



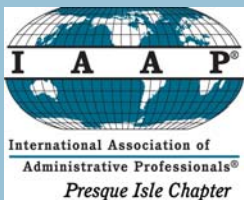
**Presque Isle Chapter
2011-2012 Officers**

- Karen Jendruczak, CAP-OM
President
- Jan Hutchinson
Treasurer
- Barbara Plunkett
Secretary

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- Reservation Flyer
- PAD Meeting Registration Packet



Presque Isle Press

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Presque Isle Press

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President's Corner

Karen Jendruczak, CAP®-OM



Happy Administrative Professionals Week® to everyone! I hope that each and every one of you receives recognition from your employer for everything that you do. You are all Superstars!

As our IAAP® year nears its end, there are many items to complete. Our Member of Excellence submissions are due by June 30, 2012. You can submit your criteria online by going to the IAAP website and selecting Member Resources and then Pathways to Excellence. If you have completed eight of the items on the criteria list, why not go online and fill out your application today. Remember to keep a file with your documentation in case you are audited.

After we attend the PA Division Meeting in June, we will have completed our requirements for Chapter of Excellence. I want to sincerely thank the entire chapter for working so hard to achieve this. This is very exciting for us.

Our 2011-2012 chapter history was requested for submission by April 30, by the PA Division. That information has been submitted so that Patty Dern, PA Division Historian, will have plenty of time to compile them before the PA Division Meeting.

I would also like to thank our chapter members who have stepped up to lead the Presque Isle Chapter for the 2012-2013 year. We appreciate your commitment to the chapter and look forward to your leadership in the coming year.

Karen L. Jendruczak

Karen Jendruczak, CAP-OM
2011-2012 Presque Isle Chapter President



International News

By Karen Jendruczak, CAP-OM

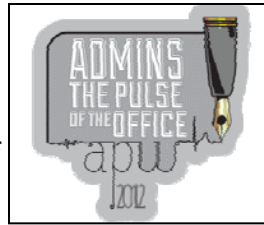
The 70/70 membership drive is working! As of March 31, the association has recruited 1,514 new members. Let's keep the ball rolling and increase that number! IAAP will be publishing the names and chapters of the rock star members who bring in at least two new members.



Don't forget that from now until December 31, 2012, new members can join IAAP at the chapter, division and international level for \$70.

Celebrate 'The Pulse of the Office'

Did you know that U.S. News & World Report recently included being an admin among its top jobs list for 2012, and that this year marks the 60th anniversary of Administrative Professionals Week? Have a wonderful Administrative Professionals Week celebration, April 22-28.



EFAM registration is now available on the IAAP website. Please go to <http://www.iaap-hq.org/events/conferences/efam> for all of the latest details!

PA Division Update

By Karen Jendruczak, CAP-OM

The 2012 PA Division Meeting registration package has arrived. The meeting will be held June 22-24, 2012, at the Holiday Inn Conference Center in Breinigsville, PA..

We hope that as many of you as possible will join us at this meeting. Not only is it a wonderful learning opportunity...the networking is fantastic! And you make so many new friends.

This year's theme is "Celebrating Our Roots." You won't want to miss this exciting opportunity. And Karlana Rannals, CAP-OM, 2011-2012 International President-Elect will be installing the newly elected officers.

We have included the entire registration packet with your newsletter.

Avery Box Top Program

The box top program for 2011-2012 is coming to an end. All box tops must be turned in to International no later than May 15, 2012.

If you haven't sent your box tops to your chosen school yet, now is the time to turn them in and get the form signed. All forms must be signed by your school no later than April 30.

Please bring your signed form to our May meeting so we are able to turn everything in on time.

