

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

April 2011

President's Message

Hello Chapter Members. Well, if April showers bring May flowers, they should be blooming like crazy in a few weeks. Spring has officially arrived (at least according to the calendar) and it is supposed to be in the air but I'm having a hard time finding it. The flowers are trying to bloom and I worry that the robins and other birds that have begun to return to the area are having a hard time finding food and warmth. Maybe by the time you read this warmer weather will be appearing.

April is one of my favorite months – not just because it is the beginning of nicer weather and longer days but because it is the month that we celebrate our profession with all the other administrative professionals around the world. For one week in April, the entire world is focused on US. As I hope you know April 25 – 29 is Administrative Professionals Week. Please make plans to join us at the Chapter's Administrative Professionals Day celebration at the Hershey Lodge on Wednesday, April 27.

April is also the month to begin thinking about which committee you might like to participate on next chapter year. Our committees are what make the chapter events happen and committee participation is a requirement of chapter membership. Without our dedicated committee chairs and the members of each committee, none of the events during the chapter year would happen. So, check out the chapter website to see which committee you'd like to be involved with this year and sign up. The 2011-2012 committee sign-up form can also be found on page 18. For those of you who may not know, if you do not proactively choose a committee, you will be assigned to one. Make the decision your own.

As I close this month's message my heart is heavy. It appears the recession, while touted by the talking heads as being on the decline, has found the Harrisburg area and, in particular, the administrative profession. Over the past few months, several of your fellow chapter members have lost their jobs due to "downsizing." I'd like to ask you all to keep your eyes and ears open for any potential job openings. If you hear of something, please contact me so we can get the information out to all members through our website and, please, keep them all in your thoughts and prayers.

Thank you.

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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*Big journeys
begin with a
single step.*

Important Dates

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

13 Board Meeting
20 Harrisburg Chapter Membership Meeting

July 2011

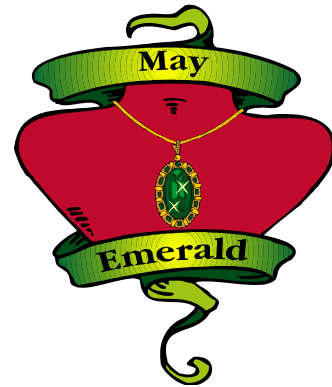
11 Organizational Board Meeting
24-27 International Education Forum & Annual Meeting



Anniversaries & Birthdays

January Anniversaries	Anniversaries
	Maggie E. Ruff, CPS.....14 years
	Sylvia A. Patrick, CAP.....13 years
	Gwen M. Vitale.....3 years
	Nancy A. Piernock.....2 years
	Tina A. Mazingo, CPS/CAP.....2 years
	Amy K. Lizza.....2 years

January Birthdays	Birthdays
	3.....Michelle A. Darr, CPS
	4.....Lynn R. Farina, CPS/CAP
	15.....Michelle A. Gandy
	16.....Juanita M. Mort, CAP
	27.....Judy L. Kitner



INTERNATIONAL NEWS

Mary Ramsay-Drow, CPS/CAP
Passion & Purpose



April is a packed month for IAAP: We opened up early bird registration for Education Forum and Annual Meeting April 1; we're hosting the Incoming Division President's Meeting April 15 and 16 and we're celebrating Administrative Professionals Week April 24 -30.

In case you missed the announcement, we're bringing Clinton Kelly of TLC's "What Not to Wear" to EFAM this year with the help of Hammermill. I want to personally thank Hammermill for their contribution to what's going to be an amazing EFAM. Clinton is going to talk about professional image—something we know is important in today's office culture. Ignite your summer. [Register for EFAM!](http://www.iaap-hq.org/events/conferences/efam/brochure) (<http://www.iaap-hq.org/events/conferences/efam/brochure>)

If you haven't looked over the candidates for office for the 2011-2012 IAAP year, you can find a listing, with [candidate information](http://community.iaap-hq.org/IAAPHQ/IAAPHQ/Resources/ViewDocument/Default.aspx?DocumentKey=ac488083-07dd-4c59-b669-55f18255d98d) (<http://community.iaap-hq.org/IAAPHQ/IAAPHQ/Resources/ViewDocument/Default.aspx?DocumentKey=ac488083-07dd-4c59-b669-55f18255d98d>), in the web community. You'll have to log in before viewing the document. In addition to voting for candidates, delegates will be voting on amendments to the bylaws. Watch the homepage of the [web community](http://community.iaap-hq.org/) (<http://community.iaap-hq.org/>) on April 15 for this year's amendments.

