011 20:47:02	12 March 2011 23:46:07	19 March 2011 18:11:08 (Worm Moon)	26 March 2011 12:08:25
3 April 2011 14:33:26	11 April 2011 12:06:28	18 April 2011 02:45:04 (Pink Moon)	25 April 2011 02:47:55
3 May 2011 06:51:48	10 May 2011 20:34:02	17 May 2011 11:09:43 (Flower Moon)	24 May 2011 18:53:14
1 June 2011 21:03:42	9 June 2011 02:11:47	15 June 2011 20:14:37 (Strawberry Moon)	23 June 2011 11:49:20
1 July 2011 08:54:59	8 July 2011 06:30:33	15 July 2011 06:40:39 (Buck Moon)	23 July 2011 05:03:03
30 July 2011 18:40:55	6 August 2011 11:09:27	13 August 2011 18:58:39 (Sturgeon Moon)	21 August 2011 21:55:38
29 August 2011 03:05:12	4 September 2011 17:40:28	12 September 2011 09:27:50 (Corn Moon)	20 September 2011 13:39:47
27 September 2011 11:09:43	4 October 2011 03:16:11	12 October 2011 02:06:57 (Harvest Moon)	20 October 2011 03:31:36
26 October 2011 19:56:54	2 November 2011 16:39:14	10 November 2011 20:17:24 (Beaver Moon)	18 November 2011 15:10:15
25 November 2011 06:10:50	2 December 2011 09:53:23	10 December 2011 14:37:34 (Cold Moon)	18 December 2011 00:48:52



International Association of
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FOOD DRIVE!



A Community Services Project for Local Food Banks

Please join the Community Service Committee in donating food to the local food banks. The Central PA Food Bank will distribute our donations to various local soup kitchens, food pantries and food banks.

Items needed are:

<i>Canned Meats</i>	<i>Pasta/Rice/Potatoes</i>
<i>Soups/Stews</i>	<i>Canned or dried beans</i>
<i>Peanut Butter</i>	<i>Packaged meals</i>
<i>Canned Fruit</i>	<i>Pure fruit & Vegetable Juices</i>
<i>Canned Vegetables</i>	<i>Baby food & formulas</i>

Monetary donations to be used for fresh items

*Bring your donations to Board & Membership meetings between now and June, 2011.
You can also contact a committee member to arrange for pick-up of your donations!*

Community Service Committee:

Annette Newcomb – anewcomb@hersheypa.com or 534-8941
Kelly Ferrara – kferrara@hersheypa.com or 534-8928
Georgia Kreiser – gkreiser@hersheypa.com or 520-5169
Nancy Miller – nmiller@countrymeadows.com or 533-2474

Thank you for your support!



Clip Box Tops and earn cash for your school!

Earn cash for your school every time you shop for groceries. Clip Box Tops from hundreds of your favorite products.* Each Box Tops coupon is worth 10¢ for your school—and that adds up fast!

