

IAAP's **VISION** is to inspire and equip all administrative professionals to attain excellence.

September 2010
Issue 37

PASSION & PURPOSE

GOLDEN CORRIDOR CHAPTER

September Meeting Topic

"Stand Out! Build Your Personal Brand for Professional Success"
by *Christy Suerth*

September 16, 2010

6:00 P.M.

Courtyard by Marriott

Board Members

President

JoEllen Pickett, CPS

JoEllen.Pickett@us.bosch.com

708-865-5689

Vice President

Andrea Turner

andrea.turner@motorola.com

847-387-9054

Treasurer

Ann Kuhlmann

ann.kuhlmann@kodak.com

847-758-9879

Recording Secretary

Laura J. Polido

laura.polido@zurichna.com

847-240-4558

Corresponding Secretary

Brigitte Morris

brigitte.morris.sepl@statefarm.com

630-782-3680

Membership Chairman

Linda Clark

linda.2.clark@zurichna.com

847-605-6392

Please send newsletter information to,
Rita Baseleon at

rita.baseleon@comcast.net

The editor reserves the right to edit
submissions for length or content.

www.iaap-goldencorridor.org

LETTER FROM THE PRESIDENT



The Movie: "GCC President Sequel"

The Scene: Last spring when approached by the nominating committee, Barb Turek and Susie Witwicki, asking if I would be interested in being Golden Corridor Chapter President AGAIN, I said 'absolutely'!

This was an easy decision because I love our chapter. As a charter member, I have seen us grow and change. And so far, it seems that this year is all about change.

First, after evaluating some of the logistics with our meeting location, it was time to explore our options. For a number of years we have had a wonderful partnership with Zurich NA in providing our meeting location, but during our search we were presented with a great opportunity to hold our meetings at Courtyard by Marriott, forming a new partnership. We extend our thanks to Kathy Harper, Linda Clark, and all the Zurich members, for helping to make our meetings a great success.

Earlier this summer we were notified by IAAP headquarters of changes in the certification designation and recertification process. At our September meeting, Kathy Harper GCC's certification chair will provide an update.

Our chapter became a part of the IAAP web community. We are very excited about this. As recognized at the June meeting, Ann Kuhlmann and Carol LeDoux have done a great job in getting our site up and we are happy to have Carol as our new Webmaster. Please plan on checking our web site regularly for updates and making your reservations for our chapter meetings.

Another change – our newsletter will be distributed every other month throughout the year. We want to continue to provide our members with relevant content in our newsletter, as well as our web site, and this change will be a positive step in that direction. Please support Rita Baseleon who will continue to publish our newsletter. And remember, if you submit a newsletter article you receive a point for the “member of excellence” program.

In the absence of a Program Committee (more on this a bit later), Andrea and I have developed an exciting line up of programs for the coming year. This newsletter issue has more information regarding the September and October program, but plan on checking back on the Golden Corridor Chapter web page by October 1st for the whole line-up for the year. We hope you will be as excited as we are about our programs.

While I am grateful for this year’s Board and Committee Chairs, we still have open committee opportunities for members to volunteer and serve our chapter.

And last but certainly not least, I’m proud and pleased to announce that Golden Corridor received the 2009-2010 Chapter of Excellence designation for the second year in a row! This is an awesome accomplishment for our chapter.

We have many changes and are building on a great foundation. Please join me for an exciting year as Golden Corridor starts its 14th year with Passion and Purpose.

JoEllen Pickett CPS
Golden Corridor Chapter
President
2008-2009 and 2009-2010 Member of Excellence

2010-2011 Publishing Schedule

Issue Number	Information due to Board/Newsletter Editor	Publication Date
<i>1 – August/September</i>	Aug 19, 2010	Aug 27, 2010
<i>2 – October/November</i>	October 21, 2010	October 29, 2010
<i>3 – December/January</i>	January 20, 2011	January 28, 2011
<i>4 – February/March</i>	March 24, 2011	April 1, 2011
<i>5 – April/May</i>	May 19, 2011	May 27, 2011
<i>6 – June/July</i>	July 18, 2011	July 29, 2011

The GCC is looking to fill 3 open positions. We encourage you to volunteer and get involved to make this year memorable for our chapter.