Calendar of Events 2011-2012

April 23—Cool New Software

May 1 - Chapter Meeting—
Grace Under Pressure

May 5 - CAP and OM Exams

June 5 -Chapter Meeting
Installation of Officers

June 22-24 - PA Division Meeting,
Lehigh Valley

July 22-25-International Education
Forum and Meeting
Grapevine, Texas

May Birthdays



Karen Jendruczak.....21

Chapter

By Karen Jendruczak, CAP-OM

Please join us on **Tuesday, May 1**, at the Mary Porreco House on West 38th Street for our program. Barbara Plunkett will be presenting “Building Trust.” No one can be successful – personally or professionally – without having the ability to establish, build, and maintain trusting relationships. You won’t want to miss it!

Be sure to contact Jan Hutchinson with your reservation.

SLATE OF OFFICERS

I am pleased to announce the Slate of Officers for the 2012-2013 IAAP year.

President—Jan Hutchinson
Treasurer—Barbara Plunkett
Secretary—Jan Gunter

Membership

As we get closer to the close of the 2011-2012 business year, please remember to check your Member of Excellence reporting form to see if you have accomplished everything needed to achieve Member of Excellence status. If not, there is still time to get it finished. Online submissions are due by June 30, 2012.

To go along with the 70/70 membership recruitment drive, current members who recruit at least two new members during this promotion will also receive a **70th anniversary commemorative pin**. Chapters that recruit seven new members and divisions that recruit 14 new members will receive recognition at the 2013 EFAM, as well as a choice between a \$70 IAAP Web Community credit or a \$70 discount on 2013 EFAM registration for a delegate. All the more reason to go out there and start recruiting new members into the Presque Isle Chapter!

CAP & OM Exams

Exam Boarding Passes for candidates approved to take the May 2012 CAP and Organizational Management exams were emailed March 26. If you received the email and have not yet clicked on the link to open your Exam Boarding Pass, please do that right away. If you are taking both exams, you should have received two separate emails with two different links. All candidates must have their Exam Boarding Pass to take the exam.

Best wishes to Jan Hutchinson who is preparing to take these exams!

We're on the Web!
www.iaap-presqueisle.org

UPRIGHT PRESS Writing Tips

This pair is one of the most frequently mixed up in the English language. And it may be due to the fact that the accepted use of these words is gradually changing over time, especially in spoken language. As a business writer, however, you will do well to follow the standard uses explained here.

Use *good* as an adjective before a noun:

I saw a good movie. /

You do good work.

Also use the adjective *good* when it follows a linking verb:

The new office space looks good. / The boss feels good about it.

Use *well* as an adverb to modify an action verb:

The desk fits well in that corner. / The staff members work well together.

But: Use *well* as an adjective (either before a noun or following a linking verb) when talking about matters of health and well-being: Matt was sick but feels well today. / All is well. / Well baby visits are covered under the policy.

Tip: A good dictionary usually offers examples of how to use a word, so look up the word *good* or *well* if you are ever stumped. One of the examples may fit your situation perfectly.

Writing eTips from Upright Press
www.uprightpress.com

Retirement Trust Foundation

Katherine M. Astleford, CAP-OM, EA
Chairman, PA Division RTF Committee



The month of April marks a special time for our profession. As we celebrate the 60th anniversary of Administrative Professionals Day (APD) on April 25th, we look back at a profession that has changed dramatically through the decades. And to our credit, admins have adjusted to the ever changing needs of the business world to continually provide professional and invaluable support through those changing decades.

And for almost as long as APD has been celebrated, since 1958, IAAP members have supported Della Herring's dream of a retirement center for admins -- a dream that came true with the establishment of Vista Grande.

And just as the business world and the role of the administrative professional have changed through the years, so has our need to look ahead at what the focus of the RTF should be so that we can help as many members as possible. Go to www.iaap-rtf.org for more information.