[Action/Direction](http://www.iaap-hq.org/sites/default/files/pdf/board/action-direction-spring-2011.pdf) (<http://www.iaap-hq.org/sites/default/files/pdf/board/action-direction-spring-2011.pdf>) from the spring board meeting, and

also from conference calls between board meetings, is now available. You can always access past and current Action/Direction documents in the web community, in the IAAP International Library, which can be found under the "Resources" tab. After you get into the library, click "Board Business."

Even though I won't be at this year's Incoming Division President's Conference in Kansas City, I have fond memories of those I've attended in the past. This is a wonderful time for the division leaders to get to know one another and the incoming president. I'll miss seeing all the smiling faces but I know that our incoming president, Tamra Goodall, and the staff at headquarters have the conference planned well. While I still am energized and excited about this Passion and Purpose year, I'm also preparing to pass the torch to new leadership at EFAM in just a few months. Rest assured we are working together for a smooth and seamless transition, all for the good of IAAP and its members.

This year, Administrative Professionals Day falls on Wednesday, April 27. We're excited to bring our members two free webinars, both with recertification points. These details will also be in Connections later this month and are going out in *OfficePro Express* today. I offer my thanks to one of IAAP's key sponsors, OfficeTeam, and one of our gold sponsors, Adecco, for offering these training webinars in celebration of Administrative Professionals Week.

Here's what you have to look forward to:
On Tuesday: In celebration of Administrative Professionals Week, join OfficeTeam and Insights on Tuesday, April 26 at 11 a.m. PT, for an informative webinar about identifying your preferred work style to

help build effective working relationships. This free webinar is eligible for one recertification point. [Register today!](#)
(<https://www3.gotomeeting.com/register/215583326>)

On Thursday: Celebrate Administrative Professionals Week by attending the free webinar for one recertification point. "Managing up: effective strategies for succeeding in the workplace" will take place on Thursday, April 28 at 2 p.m. ET. [Register today!](#)
(<http://www.adeccousa.com/Employees/Pages/admin-week-webinar.aspx>).

For those of you who need publicity materials for APW for your chapters or divisions, they are located on the web community in the IAAP International Library, located

under the "Resources" tab. There you'll find an "APW" folder. You must be logged in to access the information.

To all of you stellar office professionals that we call our members, thank you for all the hard work you put in—not just in the office but also for IAAP. Our members are the salt of the office community and continue to make IAAP a vibrant association. Happy Administrative Professionals Day!

Regards,

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

NORTHEAST DISTRICT NEWS

The below Northeast District Membership Report is utilizing information from International's web site as of February 2011.

Northeast District Membership Report

Number of Members (includes Members At-Large)			
Division	2/28/2011	6/30/2010	Net Gain (Loss)
Greater New England Division	707	745	-38
New Jersey Division	718	784	-66
New York State Division	450	492	-42
Pennsylvania Division	462	525	-63
NE Mbr At-Large	478	464	14
Northeast District Totals	2815	3010	-195

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/March%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

As you are aware, changes to the IAAP certification and recertification programs were announced at EFAM in Boston. The document explaining the upcoming changes is available on our website (maybe include a hyperlink). Changes to the certification program are effective with the November 2011 exams and changes to the recertification program were effective July 2010.

Metcalf Educational Services will be updating their review materials for the new exams. Once we have tentative dates for those revisions we will post that on our web site. **Prentice Hall will not be providing review materials for the new exams.**

Best of luck to those who will be taking the exams on May 6 and 7, 2011.

COMMITTEE HAPPENINGS

Community Service Committee

The Community Service Committee thanks you for your fabulous donations to Cinderella's Closet. Save May 14 for the Highmark Walk for a Healthy Community on City Island. Don't forget about the Food Bank.

Annette Newcomb, CPS, Committee Chair Seminar Committee

On the behalf of the Seminar Committee, thank you to all who attended the March 29th seminar.