GCC COMMITTEES

Membership Committee

Chair: Linda Clark CPS/CAP

Direct all activities of the chapter having to do with the recruitment and retention of members.

Educations & Certification Committee: Chair: Kathy Harper CPS/CAP

Stimulate interest and encourage participation in CPS/CAP program. This will include submitting documentation to headquarters to allow GCC monthly meeting attendees to receive recertification points or CEUs.

ByLaws and Standing Rules Committee

Chair: JoLynn Altvatter

Maintain conformity in the chapter bylaws with the International and Division bylaws by proposing amendments and resolutions to the GCC.

Program Committee -

Chair: Andrea Turner, CAP/CPS

Plan and schedule GCC monthly speakers from September to June for GCC meetings. Create monthly program flyers and registration form. Stay in touch with upcoming speakers and obtain audio visual needs for the program. Print handouts for the program.

Audit Committee

Chair: Susie Witwicki

Perform an audit within 45 days of the close of the fiscal year. This will include a written report covering the audit, which will be submitted to the Board/GCC. All records will then be transferred to the incoming Treasurer.

Fundraising Committee:

Chair: Jane Holland

Collect and review ideas for Golden Corridor Chapter fund raising and make recommendations to the Board/GCC.

Nominating Committee

Chair: OPEN

Contact chapter members to inform them of open seats on the Board and solicit nominations.

Community Service Committee -

Chair: Jane Holland

Plan community service projects for the chapter to take part in from September to June.

Chapter Archivist Committee

Chair: Barbara Turek CPS/CAP

Keep all records pertaining to the history of the chapter.

Impact Meeting Planning Committee

Chair: OPEN

Plan a theme for April's Impact meeting to draw new members to attend and see what our Chapter/Organization has to offer.

RTF Committee

Chair: Linda Robinson CPS/CAP

Provide awareness of the Retirement Trust Foundation (RTF) to chapter members, act as liaison between IMP Illinois Division RTF Chair and Golden Corridor Chapter regarding RTF activities and communication, and encourage participation in RTF Fundraising events.

Strategic Planning Committee

Chair: OPEN

Create a planning strategy to increase membership, guide for future leadership and outline to guarantee on-going GCC member satisfaction.

Newsletter Committee

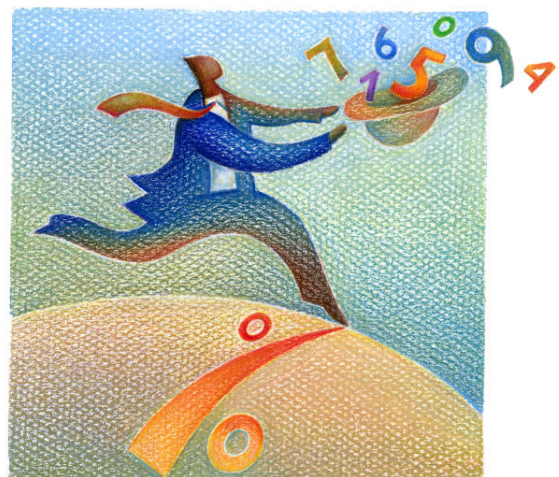
Chair: Rita Baseleon

Gather information pertaining to our profession and prepare the Chapter newsletter to distribute to all GCC members six times a year.

Website Committee

Webmaster: Carol LeDoux

Keep website current with chapter information and events.