Proud Sponsor of the Presque Isle Chapter,

International Association of Administrative Professionals®



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Phone: 814-870-2000

Web site: <http://www.erieinsurance.com>

Chapter of Excellence 2011-2012 Deadlines

	Criteria	Date Due to PA Division Board	Date Submitted to PA Division Board
1	Chapter submits annual meeting calendar with education and/or training topics to the members with a copy to the division	October 1, 2011	9/15/2011
2	Chapter submits budget and annual financial review/audit report to the members with a copy to the division	December 31, 2011	12/14/2011
5	Chapter develops and/or updates business plan. Chapter submits business plan to members with a copy to the division by April 30, 2012.	April 30, 2012	9/15/2011
3	Chapter holds at least one Membership Drive between July 1 and May 31. Chapter submits completed Membership Drive Evaluation form to Division	June 1, 2012	10/24/2011
4	Chapter holds at least one New Member Orientation between July 1, 2011 and June 25, 2012. (New members in attendance must have joined IAAP during the current IAAP fiscal year.) Chapter submits New Member Orientation Evaluation form to division	June 25, 2012	1/31/12
6	Chapter sends a delegate or submits a proxy (if allowed by division bylaws) to the Division Annual Meeting held in the current IAAP fiscal year.	Verified by Division	
7	Chapter sends a delegate or submits a proxy to the International Education Forum and Annual Meeting held in the current IAAP fiscal year.	Verified by Membership Dept.	7/24-27/11
8	As of June 30, 2012 at least 7% of the chapter members (minimum of 2 members) qualify for Member of Excellence.	June 30, 2012	

7 Simple Ways to Be Happy®

By Sam Glenn

There are many things that can create happiness, but ultimately happiness is an inside job. It is you choosing to be happy. You can't put the weight of your happiness on another person or wait for the weather to be just right. Ultimately, it is you making a choice in the midst of whatever is going on in life to give yourself the gift of happiness by simply making choices that create happiness for you. You may have more to add to this list, but here are some simple ways to speed up your happiness metabolism and start living and feeling happy now.

1. Do what is right.
2. Spend time with people you love and who love you.
3. Let go of what is history.
4. Do what is healthy.
5. Forgive yourself.
6. Step away from the complaint counter.
7. Count your blessings.

Positive Quote of the Month...

Principle #2

Transform your attitude in the same time it takes to shower.

Sam Glenn



I Think My Child Would Be Perfect For the Job!

Tips for determining whether you're acting like a helicopter parent

Congratulations! The day you've been anxiously anticipating has finally arrived; your son is graduating from college! But as the last strains of Pomp and Circumstance fade away, you are seized with a paralyzing notion: what if he can't find a job?

Suddenly, your dreams about the sailboat you can now afford are replaced with nightmares about your son moving back home and planting himself in front of the big screen TV you also intend to buy. Your first instinct is to be proactive. After all, you've always managed to make the way a little smoother for him, so it's only natural you'd want to help with a job search.

Parents can be a valuable resource for their budding employment seekers, bringing experience and wisdom to the table. But problems can occur if you become overly aggressive and attempt to act more like an agent than a mentor. "Helicopter parents," as they're sometimes called, can hover too closely, hindering their child's chances at getting hired. Following are some tips to keep you cruising at a comfortable altitude:

Do offer to read your child's cover letter and resume to provide feedback and give suggestions.

Don't write it for her; an employer can get a more accurate indication of who your child is if he's reading something she wrote herself.

Do practice interviewing with her. Coach her on things like how to answer questions and what she should wear.

Don't go to the interview with him. The sight of parents in the reception area giving thumbs up is a red flag for employers.

Do give advice about when to make follow-up phone calls or inquiries.

Don't have any contact with a potential employer. Your child's resume will end up at the bottom of the stack if you call the hiring manager and ask when she can expect to hear something.

Do keep your eyes and ears open for potential leads.

Don't practice your tech savvy skills by requesting information for your child on an employer's Face Book page. Inquiries should be posted by the job candidate only.

Do offer to be involved. You can be a valuable source of support and encouragement.

Don't let your fear of your child not finding a job and boomeranging back home cause you to cross the sidelines onto the playing field.