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

RTF Committee



IAAP MEMBERS IN ALL SIX DISTRICTS CAN APPLY FOR HOUSING ASSISTANCE UNTIL MAY 15

The RTF has assisted many admins over the years with comfortable and affordable housing through building and the ongoing operation of the Vista Grande apartment complex in Rio Rancho, New Mexico. With RTF subsidies, the apartments at the complex are priced below the rent market for the geographic area.

More recently, we launched our Housing Subsidy for Admins in Need program (HSAN) in an effort to assist more admins. This program has the capability of assisting more admins per year than we currently help.

We need you to get the word out about HSAN, so that the RTF can help more admins participate in the program.

Visit the Retirement Trust Foundation web site at: www.iaap-rtf.org.

THE RETIREMENT TRUST FOUNDATION -
HELPING ADMINS IN NEED
IT'S NEVER TOO LATE TO DONATE!

Whether it's through a donation, participation in the RTF's Family of Givers or through a fundraiser at the IAAP Chapter or Division level; the RTF relies on your donations to help every admin we can.

WITH YOUR SUPPORT, WE CAN DO IT!

Kathie Hook, CPS/CAP, Committee Chair

MEMBER INFORMATION

Are you a new member? Do you have questions concerning your membership? If you missed the opportunity to participate in the "New Member Orientation Webinar," please contact membership@iaap-hq.org for information on the next scheduled Webinar.

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

19 Cherish Drive
Camp Hill, PA 17011

h: 717.737.3504

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

Windows on Speed!

There is no question that Windows slows down over time. Not to fear – you can speed it up. Windows on Speed includes all the information you need to speed up your slow PC!

- Why Windows slows down over time.
- How to separate your data and operating systems with partitioning.
- The importance of defragmenting your hard drive.
- Free software for speeding up your PC.
- The perils and overpromise of registry cleaners.
- Easy steps you can take to speed up your PC.

Download this FREE PC Tune Up Guide. <http://www.makeuseof.com/tag/download-windows-speed-free-pc-tune-guide/>

CHECK THIS OUT

YouTube– <http://www.youtube.com> – YouTube is the world's most popular online video community. Designed for easy video sharing, videos are limited to 10 minutes in length. You can create and design your own YouTube channel, to which viewers can subscribe so that whenever they login to YouTube they can see your latest offerings.

It's Free.

EDITOR'S COMMENTS

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.

Kudos to the Education Seminar Committee – what a great job in putting together an awesome day. Mary Foltz was not only informative but she was fun as well. She gave just the right mix of personal and professional stories to keep everyone's attention. She opened the day with first impressions. Did you know a first impression is formed in less than 5 seconds? Think about this, when meeting prospective members for the first time, what do you want their first impression to be about you and the chapter?

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

**Candidate for President
Harrisburg Chapter, IAAP
2011-2012**

**Jennifer H. Creter
“Jena”**

IAAP Involvement

Harrisburg Chapter	2010-11	President-Elect Ad Hoc Member Recruitment Committee Chair Nominations Committee Member
	2009-10	Vice President Certification Committee Facilitator
	2008-09	Executive Night Committee Co-Chair
	2007-08	Executive Night Committee Member
	2006-07	Seminar Committee Member
	2005-06	Membership Committee Member
	2004-05	Seminar Committee Co-Chair
	2003-04	Seminar Committee Member
	2002	Joined Harrisburg Chapter

Employment History

<u>Hershey Entertainment & Resorts, Hershey, PA 17033</u>	October 1989 - Present
Executive Administrative Assistant, Human Resources	February 2000 – Present
Administrative Assistant, Human Resources	January 1999 – February 2000
Employee Relations/Benefits Administrative Asst.	September 1996 – January 1999
Employment Administrator	February 1996 – September 1996
Employment Assistant	October 1989 – February 1996

Professional Activities

International Association of Administrative Professionals (IAAP) – Active Member
United Way Committee Chairperson – 2008-09, 2009-10
United Way Committee Member
MHS Project Fellowship Team Leader – 2006 - Present

Candidate for the Office of President-Elect
Harrisburg Chapter
2011-2012

Karen M. Folk CAP

IAAP Involvement

Harrisburg Chapter	2005-2006	Vice-President
	2003-Present	Administrative Professionals Week/Day Committee Member
		Administrative Professionals Week/Day Co-Chair Seminar Committee – Member
		Division Seminar Committee – Co-Chair (2 Division Meetings)
		Division Church Services Committee – Co-Chair
		Division Vendor Committee – Co-Chair
	2004-2005	Certification Facilitator – CAP Portion
	2003-2004	CAP Classes and Exam
	2003	Joined Harrisburg Chapter