WELCOME TO THE 2010-2011 GCC BOARD OF DIRECTORS



THANK YOU TO EVELYN AND HER BOARD OF DIRECTORS FOR ALL THEIR HARD WORK



NEWS FROM VP AND PROGRAM CHAIR

Sneak Preview: September and October Program

Those of you at the June chapter meeting heard that I had received news that I was soon losing my job at Motorola. This was a shock to many, but not as much as it was a shock to me. No matter how much you prepare for this news, it is really devastating when it finally happens. Yes, I knew with the reorganization that our organization was undergoing, that this was a possibility. I can't imagine how I would have reacted if this came out of the blue, as some of my peers have experienced.

Over the past few years, I have with conscious effort, been working on my own 'brand' so that if I was ever in the position to look for another job, I would have as many resources in place. I took on leadership roles in the chapter, didn't ignore the benefits of social networking, and even took care of some health issues (knee replacement surgeries) so that I could be as active as my job demanded. In the last couple of months, I worked on my resume and put together my Career Portfolio. I am not sure if any of these things or if the whole package helped in my receiving a job offer one week prior to my 'last day', but I know that having done all this helped and I was able to present myself with the confidence as an executive administrative professional.

So, you may understand my inspiration when I was brainstorming a topic for our first meeting. I'm excited to announce that our September 16, 2010 program will be **"Stand Out! Build Your Personal Brand for Professional Success"** by **Christy Suerth**. Christy has 20 years of experience as a HR professional and a solid record of achievement working with business leaders and adding value to organizations. Learn how to stand out from the sea of competition. Manage your own career path and reap the benefits of job advancement, financial gain, competitive edge, and fun and passion in your career!

On October 21, we are honored to have Pat Canavan, Canavan Consulting L.L.C. and former Senior VP Global Governance at Motorola, present **"How to Connect Your Personal Life Goals with the Reality of Your Job"**. Mr. Canavan's experience in bringing the lessons from a career in high technology, building Boards of Directors, creating and implementing regional and global strategies in Central and Eastern Europe, Middle East and Africa, Latin America and Asia Pacific, and recruiting and developing leadership teams for a Fortune 50 company are all brought to the practice.

Golden Corridor Chapter meets on the third Thursday of each month from September through June, with the exception of December. We look forward to welcoming our Illinois Division chapter members at our meetings.

Andrea Turner, CPS/CAP
Vice-President & Program Chair

Pathways to Excellence



As you read in JoEllen's 'President's Message', the Board of Directors is very pleased to have (again) attained the Chapter of Excellence for 2009 – 2010.

This achievement not only awarded our chapter with another banner patch and \$150 that we were able to apply to our web site subscription, but it benefits each member in providing 'bragging rights'. Being a member of a Chapter of Excellence is a strong argument for our members to present to their employers to continue to support their membership in a professional organization that has achieved this designation. Potential members may also consider this when deciding on membership to a professional organization.

The 2010 – 2011 Board of Directors will make every effort to attain this award at the end of our membership year, but it will not be up to us alone. Participation at meetings, on committees, every little bit that each of you can do will help to achieve each of the necessary criteria for our continued Chapter of Excellence. Please join us as we CoE for Three!

**Submitted by: Andrea Turner, CPS/CAP
2009 – 2010 Member of Excellence**

QUINTESSENTIAL CAREERS: YOUR JOB SKILLS PORTFOLIO: GIVING YOU AN EDGE IN THE MARKETPLACE

by *Randall S. Hansen, Ph.D.*

http://www.quintcareers.com/job_search_portfolio.html

An old job-hunting tool is making a big comeback. For years, graphic artists, journalists, teachers, and other creative types have used career portfolios while job-hunting, but it is only recently that the idea has caught on for all types of job-seekers.

What is a job skills, job-search, or career portfolio? It is a job-hunting tool that you develop that gives employers a complete picture of who you are — your experience, your education, your accomplishments, your skill sets — and what you have the potential to become — much more than just a cover letter and resume can provide. You can use your career portfolio in job interviews to showcase a point, to illustrate the depth of your skills and experience, or to use as a tool to get a second interview.

