

# 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

June 2011

## President's Message

Hello Harrisburg, PA Chapter Members;

I can hardly believe that I have come to the end of my term as President of the Harrisburg, PA, Chapter. When I began this journey a year ago, I was quite apprehensive – actually scared out of my wits would be more accurate – what if I screwed up!! Well, it seems my fears were for naught. While it has not always been smooth sailing, in my opinion, we have had a great year. The Chapter attained Chapter of Excellence status this year and that is because of every one of you. We also had eight members attain their CPS and/or CAP certification during 2010. The economy has hit everyone hard and while we lost nine members during the year, we gained five new members so our membership is down only four members from last June. We had fabulous celebrations of our executives on executive night and of ourselves at our APW event. We also hosted a wonderful, full-day education seminar, supported our community with various service projects, and our monthly programs offered timely, relevant topics that provided recertification points. All-in-all a really GREAT YEAR!!! I am now and will forever be grateful to have had the support and encouragement of all of you.

I want to say a huge thank you to the 2010-2011 committee chairs and co-chairs. You supported me but you also challenged me and for that I thank you. Never let it be said that I ran a puppet regime – no siree bob – there was no rubber stamp at my board meetings.

I also want to wish our incoming Chapter Officers – President Jena Creter, CAP; President-Elect Karen Folk, CAP; Vice President Helen Wallace, CAP; Secretary Stacy Shugar, CPS/CAP, and Treasurer Deb Leshak – all the best in the coming year. You have my respect and support.

As I close, I want to remind you to live each and every day to your full potential – life is short – do not waste one minute!!

All the best,

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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*Life is about  
giving your  
all – it's  
about  
appreciating  
and living life  
now.*

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## Important Dates

### *July 2011*

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

### *September 2011*

- 12 Board Meeting
- 19 Harrisburg Chapter Membership Meeting

### *October 2011*

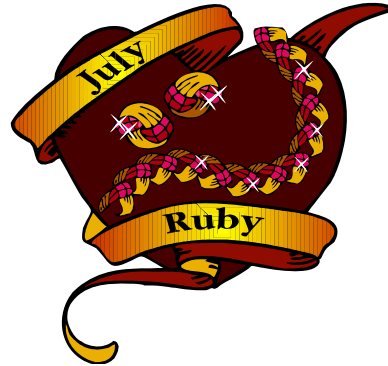
- 17 Harrisburg Chapter Membership Meeting
- 9-12 Fall Conference – San Diego



# Anniversaries & Birthdays

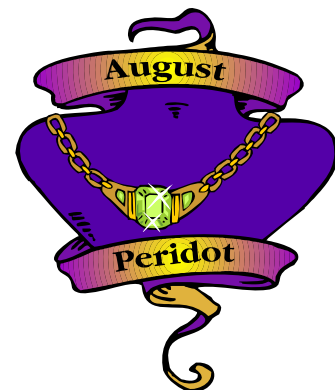
Anniversaries	
Kimberly E. Bloom.....	20 years

Birthdays	
2.....	Lori Y. Masonis, CPS
4.....	Angie Grove
7.....	Jan Z. Lang, CPS/CAP
8.....	Nadine A. Poorman, CPS/CAP
15.....	Tina M. Mozingo, CPS/CAP
17.....	Judith A. Gross, CPS
25.....	Georgja A. Kreiser, CAP
26.....	Jeanne K. Spitler
30.....	Vicki J. Matteson, CPS



Anniversaries	
Lynn R. Farina, CPS/CAP.....	6 years
Stacy Shugar, CPS/CAP.....	5 years
Diane M. Kunkle, CPS/CAP.....	5 years
Judith A. Gross, CPS.....	5 years
Traci A. Fulton, CPS.....	5 years
Abbey J. Coburn, CPS.....	5 years
Michelle A. Auman, CPS.....	3 years
Melissa K. Morris.....	2 years
Meagan L. Bair.....	2 years

Birthdays	
1.....	Sherry M. Hoover, CAP
5.....	Marsha Young
8.....	Carm A. Urich
13.....	Nancy O.Deibler, CAP
16.....	Sandy E. Mundy
16.....	Pam Neubaum, CAP
17.....	Sylvia A. Patrick, CAP
22.....	Kimberly E. Bloom
27.....	Jena H. Creter, CAP
30.....	Wendy Snavelly, CAP



## INTERNATIONAL NEWS

Mary Ramsay-Drow, CPS/CAP

### Passion & Purpose

To Division and Chapter Presidents, Presidents-elect and Vice presidents, I've thoroughly enjoyed seeing many of you in person at the division annual meetings I've been attending. One of the highlights of my year as international president has been to connect with many of you one-on-one either through e-mail, on the phone or in person.