Education

2004-Present	Harrisburg Area Community College – Business Management
2004	Attained CAP Rating
1986 - 1988	Graduate – The Salvation Army School for Officer Training – Summa Cum Laude (Seminary)
1971 - 1973	Grand Valley State Colleges (Now University) – Music Major (No degree)
1971	Graduate – Pennfield Senior High School, Battle Creek MI – College Prep

Employment History

2005 – Present	Property Services Coordinator – Harrisburg Property Services, Harrisburg PA
2001 – 2005	Administrative Assistant – Harristown Development Corporation, Harrisburg PA
1996 – 2001	Administrative Professional Temp – Harrisburg PA
1994 – 1996	Minister – The Salvation Army – West Pittston, PA
1993 – 1994	Minister – The Salvation Army – Wilmington DE
1992 – 1993	Youth Minister – The Salvation Army – Battle Creek, MI
1990 – 1992	Minister – The Salvation Army – Homestead, PA
1988 – 1990	Minister – The Salvation Army – Titusville, PA
1985 – 1986	Secretary – The Salvation Army – West Park, OH
1979 – 1985	Stayed home with children
1976 – 1979	Clerk Typist – Stone & Webster Engineering – Cherry Hill NJ
1973 – 1976	Clerk Typist/Secretary – Searle Radiographics – Elk Grove Village, IL

Candidate for the Office of Vice President
Harrisburg Chapter
2011-2012

Helen E. Wallace CAP

IAAP Involvement

Harrisburg Chapter	2010-11	Seminar Committee
	2009-10	Seminar Committee
	2008-2009	Seminar Committee, APD/APW
	2007-2008	Treasurer
	2007	Education Committee, Chair
	2007	Served as facilitator for the Certification Committee for CPS/CAP Candidates for the May 2007 test
	2006	Education Committee, Chair
	2005	Membership Committee
	2004	Joined Harrisburg Chapter

Have attended many IAAP Chapter and Board Meetings

Education

2011	Recertifying in May for CAP
2009	Graduated with High Honors, Associate in Arts, AOS Program at HACC, Central Pennsylvania's Community College. Named to Dean's list and inducted into Phi Theta Kappa Honor Society for 2 year Community College Students.
2006	Obtained CAP Rating
1968	Graduate of Bishop Guilfoyle High School, Altoona, PA-Business Program

Employment History

2001-present	Administrative Assistant, Public Relation Department, HACC, Harrisburg, PA
2000-2001	Secretary, Adult Basic Education Department, HACC, Harrisburg, PA
1999-2000	Administrative Assistant, Pennsylvania Gas Association, Harrisburg, PA
1995-1998	Secretary, Mercer County Behavioral Health Commission, Mercer, PA
1992-1995	Secretary, Pennsylvania House of Representatives, Harrisburg PA
1989-1992	Senior Secretary, Mid-State Bank and Trust Company, Altoona, PA
1988-1989	Secretary, Wolf Furniture Enterprises, Altoona, PA
1975-1988	Secretary, Altoona-Blair County Chamber of Commerce, Altoona, PA*
1985-1992	Secretary, Richard J. Peo, CPA, Altoona, PA*
1992-1995	Secretary, Back Wall Fitness Center, Altoona, PA*
1968-1974	Secretary, Cal G. Griffith, Jr. Insurance Agency, Altoona, PA

*These jobs were held at the same time.

Personal Married to Robert M. Wallace since 1994. I have 3 daughters, 2 stepsons,
1 grandson and 4 granddaughters.