This article will show you how to develop your job-search portfolio, key elements to consider in developing your job-search portfolio, and the best resources to explore job-search portfolios in more depth.

Your biggest time commitment will be the initial development of your portfolio, but once you've developed it, keeping it current and up-to-date should be fairly easy. Your two biggest decisions in developing your portfolio are determining the format of the portfolio and the organization of the portfolio.

Most experts agree that the portfolio should be kept in a professional three-ring binder (zipper closure optional). You should include a table of contents and use some kind of system — such as tabs or dividers — to separate the various parts of the portfolio.

Besides the traditional portfolio, if you have access to space on a Web site, you should also consider developing an online Web-based portfolio.

Once the development is complete, you then have to gather, write, copy, and assemble the material that goes in the portfolio. This process will not only result

in a professional portfolio, but should help you be better prepared for your job search.

So, what types of things go in a portfolio? Here are the basic categories. Don't feel you need to use these exact ones for your portfolio. The key to remember as you contemplate these items is that you want to give reasons for the employer to hire you -- you want to showcase your education and work experience by showing examples and evidence of your work, skills, and accomplishments.

1. **Career Summary and Goals:** A description of what you stand for (such as work ethic, organizational interests, management philosophy, etc.) and where you see yourself in two to five years.
2. **Professional Philosophy/Mission Statement:** A short description of the guiding principles that drive you and give you purpose. Read more in our article, [Using a Personal Mission Statement to Chart Your Career Course](#).
3. **Traditional Resume:** A summary of your education, achievements, and work experience, using a chronological or functional format. If you need help developing a resume, visit [Quintessential Careers: Fundamentals of a Good Resume](#).
4. **Scannable/Text-Based Resume:** A text-only version of your resume should also be included. More information about this type of resume can be found at: [Quintessential Careers: Scannable Resume Fundamentals](#).
5. **Skills, Abilities and Marketable Qualities:** A detailed examination of your skills and experience. This section should include the name of the skill area; the performance or behavior, knowledge, or personal traits that contribute to your success in that skill area; your background and specific experiences that demonstrate your application of the skill.
6. **List of Accomplishments:** A detailed listing that highlights the major accomplishments in your career to date. Accomplishments are one of the most important elements of any good job-search. Read more in our article, [For Job-Hunting Success: Track and Leverage Your Accomplishments](#).
7. **Samples of Your Work:** A sampling of your best work, including reports, papers, studies, brochures, projects, presentations, etc. Besides print samples, you can also include CD-ROMs, videos, and other multimedia formats.

Continued on next page

QUINTESSENTIAL CAREERS: YOUR JOB SKILLS PORTFOLIO: GIVING YOU AN EDGE IN THE MARKETPLACE (CONT'D)

8. **Research, Publications, Reports:** A way to showcase multiple skills, including your written communications abilities. Include any published papers and conference proceedings.
9. **Testimonials and Letters of Recommendations:** A collection of any kudos you have received — from customers, clients, colleagues, past employers, professors, etc. Some experts even suggest including copies of favorable employer evaluations and reviews.
10. **Awards and Honors:** A collection of any certificates of awards, honors, and scholarships.
11. **Conference and Workshops:** A list of conferences, seminars, and workshops you've participated in and/or attended.
12. **Transcripts, Degrees, Licenses, and Certifications:** A description of relevant courses, degrees, licenses, and certifications.
13. **Professional Development Activities:** A listing of professional associations and conferences attended -- and any other professional development activities.
14. **Military records, awards, and badges:** A listing of your military service, if applicable.
15. **Volunteering/Community Service:** A description of any community service activities, volunteer or pro bono work you have completed, especially as it relates to your career.
16. **References List:** A list of three to five people (including full names, titles, addresses, and phone/email) who are willing to speak about your strengths, abilities, and experience. At least one reference should be a former manager. Read more in our article: [The Keys to Choosing and Using the Best Job References in Your Job Search](#).