You just might end up costing her the game.



Building Trust

By Barbara Plunkett

No one can be successful – personally or professionally – without having the ability to establish, build, and maintain trusting relationships. In truth, trust is the key element in effective communication, gaining commitment, and achieving results. But how do you get others to trust you and your ideas and what do you do if you somehow lose that trust? Can you ever regain it? What’s the secret to getting people to trust you when you have never met them in person or if the relationship is long distance?

April Chapter Meeting
Tuesday, May 1, 2012 at 5:30pm
 Mary Porecco House, Porecco Center
 West 38th Street, Erie, PA

IMPORTANT RESERVATION INFORMATION:

Reservations & Payment: Please contact Jan at 814-217-6083 (w), 814-218-2705 (cell), or jhutchinson@wqln.org by **Monday, April 30th** with your RSVP. **The \$10 fee covers your dinner.** Send payment to Presque Isle Chapter IAAP, PO Box 11444, Erie, PA 16514-1444.

Cancellation Deadline: Cancellations will be accepted until 5pm on Monday, April 30, 2012. **Any cancellations or no-shows after the Cancellation Deadline will not be refunded.**

Please select your dinner and beverage from the attached Tickle’s Deli menu.



~ Reservations & Payment ~ **May 1, 2012: Building Trust**

NAME _____ CPS CAP CPS/CAP

YES, I WILL ATTEND: DINNER PROGRAM BOTH Circle: I need a receipt.

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

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

GUEST EMPLOYER(S) _____

~ Please enclose your check payable to **Presque Isle Chapter IAAP**



2012 Pennsylvania Division Annual Meeting

June 22, 23 and 24, 2012

Celebrating Our Roots



IMPORTANT NOTICE

This is the only mailing you will receive for 2012 PA Division

Only one registrant per form — copy for additional registrants or guests — or register online

First Time Attending PA Division? Yes No (Please type or print clearly)

Would Like To Be Mentored Willing To Be A Mentor # of PA Div. Meetings Attended _____

Member Non-Member CAP CAP-OM

Last Name: _____ First Name: _____ Badge Name _____
Include CAP/CAP-OM if applicable Include Middle Initial First Name (Nickname)

Chapter: Choose an item. IAAP ID #: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Company Name: _____

Company Address: _____

City: _____ State: _____ Zip: _____

Phone # (Home): _____ (Business): _____ (Cell): _____

E-mail Address (Home): _____ (Business): _____

INTERNATIONAL		DIVISION		CHAPTER	
Current Office		Current Office		Current Office	
Past Office	(Highest Position)	Past Office	(Highest Position)	Past Office	(Highest Position)
Years(s) Served		Years(s) Served		Years(s) Served	
Current Committee		Current Committee		Current Committee	
				<input type="checkbox"/> Delegate <input type="checkbox"/> Alternate	

Banquet Choices: Chicken Marsala Cedar Board Grilled NY Strip w/ Dietary Restriction(s)
 w/mushrooms Salmon w/cherry glaze bacon, apple, gorgonzola demi _____

FULL REGISTRATION

\$210 PAD Member \$235 Non-Member/International Member at Large/Guest Total: _____

	Member	Non-Member
Friday Vendor Fair, Seminar and Town Hall Meeting	\$80 <input type="checkbox"/>	\$ 85 <input type="checkbox"/>
Friday Night Evening of Welcome	\$45 <input type="checkbox"/>	\$ 50 <input type="checkbox"/>
Saturday Opening Business Session	\$45 <input type="checkbox"/>	\$ 50 <input type="checkbox"/>
Saturday Recognition Luncheon	\$35 <input type="checkbox"/>	\$ 40 <input type="checkbox"/>
Saturday President's Banquet / Entertainment	\$55 <input type="checkbox"/>	\$ 60 <input type="checkbox"/>
Sunday Breakfast / Closing Business Session & International Workshop	\$25 <input type="checkbox"/>	\$ 30 <input type="checkbox"/>
Sub-Totals Split Registration	\$	\$