- BAKING**
- Desserts:**
- Betty Crocker® Cake Mix
 - Betty Crocker Complete Desserts®
 - Betty Crocker® Cookie Pouches
 - Betty Crocker® Decadent Supreme
 - Betty Crocker® Frosting
 - Betty Crocker® Gluten Free Brownie Mix
 - Betty Crocker® Gluten Free Cake Mix
 - Betty Crocker® Gluten Free Cookie Mix
 - Betty Crocker® SunKist® Lemon Bars
 - Betty Crocker® Supreme Brownie Mix
 - Betty Crocker® Variety Dessert Mixes
 - Betty Crocker® Warm Delights® Desserts
 - Betty Crocker® Warm Delights® Minis
 - Reese's® Dessert Bar Mix
- Breads, Muffins and Rolls:**
- Betty Crocker® Boxed Muffin
 - Betty Crocker® Quick Breads
 - Betty Crocker® Complete Pancake Mix
 - Betty Crocker® Pizza Crust
 - Bisquick® Baking Mix Boxes
 - Bisquick® Heart Smart® Mix
 - Fiber One™ Complete Pancake Mix
 - Fiber One™ Muffin Mix
 - Gold Medal® Flour
- BEVERAGES**
- Nestle® Juicy Juice®
- Nestle® Juicy Juice® Bottles (6-pack)
 - Nestle® Juicy Juice® Sparkling Fruit Juice (4-pack)
- CEREAL**
- Basic 4®
- Cheerios®:**
- Apple Cinnamon Cheerios®
 - Banana Nut Cheerios®
 - Berry Burst Cheerios®
 - Chocolate Cheerios®
 - Frosted Cheerios®
 - Fruity Cheerios®
 - Honey Nut Cheerios®
 - MultiGrain Cheerios®
 - Oat Cluster Cheerios® Crunch®
 - Yogurt Burst Cheerios®
- Cascadian Farm® Cereals
- Chex®:**
- Chocolate Chex®
 - Cinnamon Chex®
 - Corn Chex®
 - Honey Nut Chex®
 - Multi-Bran Chex®
 - Rice Chex®
 - Strawberry Chex®
 - Wheat Chex®
- Cocoa Puffs®:**
- Cocoa Puffs® Combos
- Cookie Crisp®**
- Dora The Explorer®
- Fiber One®:**
- Fiber One® Caramel Delights™
 - Fiber One® Honey Clusters™
 - Fiber One® Raisin Bran Clusters™
- Golden Graham®
- Honey Nut Clusters®**
- Kix®:**
- Berry Berry Kix®
 - Honey Kix®
- Cinnamon Toast Crunch®
- Lucky Charms®:**
- Berry Lucky Charms®
 - Chocolate Lucky Charms®
- Oatmeal Crisp®:
- Oatmeal Crisp® Almond
 - Oatmeal Crisp® Raisin
- Raisin Nut Bran
- Reese's® Puffs®
- Total®:**
- Total® Blueberry Pomegranate
 - Total® Cinnamon Crunch
 - Total® Cranberry Crunch
 - Total® Honey Clusters
 - Total® Plus Omega 3
 - Total® Raisin Bran
 - Whole Grain Total®
- Trix®**
- Wheaties®:**
- Wheaties Fuel®
- FROZEN**
- Green Giant® Vegetables:**
- Green Giant® Bagged Vegetables with Sauce
 - Green Giant® Just For One!® Vegetables
- Pillsbury® Toaster Strudel® Pastries
- Totino's® Pizza Rolls® Pizza Snacks
- Totino's® Crisp Crust Party Pizza®
- MEALS & SIDES**
- Betty Crocker® Specialty Potatoes
- Green Giant® Create a Meal®
- Helpers:**
- Hamburger Helper®
 - Chicken Helper®
 - Tuna Helper®
- Hamburger Helper® Complete Meals
- Old El Paso®:
- Old El Paso® Dinner Kits
 - Old El Paso® Re-fried Beans
 - Old El Paso® Taco Shells
 - Old El Paso® Tortillas
- Progresso® Soups
- Progresso® Broth
- Suddenly Salad® Mixes
- REFRIGERATED & DAIRY**
- Cookies and Bars:**
- Pillsbury® Big Deluxe® Cookies
 - Pillsbury® Create 'n Bake® Cookies
 - Pillsbury® Ready To Bake!™ Cookies
 - Pillsbury® Simply Bake® Bars
 - Pillsbury® Simply...™ Cookies
- Breads and Rolls:**
- Pillsbury® Breadsticks
 - Pillsbury® Country Italian Bread
 - Pillsbury® Crescent Rolls
 - Pillsbury® Crescent Rounds
 - Pillsbury® Crusty French Bread
 - Pillsbury® Flaky Twists
 - Pillsbury® Grands!® Biscuits