And remember . . . once you've created your job search portfolio, be sure to take it with you to all interviews and use it as a tool to getting job offers.

Submitted by: Carol LeDoux

QUINTESSENTIAL CAREERS: SCANNABLE RESUME FUNDAMENTALS: HOW TO WRITE TEXT RESUMES

by Randall S. Hansen, Ph.D.

http://www.quintcareers.com/scannable_resumes.html

The purpose of a text-based or scannable resume is the same as that of a traditional resume -- to help you find a job! But, the design and format of a text resume is quite different than a traditional resume -- and it's vital for job-seekers to know how to prepare a text resume.

This guide takes you through the steps of developing a text resume and ends with a comparison of a traditional resume and the resulting scannable (and email-enabled) version of that same resume.

Remember that a resume summarizes your accomplishments, your education, and your work experience, and should reflect your strengths; however, a text resume should not have any of the formatting that is often done in traditional resumes.

Many companies, especially high-tech companies, use databases to quickly and efficiently match job openings with qualified job-seekers. Searches are done using keywords and phrases that describe the skills and education required for the position, thus when writing a text resume it is extremely important to use terms and familiar industry acronyms (jargon) that describe your skills and experience.

Finally, keep in mind that a text resume has the same major headings as a traditional resume: a header that includes your name, address, and phone number; qualifications summary or job objective; work experience; education, including your degree(s), honors, and activities; and any specialized training and certifications. Use a traditional format; do not use multiple columns.

With all this background in mind, here are the main guidelines to writing a text resume.

Continued on next page

QUINTESSENTIAL CAREERS: SCANNABLE RESUME FUNDAMENTALS: HOW TO WRITE TEXT RESUMES (CONT'D)

First, the format:

- Use one of the standard serif or sans serif typefaces, such as Courier, Times, Helvetica, Futura, Arial, Optima, Palatino, Univers. Avoid using decorative fonts.
- Use a normal type size, usually in the range of 11 to 14 points.
- Maximum number of characters per line is 65 (partly dependent on type size).
- Avoid any kinds of graphics or shading.
- Keep formatting simple. Use all caps for major headings, but avoid bolding, italicizing, and underlining.
- Do not use bullets or lines.
- Left justify text.
- If your resume is more than one page, place your name at the top of each additional page.
- Print your resume on a high quality laser printer or inkjet. Do not use a dot matrix or low quality printer.
- Use only white or a very pale color paper -- in standard letter size (8 1/2 x 11).
- Always send original copies.
- Try to mail or deliver your resume in a flat envelop or by fax. Do not staple multiple page resumes.

And now to the content:

- Include your major and minor, as well as your college degree(s).
- Include key skills and certifications, using industry standards to identify each.
- Use industry or job-specific keywords that employers might use to find candidates for the job you are seeking.
- While action verbs are still important, you **need** to add key phrases and nouns that could be used as search terms by your potential employer. Examples of phrases include "under budget," "surpassed goals," and "successfully developed." Examples of nouns include "HTML programming," "results oriented," "professional selling," "account manager," "marketing research,"

"strategic planning," and "certified public accountant (CPA)."

- After your objective, you might consider adding a "summary of accomplishments" section that focuses on results you achieved in your field rather than specific duties and responsibilities. A "Key Skills" section is also an option. The idea behind this section is to allow you to use more of the words, phrases, and jargon that resumes may be searched with by the potential employer.
- Use common abbreviations (such as BS for a bachelor of science degree) and maximize use of industry jargon (such as CAD for computer-assisted design), but when in doubt, it is best to use both abbreviations and write it out.

Ready to see a comparison between a traditional (though Web-based) resume and the resulting text/scannable resume?

- [Traditional Resume Sample](#)
- [Scannable Resume Sample](#)

Many companies list the specific guidelines for submitting text-based resumes on their Websites, so once you've developed your basic scannable resume, you should check each potential employer's Website. For example, here are the [guidelines from Johnson & Johnson](#).