After June 1, 2012 please add \$25 for late registration fee

TOTAL – Check made payable to “PA Division IAAP”

\$
\$

Complete form on-line, then print email confirmation, and mail with payment to:

Lynn Nocera, 3451 Fox Drive, Bethlehem, PA 18017 Phone # 610-868-5020 — LNOCERA@rcn.com

Please complete the registration form online at: <http://www.iaaplehighvalley.org/2012-PA-Division-Annual-Meeting-Registration-Form.aspx>



Registration and payment available online



You will receive an immediate “Thank you for registering” and a detailed email confirmation.
 Please print your email confirmation and mail with your check, if not using a credit card.

Registration money must be received by June 15 (sorry, no exceptions). No Cancellations/Refunds after June 15, 2012.



2012 Pennsylvania Division Annual Meeting
June 22-24, 2012

Celebrating Our Roots



HOTEL RESERVATIONS

Reservations may be made by calling 610-391-1000 and asking for the *IAAP PA Division Meeting* rate.
Room Rate \$119.00/Night (plus 6% state and 4% local taxes) Single or Double Occupancy
\$10.00 per each additional person per room up to 4 per room
Holiday Inn Conference Center Lehigh Valley, 7736 Adrienne Drive, Breinigsville, PA 18031
Phone 610-391-1000 — www.hilehighvalley.com — **Hotel Reservation Deadline May 22, 2012**

FULL REGISTRATION INCLUDES ALL EVENTS FOR FRIDAY, SATURDAY AND SUNDAY

REGISTRATION LOCATION and HOURS — PUBLIC ANNEX AREA

Thursday: 5:00PM – 9:00PM

Friday: 7:30AM – 1:30PM

Saturday: 7:00AM – 8:00AM and 11:30AM – 12:00 NOON and 2:30pm – 4:30pm

FRIDAY, JUNE 22, 2012

8:00AM — 11:30AM

Trips and Tours
Separate Registration Form
Bus departs at 8:30AM
Return ETA ???

11:30AM — 2:00PM

Vendor Fair
Pre Lincoln Ballroom

2:00PM — 4:00PM

Roosevelt/Lincoln Ballrooms
Seminar Speaker
Lisa Prosser-Dodds
“Emotional Intelligence: How to Get it, How to Use it and How to Leverage it.” (2 Recert Points)

4:15PM — 5:15PM

Roosevelt/Lincoln Ballrooms
Town Hall Meeting
Forum for all members to participate in discussion about current and future issues facing all levels of IAAP.

6:00PM — 10:00PM

Washington/Jefferson Ballrooms
Evening of Welcome
Casino Night — Open House

SATURDAY, JUNE 23, 2012

7:45AM — 8:00AM

Roosevelt/Lincoln Ballrooms
Credentials Sign-In

8:00AM — 8:15AM

Roosevelt/Lincoln Ballrooms
Delegates & Alternates Briefing

8:30AM

Roosevelt/Lincoln Ballrooms
Opening Business Session
Keynote –Cherry Woodburn
Founder and Principal,
Borderless Thinking LLC
“Powerful Communication Skills for Women – The Confidence Factor.” (1 Recert. Point)

12:30PM

Washington/Jefferson Ballrooms
Recognition Luncheon

6:00PM

Washington/Jefferson Ballrooms
President’s Banquet
Installation of Officers
Entertainment:
Alonzo/Mendez duo

SUNDAY, JUNE 24, 2012

8:15AM — 8:30AM

Roosevelt/Lincoln Ballrooms
Credentials Sign-In

8:30AM — 9:30AM

Washington/Jefferson Ballrooms
Breakfast Buffet

9:30AM — 12NOON

Roosevelt/Lincoln Ballrooms
Closing Business Session and
International Workshop



2011 Avery
Division Prestige Award

REGISTRATION DEADLINE JUNE 15, 2012 — NO REFUND IF CANCELED AFTER JUNE 15, 2012

Please register online at <http://www.iaaplehighvalley.org/2012-PA-Division-Annual-Meeting-Registration-Form.aspx>