 - Pillsbury® Grands!® Sweet Rolls
 - Pillsbury® Pizza Crust
 - Pillsbury® Simply...™ Biscuits
 - Pillsbury® Sweet Rolls
- Butter, Margarine and Spreads:**
- LAND O LAKES® Butter (sticks)
 - LAND O LAKES® Fresh Buttery Taste® Spread (sticks and tubs)
 - LAND O LAKES® Margarine (sticks and tubs)
- Cheese:**
- LAND O LAKES® Snack 'N Cheese To-Go!®
 - LAND O LAKES® Chunk Cheese varieties in the Dairy Case
 - LAND O LAKES® Sliced Cheese varieties in the Self-Service Deli
- ALPINE LACE® Sliced Cheese varieties in the Self-Service Deli**
- LAND O LAKES® Eggs:**
- LAND O LAKES® All-Natural Eggs
 - LAND O LAKES® Omega 3 Eggs
 - LAND O LAKES® Cage Free Eggs
 - LAND O LAKES® Organic Eggs
- Yogurt:**
- Simply... Go-GURT™
 - Yoplait® Trix® Multipack Yogurt
 - Yoplait® Go-GURT® Yogurt
 - Yoplait® Kids Yogurt
 - Yoplait® Kids Yogurt Drink
 - Yoplait® Splitz™
- SNACKS**
- Cascadian Farm® Granola Bars
- Chex Mix® Treat Bars
- Chex Mix® Select
- Chex Mix® Snack Mix
- Dunkaroos® Snacks
- Fiber One® Bars
- Fiber One™ Toaster Pastries
- Fruit-Flavored Shapes:**
- Batman™ Fruit Flavored Shapes
 - Care Bears™ Fruit Flavored Shapes
 - Create A Bug™ Fruit Flavored Shapes
 - Create A Dino™ Fruit Flavored Shapes
 - My Little Pony™ Fruit Flavored Shapes
 - Polly Pocket™ Fruit Flavored Shapes
 - Fairytale Princess™ Fruit Flavored Shapes
 - Scooby-Doo™ Fruit Flavored Shapes
 - Shark Bites Fruit Flavored Snacks
 - Spider-Man® Fruit Flavored Shapes
 - Teenage Mutant Ninja Turtles™ Fruit Flavored Shapes
 - Tonka™ Fruit Flavored Shapes
 - Transformers Fruit Shapes
- Fruit-Flavored Snacks:**
- Betty Crocker® Fruit Gushers®
 - Betty Crocker® Fruit by the Foot®
 - Betty Crocker® Fruit Flavored Snack Variety Pack
 - Betty Crocker® Fruit Roll-Ups®
 - Fruit Roll-Ups® Crazy Pix™
 - Fruit Roll-Ups® Fruit Stickerz®
 - Fruit by the Foot® Mini Feet
 - Fruit Roll-Ups® Mini Rolls
 - Golden Graham® Snack Bars
 - Milk 'n Cereal Bars
- Nature Valley® Granola Bars:**
- Nature Valley® Chewy Granola Bars with Yogurt
 - Nature Valley® Chewy Trail Mix Bars
 - Nature Valley® Crunchy Granola Bars
 - Nature Valley® Healthy Heart Chewy Granola Bars
 - Nature Valley® Nut Clusters
 - Nature Valley® Roasted Nut Crunch Bars
 - Nature Valley® Sweet & Salty Nut Granola Bars
- Nature Valley™ Granola Thins**
- JELLY, JAMS & SPREADS**
- Welch's® Concord Grape Jelly - 22 oz. Squeezable bottle, 18 oz. & 32 oz. Jars
 - Welch's® Concord Grape Jam - 22 oz. Squeezable bottle, 18 oz. & 32 oz. Jars
 - Welch's® Strawberry Spread - 22 oz. Squeezable bottle & 32 oz. Jars
 - Welch's® Red Raspberry Spread - 22 oz. Squeezable bottle
- Welch's® Reduced Sugar Concord Grape Jelly - 18.8 oz. Squeezable bottle**
- Welch's® Reduced Sugar Strawberry Spread - 18.8 oz. Squeezable bottle**
- BABY & CHILD CARE**
- COTTONELLE® products:**
- COTTONELLE® For Kids Flushable Moist Wipes
- GOODNITES® products:**
- GOODNITES® Sleep Pants/Sleep Shorts
 - GOODNITES® Underpants
- HUGGIES® products:**
- HUGGIES® Baby Wipes
 - HUGGIES® Diapers
 - HUGGIES® LITTLE SWIMMERS® Swim Pants
 - HUGGIES® Natural Care® Wipes
 - HUGGIES® Snugg'n Dry Diapers
 - HUGGIES® Supreme® Diapers
- PULL-UPS® Flushable Moist Wipes**
- PULL-UPS® Training Pants**
- SCHOOL & OFFICE SUPPLIES®**