For other Web-based resources on scannable resumes -- and resume-writing in general, visit our large collection of [Resume Resources](#).

For some helpful books about text resumes -- and all types of resumes, visit the [Quintessential Careers Resume Bookstore](#).

Submitted by: Carol LeDoux



A GOLDEN MOMENT

Do you have something interesting you want to share with your fellow members? This is the place to get it printed for no charge. We are always looking for human interest stories and professional topics/tips besides of course, any open position within your company. We want to put the Golden Spotlight on our members.

If you submit an article you will get points for the Member of Excellence.

Please send to Rita Baseleon, our newsletter editor, at rita.baseleon@comcast.net.

SEPTEMBER ANNIVERSARIES

Ann R. Kuhlmann	9/1
Elizabeth A. (Betty) Clinton, CAP	9/1
Evelyn Szalkowski	9/1
JoEllen Pickett, CPS*	9/1
Laurie Wille	9/1
Sharon Greenwald	9/1
Sherry K. LaCerra	9/1

* Charter Members

IMPORTANT DATES

October 17-20, 2010	Certification Conference Louisville, Kentucky
April 24-30, 2011	Administrative Professionals Week
April 27, 2011	Administrative Professionals Day
May 20-22, 2011	Illinois Division Annual Meeting Moline, Illinois
July 24-27, 2011	EFAM, Montreal, Quebec

NEW MEETING LOCATION

After many years of a great partnership with Zurich, we have decided to change the location of our chapter meetings.

We are pleased and excited to announce a new partnership with Courtyard by Marriott, 1311 American Lane, Schaumburg, Illinois. It is conveniently located behind The Entourage and only about a block away from Zurich.

Anyone need help downloading Avery Templates – Contact Carol LeDoux.

MICROSOFT OFFICE TIPS

I would like to have a section in the newsletter for Microsoft Office Tips. Please send them to Rita Baseleon at rita.baseleon@comcast.net. These tips will be printed in every edition of our newsletter.

Here's a tip submitted by Carol LeDoux

Mathematics dictates a protocol of how formulas are interpreted, and Excel follows that protocol. The following is the order in which mathematical operators and syntax are applied both in Excel and in general mathematics. You can remember this order by memorizing the mnemonic phrase, "Please excuse my dear aunt Sally".

1. Parentheses
2. Exponents
3. Multiplication and Division
4. Addition and Subtraction



2010 – 2011
GOLDEN CORRIDOR FOOD DRIVE
Jane Holland, Committee Chair

COMMUNITY SERVICE:

Our Community Service project last year was collecting non perishable food items for local food pantries. Golden Corridor Chapter members were very generous and, as a result, we were able to help sustain some local pantries. For 2010-2011, the Board has again agreed to continue our Food Pantry support.

As we begin our Golden Corridor journey this year, I was racking my brains to put together a meaningful message to present to you to encourage you to continue to participate in our year long suburban food drive. There is no shortage of area listings for locating food pantries and numerous pages of statistics on the Internet. There are also several reader responses criticizing the U.S. policy of providing life-saving food and clothing to Haiti and other countries when people in our own backyards are in need. For example, I saw a response from "Handmethebarbag" who believes people are CHOOSING not to buy food and instead are buying TVs and CDs. *Really?*

The reality is that poverty is the root cause of hunger and poverty is caused by a lack of sufficient income due to high unemployment as well as those underemployed. There is also an element of the population, such as children and senior citizens, who have no control over their destiny. Many of those who utilize a food pantry today believe their current need is temporary and one day they will again be in a position to donate back to the pantry. The need to support our local food pantries is not going to go away soon.

Please, if you are able to give, continue to be as generous as you've been in the past.

We are also planning a clothing drive, potentially in May, to help support WINGS (Women in Need Growing Stronger). Details will follow at a later date. If you would like to help out, please let me know.