Candidate for the Office of Secretary
Harrisburg Chapter
2011-2012

Stacy Shugar CPS/CAP

IAAP Involvement

Harrisburg Chapter	2010-11	Secretary
	2009-10	Executive Night – Co-Chair
	2008-09	Certification Committee Facilitator – CPS Portion CAP Exam
	2007-08	Certification Committee Facilitator – CPS Portion Executive Night – Member
	2006-07	CPS/CAP Classes CPS Exam
	2006	Joined Harrisburg Chapter

Education

2009	Attained CAP Rating
2007	Attained CPS Rating
1991	Graduate – West Virginia University – Bachelor of Science in Communications
1986	Graduate – Cedar Cliff High School

Employment History

2003 - Present	Sr. Administrative Assistant - Nationwide Insurance – Harrisburg, PA
2002 – 2003	Administrative & Business Development Assistant – Pyramid Construction Services – Enola, PA
1991 – 2002	Administrative & Rental Manager – L.B. Smith Automotive Group - Lemoyne, PA

Candidate for the Office of Treasurer
Harrisburg Chapter
2011-2012

Debra L. Leshak

IAAP Involvement

Harrisburg Chapter	2010-2011	Treasurer Various Committees: Nominations, Ways & Means, Membership, APW and Education Seminar
	2004	Joined Harrisburg Chapter

Education

1976 Graduate – Lower Dauphin High School – Business Curriculum

Employment History

2005 – 2011 Accounting/Operations Administrator, Computer Aid, Inc., Harrisburg, PA
1999 – 2004 Associate Management Coordinator – Computer Aid, Inc., Harrisburg, PA
1996 – 1998 Regional Administrator – Computer Aid, Inc., Harrisburg, PA
1995 – 1996 Administrative Assistant – Computer Aid, Inc., Harrisburg, PA
1989 – 1994 Home with children
1986 – 1988 Part-Time Fundraising Coordinator for Dauphin County Agriculture and Natural
Resources Center, Dauphin, PA
1986 – 1988 Part-Time Program Assistant – Soil Conservation Service, USDA, Dauphin PA
1985 – 1986 Home with newborn
1977 – 1985 Executive Secretary – Cleveland Brothers Equipment Co., Inc., Harrisburg, PA
1976 – 1977 Accountant – Cleveland Brothers Equipment Co., Inc., Harrisburg, PA



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® Mints
 - Reese's® Dessert Bar Mix
- Breads, Muffins and Rolls:**
- Betty Crocker® Baked 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

- Nestlé® Juicy Juice®
- Nestlé® Juicy Juice® Bottles (6-pack)
- Nestlé® Juicy Juice® Sparkling Fruit Juice (4-pack)

CEREAL

- Basic®**
- 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**
- Cheer®
 - Chocolate Cheer®
 - Cinnamon Cheer®
 - Corn Cheer®
 - Honey Nut Cheer®
 - Multi-Grain Cheer®
 - Rice Cheer®
 - Strawberry Cheer®
 - Wheat Cheer®
- Cocoa Puffs®**
- Cocoa Puffs® Combos
 - Cookie Crisp®
- Dora The Explorer®**
- Fiber One® Caramel Delights™
 - Fiber One® Honey Clusters®
 - Fiber One® Raisin Bran Clusters®
 - Golden Grahams®
 - Honey Nut Clusters®
 - Kit®
 - Berry Berry Nix®
 - Honey Nix®
 - 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 Strudels® Pastries**
- Totinos® Pizza Rolls® Pizza Snacks
 - Totinos® Crisp Crust Party Pizza®

MEALS & SIDES

- Betty Crocker® Specialty Potatoes**
- Green Giant® Create a Meal®
- Helpers®:**
- Hamburger Helpers®
 - Chicken Helpers®
 - Tuna Helpers®
- 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 Salads® 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® Breadssticks
 - 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® Cheddar 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® Im® Multigrain Yogurt
 - Yoplait® Go-GURT® Yogurt
 - Yoplait® Kids Yogurt
 - Yoplait® Kids Yogurt Drink
 - Yoplait® Splitz™