Following each division meeting I'm reminded why IAAP is such a relevant, thriving association: It's you, our leadership. You're the women and men who are dedicated volunteers; you who sacrifice your time for the good of the association and the profession. If I haven't said it in a while, thank you for your part in making IAAP great. Strong leadership is essential to a strong association.

We are committed to helping our leadership succeed. That's why we've been working all during this Passion and Purpose year to revamp IAAP's leadership documents. I think you'll be pleased with what we're offering to our leadership. We now have six guides in the IAAP Atlas Series. They're your guides to all things IAAP. Here's the breakdown on these valuable resources:

- Chapter Publicity:** All you need to help you work with the media.
- Fundraising:** A guide on how to raise money and gain publicity.
- Good Programs:** What they are and how to plan them.
- New Chapter Building:** A guide for sponsoring and installing a chapter.
- Recruitment and Retention:** A guide for recruiting and retaining members to your chapter.
- Student Chapter Guide:** An education and training program for IAAP for student chapters.

Read these, download them and read them again. We've also pulled out anything that can be reproduced and customized and put it in a Microsoft Word format to make it easier for you. Before, everything was in a PDF. You can find the Atlas Series and all the customizable documents in the [IAAP International Library](#). Just click "Membership Booklets" and you're on your way.

Another way we are helping our leadership is by offering a new, monthly educational program to chapters. Coming your way late this summer we'll be building a library of programs that chapters can give to their members. We'll offer a new one each month. We're excited about the opportunities this new service will allow, including the ability to discuss the "program of the month" on our web community with members across the country.

I can't believe EFAM will be here next month. I get energized just thinking about meeting new members and re-connecting with seasoned IAAP members. I know that this time of the year is filled with graduations and weddings, and all the activities that summer brings. Don't let another day go by without registering for EFAM. Register before June 28 to get in on regular registration rates (\$50 savings). [Register today](#). Encourage your members to save even more by booking in the hotel block. Currently the Delta is the only hotel still open. More information is on the website.

See you in Montreal!  
[Regular registration ends June 27. Register today!](#)

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
<a href="#">Pennsylvania Division</a>	<a href="#">462</a>	525	-63
NE Mbr At-Large	478	464	14
Northeast District Totals	2815	3010	-195

## PENNSYLVANIA DIVISION NEWS

### Save the Date - 2012 Pennsylvania Division Annual Meeting; June 22-24, 2012

The 2012 PA Division Annual Meeting will be held in Breingsville, PA (Allentown). Watch *Sketches* for more information.

### 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/May%202011%20Newsletter.pdf>

# HARRISBURG CHAPTER NEWS

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## IAAP/AVERY BOX TOPS CHALLENGE PROGRAM



The Harrisburg Chapter collected 661 boxtops during the 2010-2011 chapter year which were given to Melrose Elementary School in Harrisburg. While the Chapter will probably not win any awards this year, we will continue trying and collecting during the coming year. Remember, even though we may not win an award, we are still providing a valuable service to a school in need. Please continue to save your 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 if we can top 661 and continue to help in our community.

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

## CERTIFICATION UPDATE

### November 2011 exams

**New Candidates:** The new CAP exam and Organizational Management specialty exam will be administered for the first time in November. Both exams will be given on Saturday, Nov. 5. The new CAP exam will be given in the morning, and will be a 4 ½ hour exam. The new Organizational Management specialty exam will be given in the afternoon, and will be a 3 ½ hour exam. To apply for the new Organizational Management specialty exam, you need to already have the CAP rating, or be applying for the CAP rating at the same time as the specialty exam. New candidates will find the Exam Guides for both exams, and the exam Application on the main web site under "Certification."

**Approved Retake Candidates:** Existing candidates who have passed two parts of the current CPS or CAP exams, will have November as their final opportunity to retake and pass their final parts. Approved retake candidates will receive a personalized Registration Form in July. For approved retake candidates, Parts 1-3 of the current CPS and CAP exams will be given on Friday, Nov. 4; Part 4 of the current CAP exam will be given on Saturday afternoon, Nov. 5. Existing candidates who have not passed two parts of the current CPS or CAP exams, will not be eligible to retest under the current exam structure in November.