Online payment through PayPal or mail completed registration form and check payable to PA Division IAAP to:

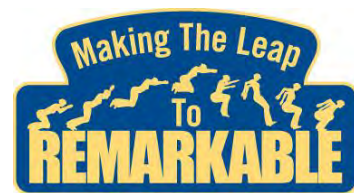
Lynn Nocera, 3451 Fox Drive, Bethlehem, PA 18017

Phone 610-868-5020 — LNOCERA@rcn.com



2012 Pennsylvania Division Annual Meeting
June 22-24, 2012

Celebrating Our Roots



Holiday Inn Conference Center Lehigh Valley
7736 Adrienne Drive, Breinigsville, PA 18031
610-391-1000 — www.hilehighvalley.com

Fast Facts

Reservations

The Holiday Inn Conference Center Lehigh Valley is the host hotel. Reservations may be made by calling 610-391-1000 and asking for the *IAAP PA Division Meeting* rate. Make your reservations prior to the deadline of May 22, 2012 to ensure you receive the appropriate room rate.

- ❖ Holiday Inn Conference Center Lehigh Valley, 7736 Adrienne Drive, Breinigsville, PA 18031
- ❖ Room Rate \$119.00/Night (plus 6% state and 4% local taxes) Single or Double Occupancy.
- ❖ \$10.00 per each additional person per room up to 4 per room.
- ❖ Phone 610-391-1000 and ask for the *IAAP PA Division Meeting* rate. www.hilehighvalley.com
- ❖ **Hotel Reservation Deadline May 22, 2012**

Transportation

Holiday Inn Conference Center Lehigh Valley is located at the intersection of I-78 and Route 100 South, just three miles west of the Northeast Extension PA Turnpike, Exit 56 (Route 476). Lehigh Valley International Airport is located 12 miles from the hotel. Lehigh Valley Industrial Park is 10 miles away, and downtown Allentown is a quick 5-mile drive. GPS Coordinates. N 40° 34' 38.28" * W 75° 37' 31.44

Registration & Credentials

Registration will be located in the hotel registration area.
Registration Hours:

- ❖ Thursday 5:00 PM – 9:00 PM
- ❖ Friday 7:30 AM – 1:30 PM
- ❖ Saturday 7:00 AM – 8:00 AM | 11:30 AM – 12:00 PM | 2:30 PM – 4:30 PM

Registration will not be open during official PA Division Meeting events.

NOTE: Delegates and alternates must sign in at the Credentials Table during the one-half hour immediately prior to the business session on Saturday and Sunday.

Recommended Dress

The recommended dress for the meeting is as follows:

Trips & Tours	Casual (comfortable shoes)
Educational Forum	Business or Business Casual
Evening of Welcome	“Casino Attire” or Casual
Saturday Business Session	Business
Recognition Luncheon	Business
Presidents’ Banquet	Cocktail or “after-five” wear
Sunday Business Session/Breakfast/International Workshop	Business Casual or Casual

The business sessions and workshop will be in an air-conditioned environment; it is suggested that you dress in layers or bring a wrap or sweater.

Hospitality

Visit the Hospitality Room to renew old acquaintances, make new friends, or find a shopping, dining or sightseeing companion. The Hospitality Room is “information central” for both first-time attendees and annual meeting veterans. The Hospitality Room is located at the PUB ANNEX, to the right of the hotel registration area. Light refreshments will be available.

Hospitality Hours:

❖ Thursday	6:00 PM – 9:00 PM	
❖ Friday	7:30 AM – 1:30 PM	5:30 PM – 6:30 PM
❖ Saturday	7:00 AM – 8:00 AM	2:30 PM – 4:30 PM

The Hospitality Room will not be open during official PA Division Meeting events.