- Avery® Heavy Duty Binders
 - Avery® Durable Binders
 - Avery® Flexible Binders
 - Avery® Silhouette™ Binders
 - Avery® Recycled Chipboard Binders
 - Avery® Index Maker Dividers
 - Avery® Insertable Dividers
 - Avery® Write-On Dividers
 - Avery® Ready Index Dividers
 - Avery® Sheet Protectors
 - Avery® Report Covers
 - Avery® Glue Stic
 - Hi-Liter® Brand Highlighters
 - Marks-A-Lot® Dry Erase Markers
 - Marks-A-Lot® Permanent Markers
 - Avery® Light T-Shirt Transfers
 - Avery® Dark T-Shirt Transfers
 - Avery® Stretchable T-Shirt Transfers
 - Avery® Sticker Paper
 - Avery® Magnet Sheets
 - Avery® Address Labels
 - Avery® Shipping Labels
 - Avery® File Folder Labels
 - Avery® ID Labels
 - Avery® Name Badges
- STORAGE BAGS & CONTAINERS**
- Storage Bags:**
- Ziploc® Brand Big Bags
 - Ziploc® Brand DoubleGuard® Freezer Bags
 - Ziploc® Brand Easy Zipper Freezer Bags
 - Ziploc® Brand Easy Zipper Storage Bags
 - Ziploc® Brand Evolve® Bags
 - Ziploc® Brand Expandable Bottom Bags
 - Ziploc® Brand Flexible Totes
 - Ziploc® Brand Freezer Bags
 - Ziploc® Brand Fresh Produce Bags
 - Ziploc® Brand Sandwich Bags
 - Ziploc® Brand Snack Bags
 - Ziploc® Brand Storage Bags
 - Ziploc® Brand Treat Bags
 - Ziploc® Brand Vacuum Bags
 - Ziploc® Brand Zip 'n Steam™ Bags
- Containers:**
- Ziploc® Brand Snap 'n Seal Containers
 - Ziploc® Brand Twist 'n Loc® Containers
- PAPER PRODUCTS**
- Bath and Facial Tissue:**
- COTTONELLE® Bath Tissue
 - KLEENEX® Anti-Viral Tissue (75 & 112 count)
 - KLEENEX® Facial Tissue (184 Colors, 200, 240 & 300 count)
 - SCOTT® 1000 Count Bath Tissue
 - SCOTT® Extra Soft Bath Tissue
- Towels & Napkins:**
- COTTONELLE® Dinner Napkins (50 count)
 - SCOTT® Paper Towels
 - SCOTT® Rags in a Box
 - SCOTT® Shop Towels
 - VIVA® Paper Towels
- Wipes:**
- COTTONELLE® For Kids Flushable Moist Wipes
 - COTTONELLE FRESH® Flushable Moist Wipes
 - KLEENEX® Dinner Napkins
 - SCOTT® Pre-Moistened Wipes
- DISPOSABLE TABLEWARE & COOKWARE**
- Disposable Cookware**
- Hefty® EZ Foil® Pans
- Disposable Cups:**
- Hefty® Clear Colors Disposable Cups
 - Hefty® Crystal Clear Disposable Cups
 - Hefty® Easy Grip® Disposable Cups
 - Hefty® Zoo Pals® Cups
- Disposable Plates and Serveware:**
- Hefty® Crystal Clear Plates
 - Hefty® Diamond Deluxe™ Paper Plates
 - Hefty® Elegantware™ Plates and Bowls
 - Hefty® Easyday Foam Plates and Bowls
 - Hefty® Hearty Meals™ Plates and Platters
 - Hefty® Superweight™ Plates and Bowls
 - Hefty® Supreme™ Plates and Bowls
 - Hefty® Zoo Pals® Funtensils
 - Hefty® Zoo Pals® Plates and Bowls
- WASTE BAGS**
- Hefty® Cinch Sak® Waste Bags
 - Hefty® EasyFlaps® Waste Bags
 - Hefty® The Gripper® Tall Kitchen Waste Bags
 - Hefty® Kitchen Fresh® Tall Kitchen Waste Bags
 - Hefty® Ultra Flex™ Waste Bags
- PRODUCTS WITH LIMITED AVAILABILITY**
- Avery® Permanent Markers
 - Avery® Label Pads
 - Avery® NoteTabs™
 - Avery® PocketTabs™
 - Avery® Protect & Store™ Binders
- Cereals:**
- Boo Berry® Cereal
 - Count Chocula® Cereal
 - Country® Corn Flakes
 - Franken Berry® Cereal
- Desserts:**
- Hershey's® Brownie Mix
- Meals:**
- Macaroni Grill® Multi-packs
- Refrigerated & Frozen:**
- ALPINE LACE® Sliced Swiss Cheese (Club Stores)
 - Fiber One® Frozen Muffins