Questions on the application process? Contact [certification@iaap-hq.org](mailto:certification@iaap-hq.org).

### Preparing for the certification exams

The Exam Guides include general information on the CAP rating and Organizational Management specialty exam, outlines for each exam, bibliography of college texts used to write the exams, tips on how to prepare for the exams, materials that may be used for broad overview, and suggestions on how to start a study group.

Prentice Hall will not have review materials for the new exams, and their current materials do not relate to the new CAP exam outline.

Metcalfe Educational Services **does** have review materials for the new exams. Additional information on contacting Metcalfe can be found in the Exam Guides. Please remember that review materials are not used to write the exams and should be used in conjunction with the college texts listed in the Exam Guides.

# COMMITTEE HAPPENINGS

## **RTF Committee**



Just because the IAAP year is coming to an end doesn't mean your contributions to The Trust should stop!

Visit the website – [www.iaap-rtf.org](http://www.iaap-rtf.org) – to make a tax deductible contribution through the Family of

Givers. It's quick and easy, and you, the Chapter, and the Division all benefit from it.

Your contributions benefit the HSAN (Housing Subsidies for Admins in Need) Program, which is a year-round program.

***Kathie Hook, CPS/CAP, Committee Chair***

# ANNUAL REPORTS

A lot of thought, preparation, blood, sweat, and tears are put into all the activities of the Chapter. Involvement in IAAP begins with you so start by being an active member on a committee. The Chapter needs you – it needs your vision and your vitality.

Each year the Officers and Committee Chairs recap the events of the Chapter year. I hope you take the time to read the Annual Reports they have prepared. The Annual Reports are posted to our Web Community, or just follow the link: <http://www.iaap-harrisburg-pa.org/IAAPHQ/Harrisburg/UploadedImages/Committee%20Assignments/2010-2011%20Annual%20Reports.pdf>

# DELEGATE AND ALTERNATE REPORT PENNSYLVANIA DIVISION ANNUAL MEETING

Take time to read about the happenings at Pennsylvania Division Annual Meeting, May 19-22, 2011, in the Delegate and Alternate reports. These reports will be posted on our Web Community very shortly.

# 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](mailto: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](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](mailto: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

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## TECHNO CORNER

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### Microsoft Office 2010: Ultimate Tips & Tricks

Learn the most out of the latest version of Microsoft Office with the below free guide. Office 2010 includes many improvements over 2007; however these improvements are far from obvious to the average user. This manual points out all the best new features of Microsoft's latest office suite and explains them all in one handy guide. Office 2010 is so expansive that even veteran users will often find that they aren't expert in even half of the capabilities the software offers. Whether you recently purchased Office 2010 or are considering an upgrade, this free guide will be very useful.

<http://www.makeuseof.com/tag/download-microsoft-office-2010-ultimate-tips-tricks/>.

MakeUseOf issue dated 5/2/11, Manual by Matt Smith.

### CHECK THIS OUT

*MeetingWizard*– <http://meetingwizard.com> – With MeetingWizard you can propose dates and times to meeting attendees who are inside or outside of your corporate network. When everyone has responded, you can quickly see which times everyone is available and confirm the meeting with them. MeetingWizard also sends out automatic reminders a day before the event. This tool does not integrate with Outlook so once you've agreed on a time, you have to add the meeting time to your calendar and calendars of those attendees you manage.

It's Free.

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## EDITOR'S COMMENTS

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It has been a pleasure to work with President Debra Feinberg, CAP, this past chapter year. She made the job as Editor so easy. Thank you Deb for your patience and vision.