SNACKS

- Cascadian Farm® Granola Bars**
- Chew Mix® Treat Bars
 - Chew Mix® Select
 - Chew Mix® Snack Mix
- Dunkin' Donuts® 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 Stickers®
 - Fruit by the Foot® Mini Feet
 - Fruit Roll-Ups® Mini Rolls
 - Golden Grahams® Snack Bars
 - M&M's® 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® Underslips
- HUGGIES® products:**
- HUGGIES® Baby Wipes
 - HUGGIES® Diapers
 - HUGGIES® LITTLE SWIMMERS® Swim Pants
 - HUGGIES® Natural Care® Wipes
 - HUGGIES® Snuggly Dry Diapers
 - HUGGIES® Supreme® Diapers
 - FULL-UPS® Flushable Moist Wipes
 - FULL-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® Insettable Dividers
- Avery® Write-On Dividers
- Avery® Ready Index Dividers
- Avery® Sheet Protectors
- Avery® Report Covers
- Avery® Glue Stic
- Hi-Line® Brand Highlighters
- Marks-A-Lot® Dry Erase Markers
- Marks-A-Lot® Permanent Markers
- Avery® Light 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 Storage Bags
 - Ziploc® Brand Freezer® Bags
 - Ziploc® Brand Expandable Bottom Bags
 - Ziploc® Brand Flexible Totes
 - Ziploc® Brand Freezer Bags
 - Ziploc® Brand Fresh Produce Bags
 - Ziploc® Brand Storage Bags
 - Ziploc® Brand Treat Bags
 - Ziploc® Brand Vacuum Bags
 - Ziploc® Brand Zip'n Steam™ Bags
- Containers:**
- Ziploc® Brand Soap 'n Seal Containers
 - Ziploc® Brand Twist 'n Lock® Containers

PAPER PRODUCTS

Bath and Facial Tissue:

- COTTONELLE® Bath Tissue
 - KLEENEX® Anti-Viral Tissue (75 & 112 count)
 - KLEENEX® Facial Tissue (184 Colors, 200, 240 260 & 300 count)
 - SCOTT® 1000 Count Bath Tissue
 - SCOTT® Extra Soft Bath Tissue
 - Towels & Napkins:
 - KLEENEX® 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
 - HUGGIES® Baby Wipes
 - SCOTT® Pre-Moistened Wipes

DISPOSABLE TABLEWARE & COOKWARE

- Disposable Cookware:**
- Helly® EZ Fold® Pans
- Disposable Cups:**
- Helly® Clear Colors Disposable Cups
 - Helly® Crystal Clear Disposable Cups
 - Helly® Easy Grip® Disposable Cups
 - Helly® Zoo Pals® Cups
- Disposable Plates and Serveware:**
- Helly® Crystal Clear Plates
 - Helly® Diamond Delicaz® Paper Plates
 - Helly® Elegance® Plates and Bowls
 - Helly® Everyday Foam Plates and Bowls
 - Helly® Hearty Meals™ Plates and Platters
 - Helly® Superweight™ Plates and Bowls
 - Helly® Supreme™ Plates and Bowls
 - Helly® Zoo Pals® Frontals
 - Helly® Zoo Pals® Plates and Bowls

WASTE BAGS

- Helly® Catch Sak® Waste Bags
- Helly® EasyRaps® Waste Bags
- Helly® The Gripper® Tall Kitchen Waste Bags
- Helly® Kitchen Fresh® Tall Kitchen Waste Bags
- Helly® Ultra Flex™ Waste Bags

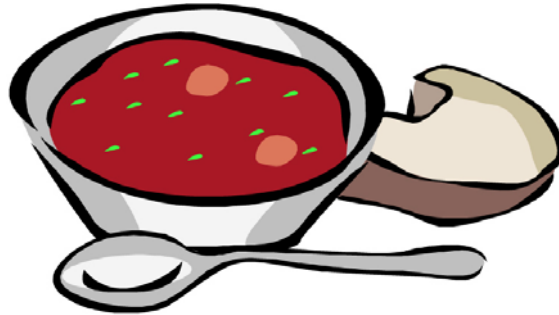
PRODUCTS WITH LIMITED AVAILABILITY

- Avery® Permanent Markers
 - Avery® Label Pads
 - Avery® NoteLabs™
 - Avery® PocketLabs™
 - 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

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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!

DONATIONS REQUESTED FOR A BEACH BASKET



The Ways and Means Committee would like your assistance in putting together a beach basket to raffle at our June Meeting.

Items could include a small cooler, suntan lotions, beach towels, sand toys, an adult game, spray bottles with fans, clips to hold your towels, etc.

Or you can donate funds and the committee will purchase the items.

Bring your items to Board or Membership meetings prior to June 1st. Or you can contact Dawn Hall at 671-4935 or dmariehall@verizon.net; or Judy Gross, CPS at 657-6858 or grossj1@nationwide.com. Thank you!



IAAP EVENTS

SAVE THE DATE

Mark your calendar for these upcoming IAAP events. Visit the education and events section of the IAAP website (www.iaap-hq.org) for more information.