Visit boxtops4education.com for more great ideas to earn cash for your school!

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AUGUST 2010

Save the Date!

2011 Education Seminar

Tuesday, March 29, 2011

Holiday Inn
Amphitheater
Lindle Road
Harrisburg, PA

Tentative Speaker:
Mary Fultz, President/Owner
Service Counts!

More info to follow...
but please, mark your
calendars and plan to attend
this all-day affair.

eliminating racism
empowering women
ywca

greater harrisburg

YWCA of Greater Harrisburg
John Crain Kunkel Center
1101 Market Street
Harrisburg, PA 17103
PH 717.234.7931
FAX 717.234.1779
www.ywcahbg.org

- Childhood Programs
- Residence Programs
- Employment Services
- Emergency Shelter
- Violence Intervention & Prevention Programs
- Sexual Assault Services
- Domestic Violence Services
- Hotline 1-800-654-1211
- Veterans Programs
- YW Works Employment Programs
- Economic & Neighborhood Development
- Legal & Visitation Services
- Supported Employment



December 28, 2010

Ms. Annette Newcomb
27 West Chocolate Ave.
Hershey, PA 17033

Dear Ms. Newcomb,

The YWCA of Greater Harrisburg's Holiday Giving Program was a great success! Your support played a significant role in making this season special for over 400 women, men and children. These clients are currently benefiting from the wide variety of programs and services provided by the YWCA, such as domestic violence legal services, counseling, housing, life skills, veterans' services, and employment empowerment training.

Your generous support made this holiday season special for women in our shelter, the homeless men and women in the community, and the families at the YWCA and around Harrisburg.

"I was afraid that this year I wouldn't be able to give anything to my children for Christmas. When I found out that someone had bought presents for me and my children I was moved to tears. I want to thank my sponsor from the bottom of my heart. You will never know the difference you made in our lives this year." (client # 1004)

"I couldn't believe how generous our sponsor was! This Holiday is really a new beginning for me and my children. Thanks for all you did." (client # 832)

"Thanks for making this season so special for my children. I am so touched that someone I never even met went out of their way to help us." (client # 107)

"I am so excited to see my children's faces on Christmas morning. Thanks to the Holiday Giving Program, each of my children will have a present under the tree." (mother of clients # 767 and # 768)

Thank you so much for your continued support and again thank you for making this holiday season so special for our families.

Happy Holidays,

Devan Drabik
Resource Development Assistant

The official registration and financial information for YWCA of Greater Harrisburg can be obtained from the PA Department of State by calling toll free, within Pennsylvania, 1-800-732-0999. Registration does not imply endorsement. No goods or services were exchanged in consideration of this gift.



International Association of
Administrative Professionals®

Harrisburg Chapter

**PASSION &
PURPOSE**

HARRISBURG CHAPTER

Menu

- Tossed Garden Salad
- Beef Tips over Noodles
- Green Bean Mix
- Cherry Pie
- Coffee, Hot Tea & Iced Tea

Monday, February 21, 2011

Holiday Inn, Harrisburg East
4751 Lindle Road
Harrisburg, Pennsylvania
Cost: **\$20.00**

- 5: 30 PM .. Registration/Networking
- 6: 00 PM .. Dinner
- 7: 00 PM .. Program and Business Meeting

Program

Office 2007 & Beyond

Catherine S. Hoke, CPS/CAP
PENNSYLVANIA DIVISION PRESIDENT
(1 Recertification Point Pending Approval)

IMPORTANT RESERVATION INFORMATION:

- ⊙ **Reservation Deadline:** All reservations must be mailed by Monday, February 14, 2011 — Please DO NOT mail checks after this date. Call-in reservations to Vicki Gesford CPS/CAP (717-534-8901) must be received no later than noon on Thursday, February 17, 2011 — payment is required no later than Monday, February 21, 2011.
- ⊙ **Cancellation Deadline:** Cancellations will be accepted until noon on Thursday, February 17, 2011. ***Any cancellations or no-shows after the Cancellation Deadline will be charged.***
- ⊙ **Reservations & Payment:** Complete and mail reservation form along with a check made payable to Harrisburg Chapter IAAP to Vicki Gesford CPS/CAP, Hershey Entertainment & Resorts, 27 W. Chocolate Ave., Hershey, PA 17033.

~ Reservations & Payment ~

February 21, 2011

Member Name _____ CPS CAP CPS/CAP

I WILL ATTEND: DINNER & PROGRAM – \$20.00 DINNER ONLY – \$20.00 PROGRAM ONLY

Please list any dietary restrictions _____ Request Vegetarian Entrée

GUEST NAME(S) _____ GUEST PHONE NUMBER(S) _____

GUEST EMPLOYER(S) _____

~ Remember to enclose your \$20.00 check payable to **Harrisburg Chapter IAAP** I need a receipt.