At our APD event in April, Annette Newcomb, CPS, provided those in attendance with a moment of reflection by Christian D. Larsen that I felt was very fitting. As the 2010-2011 chapter year draws to a close, I leave you with this reflection:

*Be so strong that nothing can disturb your peace of mind.  
Talk health, happiness, and prosperity to every person you meet.  
Make all your friends feel there is something in them.  
Look at the sunny side of everything.  
Think only the best, work only for the best, and expect only the best.  
Be as enthusiastic about the success of others as you are about your own.  
Forget the mistakes of the past and press on the greater achievements of the future.  
Give everyone a smile.  
Spend so much time improving yourself that you have no time left to criticize others.  
Be too big for worry and too noble for anger.  
But be the person you want others to be.*

## 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](mailto:lfarina@dauphinc.org)



# 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®
- Helpies®:**
- Hamburger Helpies®
  - Chicken Helpies®
  - Tuna Helpies®
- 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 Salsa® Mixes

## REFRIGERATED & DAIRY

- Cookies and Bars:**
- Pillsbury® Big Delouse® Cookies
  - Pillsbury® Create 'n Bake® Cookies
  - Pillsbury® Ready To Bake!™ Cookies
  - Pillsbury® Simply Bake® Bars
  - Pillsbury® Simply...™ Cookies
- Breads and Rolls:**
- Pillsbury® Breadsheets
  - 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® Chalk 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
  - 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® 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
- 18-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 & 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

Visit [boxtops4education.com](http://boxtops4education.com) for more great ideas to earn cash for your school!

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# IAAP EVENTS

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# SAVE THE DATE

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



# 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 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> 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](mailto: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)	
<b>ADMINISTRATIVE PROFESSIONALS WEEK/DAY</b> (Tina Mozingo, CPS/CAP)	Plans Administrative Professionals Week Program and promotes the professional image of the administrative professional.
<b>AUDIT</b> (Sandy Moritz, CAP)	Audits all Chapter financial records.
<b>BYLAWS AND STANDING RULES</b> (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.
<b>CERTIFICATION</b> (Vacant)	Stimulates interest and encourages participation in the CPS <sup>®</sup> and CAP <sup>®</sup> Programs and coordinates CPS/CAP Review Classes.
<b>COMMUNITY SERVICE</b> (Annette Newcomb, CPS)	Leads Chapter activities in the field of service to the community.
<b>EXECUTIVE NIGHT</b> (Diane Kunkle, CPS/CAP)	Plans a professional social event to honor the executives we support and who support our membership.
<b>MEMBERSHIP</b> (Lynn Farina, CPS/CAP)	Directs all activities of the Chapter concerned with the recruitment and maintenance of membership.
<b>PROFESSIONAL OUTREACH</b> (Colette Walacavage, CPS/CAP)	Promotes the Harrisburg Chapter and IAAP within the local business community.
<b>PROGRAM (Member Only)</b>	Coordinates Chapter programs.
<b>PUBLICITY</b> (Jan Lang, CPS/CAP)	Publicizes Chapter activities through press releases to the news media.
<b>RETIREMENT TRUST FOUNDATION</b> (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.
<b>SEMINAR</b> (Jan Lang, CPS/CAP, MAGGIE RUFF, CPS)	Plans educational seminar.
<b>SKETCHES</b> (Jessie Grove, CPS/CAP)	Develops Monthly Chapter Newsletter.
<b>WAYS AND MEANS</b> (Dawn Hall, CAP)	Devises and promotes projects to raise funds for the operation of the Chapter.
<b>WEBSITE</b> (Jodi Mattern, CPS, Wendy Snavelly, CAP)	Maintains the Chapter website.

# Farewell – Congratulations – Thank You

Farewell and thank you to our 2010-2011 Harrisburg Chapter President Debra Feinberg, CAP, for her guidance and friendship this year.



President Feinberg and the 2010-2011 Harrisburg Chapter Officers pose for one last picture. Thank you to the Officers for a great year.



Left to Right: President Debra Feinberg, CAP; President-Elect Jena Creter, CAP; Vice-President Vicki Gesford, CPS/CAP; Secretary Stacy Shugar, CPS/CAP; and Treasurer Debra Leshak.

Congratulations and best wishes to the 2011-2012 Harrisburg Chapter President Jena Creter, CAP, and her Officers. The Harrisburg Chapter looks forward to your guidance and visions this year.



Right to Left: President Jena Creter, CAP;  
President-Elect Karen Folk, CAP; Vice-  
President Helen Wallace, CAP; Secretary Stacy  
Shugar, CPS/CAP; and Treasurer Debbie  
Leshak

Congratulations to Juanita Mort, CAP, and Debra Feinberg, CAP, who were elected to the Pennsylvania Division Board for the 2011-2012 Year.



Right to Left: Pennsylvania Division President-  
Elect Juanita Mort, CAP; Pennsylvania Division  
Secretary Debra Feinberg, CAP