Trips & Tours

Bus boarding for the Friday tour will begin at 8:00 AM and will depart at 8:30 AM from the hotel’s main entrance.

Recognition Luncheon and Presidents’ Banquet Seating

There will not be any assigned seating for the Recognition Luncheon. Everyone will “draw” a table as they enter the room. This will allow all members to network with first time attendees. Current chapter presidents and current division officers (and guests as appropriate) will have reserved seating at the Presidents’ Banquet. All others should make their seating arrangements prior to the event. Room layout plans will be available.

Local Area Information

Lehigh Valley Area Attractions near Holiday Inn Conference Center Lehigh Valley

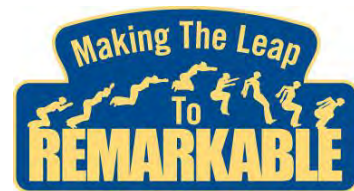
- ABE Lehigh Valley International Airport - 12 miles
- Dorney Park and Wildwater Kingdom - 5 miles
- Blue Mountain Ski Resort - 25 miles
- Bear Creek Ski Resort - 12 miles
- Crayola Factory - 25 miles
- Kutztown University - 9.5 miles
- Lehigh Valley Wine Trail - 2 miles
- Air Products and Chemicals - 2 miles
- Kraft - 2 miles
- Nestle and Nestle Water - 2 miles
- Lutron Electronics - 15 miles
- Lehigh University - 15 miles
- Bethlehem - 15 miles
- Christkindlemarkt - 15 miles
- The Sands Casino - 15 miles
- East Coast Tournament Baseball (ECTB) - 5 miles
- Lehigh Valley Iron Pigs - 8 miles
- Musikfest - 15 miles
- Kutztown Folk Festival - 9.5 miles
- Wheels of Time Car Show - 4 miles
- Muhlenberg University - 5 miles
- Cedar Crest College - 5 miles





2012 Pennsylvania Division Annual Meeting
June 22-24, 2012

Celebrating Our Roots



Holiday Inn Conference Center Lehigh Valley
7736 Adrienne Drive, Breinigsville, PA 18031
610-391-1000 — www.hilehighvalley.com

Color Guard Participation Form



The 2012 PA Division Annual Meeting Planning Committee received a lot of positive comments regarding the Color Guard Procession at past meetings. Therefore, we will once again ask members to participate in the Color Guard Procession during the Saturday morning business session at the 2012 PA Division Meeting.

If you are interested in participating in the Color Guard Procession, please fill out the information below and submit this form with your registration information to Lynn Nocera, 3451 Fox Drive, Bethlehem, PA 18017. **Please provide details explaining why you would like to participate in the Color Guard – e.g., family member currently in the military, to honor a family member who served in the military, etc.**

The Division Board and Planning Committee will review all requests received. The members chosen to participate in the Color Guard Procession will be notified prior to the Division Annual Meeting. Last year's Color Guard Procession was very moving; and we look forward to once again having our members participate in the procession.

Name _____

Contact Information: _____

Email: _____ Phone: _____

I would like to participate in the Color Guard Procession for the following reason(s):



International Association of
Administrative Professionals®
Lehigh Valley Chapter

Car Pool to The Sands Casino in Bethlehem Everyone is a winner at the Sands!

Thursday,
June 21, 2012

6:30 PM-10:00 PM

Mail your slip
back so we know
how many people
are interested in
car pooling. We'll
leave the hotel
lobby at 6:30 PM

Try your hand at:

- * Poker
- * Over 3,000 slots
- * 15 different table games

Browse the shops:

- Nine West
- DKNY
- Ultra Diamonds
- Talbots
- Lenox
- Many More

Check out the entertainment
and web site:

<http://www.pasands.com>

Dinner & Snack Options:

- * Carnegie Deli
- * Food Court
- * Emeril's Burgers & More
- * Emeril's Italian Table
- * Irish Pub



Return this portion of the flyer for the Sands Casino car pool

Name _____

Address _____

Phone _____ Email _____

Mail to Maryann Muschlitz, CAP
940 Hill Crest Lane
Danielsville, PA 18038

For additional information please call
Maryann at 610-837-2946 or 484-695-2817
mmuschlitz@lantabus.com
Sands Casino car pool, Thursday p.m.