International Association of
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IMAGINE THE POSSIBILITIES...JOIN A COMMITTEE

HARRISBURG CHAPTER

2011-2012 CHAPTER YEAR COMMITTEE SIGN-UP

Committees are a vital part of any successful organization. A successful Chapter needs to be able to count on all its members. Committees not only benefit the chapter, they benefit you as well. They are a great way to learn more about fellow members in addition to sharpening your administrative skills.

Please take an opportunity to review the committees as outlined below. List your committee interests by indicating your 1st, 2nd and 3rd choices, circle the role (Chair, Co-Chair, or Member) that you would like to play on these committees and return the form by June 1, 2011, to:

JENA CRETER, CAP, Hershey Entertainment & Resorts, 27 W. Chocolate Ave., Hershey, PA 17033
E-MAIL: jcreter@hersheypa.com

1st Choice _____	Chair	Co-Chair	Member	(please circle one)
2nd Choice _____	Chair	Co-Chair	Member	(please circle one)
3rd Choice _____	Chair	Co-Chair	Member	(please circle one)

YOUR NAME _____

PHONE _____ **E-MAIL** _____

(Current Chair/Co-chair)

ADMINISTRATIVE PROFESSIONALS WEEK/DAY (Tina Mozingo, CPS/CAP)	Plans Administrative Professionals Week Program and promotes the professional image of the administrative professional.
AUDIT (Sandy Moritz, CAP)	Audits all Chapter financial records.
BYLAWS AND STANDING RULES (Melissa Wandell, CAP)	Reviews Bylaws, Standing Rules, and Procedures at the International, Division, and Chapter levels as well as submits recommendations for revisions at the Chapter level to Board and to Membership.
CERTIFICATION (Vacant)	Stimulates interest and encourages participation in the CPS [®] and CAP [®] Programs and coordinates CPS/CAP Review Classes.
COMMUNITY SERVICE (Annette Newcomb, CPS)	Leads Chapter activities in the field of service to the community.
EXECUTIVE NIGHT (Diane Kunkle, CPS/CAP)	Plans a professional social event to honor the executives we support and who support our membership.
MEMBERSHIP (Lynn Farina, CPS/CAP)	Directs all activities of the Chapter concerned with the recruitment and maintenance of membership.
PROFESSIONAL OUTREACH (Colette Walacavage, CPS/CAP)	Promotes the Harrisburg Chapter and IAAP within the local business community.
PROGRAM (Member Only)	Coordinates Chapter programs.
PUBLICITY (Jan Lang, CPS/CAP)	Publicizes Chapter activities through press releases to the news media.
RETIREMENT TRUST FOUNDATION (Kathie Hook, CPS/CAP)	Promotes interest in the IAAP Retirement Trust Foundation (RTF) and devises and promotes projects to raise funds for the IAAP RTF.
SEMINAR (Jan Lang, CPS/CAP, MAGGIE RUFF, CPS)	Plans educational seminar.
SKETCHES (Jessie Grove, CPS/CAP)	Develops Monthly Chapter Newsletter.
WAYS AND MEANS (Dawn Hall, CAP)	Devises and promotes projects to raise funds for the operation of the Chapter.
WEBSITE (Jodi Mattern, CPS, Wendy Snavelly, CAP)	Maintains the Chapter website.



International Association of
Administrative Professionals®

Harrisburg Chapter

**PASSION &
PURPOSE**
HARRISBURG CHAPTER

Menu

- Tomato Mozzarella Basil Salad
- Broiled Orange Roughy w/Baked Potato
- Broccoli Medley
- Touch of Strawberry Cake
- Coffee, Hot Tea & Iced Tea

Monday, May 16, 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

**A Social Media Handbook
for Business**

Bryan F. Owen
Director, Creative & Interactive
Hershey Entertainment & Resorts Company
(1 Recertification Point Pending Approval)

IMPORTANT RESERVATION INFORMATION:

- ⊙ **Reservation Deadline:** All reservations must be mailed by Monday, May 9, 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, May 12, 2011 — payment is required no later than Monday, May 16, 2011.
- ⊙ **Cancellation Deadline:** Cancellations will be accepted until noon on Thursday, May 12, 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 ~ May 16, 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.