Moravian Museum & Historic Bethlehem Shopping



International Association of
Administrative Professionals®
Lehigh Valley Chapter



The Moravian Museum complex includes some of the most important and oldest buildings in the Lehigh Valley. Experience the remarkable stories about early Moravian medicinal practices, communal living, missionary work and a progressive educational system.

Take a ride on the Tijuana Taxi with tables making it easy to sit and converse with your fellow members. Limited to the first 28 that reply. Checkout the websites:
http://www.historicbethlehem.org/index.cfm?organization_id=127§ion_id=1925&page_id=9377
http://www.bethlehempa.org/visit_shopping.html

Date: Friday, June 22, 2012 RSVP by May 15, 2012

Time: 8:30 a.m.— 12:00 p.m.

Cost: \$25.00 (includes driver tip)

Bus will leave the Holiday Inn lobby promptly at 8:30 a.m. (board at 8:15)

Bus will leave Bethlehem promptly at 12:00 noon (board at 11:45 a.m.)

Lunch is own your own in historic Bethlehem or at the Holiday Inn



Return this portion of the flyer with your payment/reservation for the Bethlehem Tour

Name _____

Address _____

Phone _____ Email _____

Amount Enclosed _____

Make checks payable to PA Division IAAP
Mail to Maryann Muschlitz, CAP-OM
940 Hill Crest Lane
Danielsville, PA 18038

For additional information please call
Maryann at 610-837-2946 or 484-695-2817
mmuschlitz@lantabus.com
Bethlehem tour, Friday a.m.

Great opportunity to showcase IAAP. Remember, we are all PA Division Members - **this shirt will work for any occasion!**

IAAP PA DIVISION LADIES SPORT SHIRTS

*Just in time for the
PA Division Meeting*

*The Lehigh Valley Chapter of
IAAP is offering these quality
Ladies Sport Shirts*

Wear your shirt to the Evening of
Welcome and receive **extra**
"money" for your Casino Night
experience!



**DEADLINE TO ORDER
EXTENDED
PAYMENT MUST BE
RECEIVED BY
MAY 11, 2012**

International Association of
Administrative Professionals®
Pennsylvania Division

Ladies 5.6 oz , soft, light blue, short sleeved polo shirt.
Fabric is stain resistant/release and 50/50
cotton/polyester.

Call or email Maryann with any questions
484-695-2817 or mmuschlitz@lantabus.com.

MAKE CHECK PAYABLE TO: PA DIVISION IAAP

MAIL ORDER FORM & CASH/CHECK TO: MARYANN MUSCHLITZ, IAAP LEHIGH
VALLEY, 940 HILL CREST LANE, DANIELSVILLE, PA 18038

***ORDER BY APRIL 15, 2012**

NOT ATTENDING? DON'T MISS OUT ON THIS. ASK SOMEONE TO PICK IT UP FOR YOU. NO SHIRTS WILL BE MAILED.

Women's Shirts – Please indicate quantity and sizes below:

Size	Quantity	Price	Total
Small 6-8		\$25.00	
Medium 10-12		\$25.00	
Large 14-16		\$25.00	
XLarge 18-20		\$25.00	
XXLarge 22-24		\$28.00	
XXXLarge 26-28		\$28.00	
Total of Order			

Name: _____ Chapter: _____

Street : _____ City: _____ State: _____ Zip: _____

Phone Number: _____ email: _____

Total Enclosed: _____

If not attending provide the name of who will pick up your shirt: _____