Thank you for your continued support of our Community Service programs.

Submitted by Jane Holland



Support GCC Fundraising



IT'S THAT TIME AGAIN....

What haven't we pitched yet ????

Spa party – been there; done that.

Holiday candles – nope; did that one too

Candy – finger lickin' good – but we've done this one too

Trail Mix – I went **NUTS** trying to keep up with this one

For the last several years, we have not had a regular Chapter meeting in December. December is a busy month with shopping, decorating, planning and attending holiday parties and religious events.

To fill the gap between our November and January meetings we are planning a non-meeting event such as a potential Prime Outlets Shopping Trip in early December (12/4) or a "Golden Delicious Progressive Fest" event. I am in the process of investigating pricing costs and logistics. When you fill out your survey for September's Chapter meeting, please also indicate if you would support these types of fundraising events.

We are also planning our Impact/Membership meeting during APW month but this is generally not considered a fundraiser since we do not realize any profits from this event.

Other fundraising activities this year will include Carson's Community Day coupon book sales. This year's sale date is Saturday, November 13th. The program committee is also organizing a workshop at NIU and a mock CPS exam.

We need your help to make our fundraising efforts a success. Please plan on participating in these events.

Thank you.

Contact Jane Holland (Fundraising Chair) for more details at jane.holland@dentsply.com or call me at (847) 640-4900.





What is the Box Tops Challenge?

The IAAP/Avery “Box Tops Challenge” program is available to IAAP chapters only as a community-based initiative. The program provides chapters with a recommended community service program to support local schools through the Avery “Box Tops for Education” initiative in accordance with the Avery program parameters.

The incentive program contains the following:

- An education grant in the amount of \$2,000 will be provided by Avery to the chapter (less than 40 members) and to the chapter (40 members and over) that collects the largest number of Box Tops coupons in support of the program. An education grant in the amount of \$500 will be provided by Avery to the chapter (less than 40 members) and to the chapter (40 members and over) collecting the second largest number of Box Top coupons in support of the program. All Box Tops coupons, not just those from Avery products, will be eligible. These four chapters will be recognized following the Avery Great Results awards program at EFAM.
- The program will run from July 1st to April 30th each year.
- Chapters will report year-end collection results to IAAP between May 1st and May 15th supported by a completed and signed **Redemption Form**.
- Each participating IAAP chapter president will identify a program coordinator to receive program information from the chapter president and assist with year-end reporting and local public relations.

Identify a local elementary or middle school in your community (check out www.localschooldirectory.com for a listing of all schools in your area)

Have your Chapter’s Box Tops program coordinator contact the school and ask to speak to their Box Tops for Education coordinator. Let them know you want to support their school!

Start clipping and collecting coupons. Involve your company/organization, place of worship, health club, family and friends.

Complete the **Redemption Form**, deliver your coupons and make a difference. Don't forget to participate in the **Avery BoxTops Challenge discussion group** to learn what other chapters are doing to make their program a success!

- While the Box Tops for Education program is not available in Canada, Canadian chapters may “adopt” a US school to support.
- Avery will provide each participating IAAP chapter with a certificate of appreciation
- Avery will include an “honor roll” listing of those chapters participating in the Challenge at their Office Expo booth in upcoming years at the IAAP Education Forum and Annual Meeting.
- A **brochure** and **PowerPoint presentation** are also available to chapters to help educate members about Avery's Box Tops for Education program.
- Please also **subscribe to the Avery Box Tops Challenge discussion group** to discuss with other chapters best practices for managing your Box Tops program.

For questions about the Avery Box Tops Challenge, please contact Maureen Tarango, Consumer Development Specialist, at 800-556-0786 or by email at iaap-officeproducts@averydennison.com



AVERY BOX TOPS CHALLENGE

Avery has partnered with IAAP in a new program, “Box Tops Challenge.” This program is available to IAAP chapters as a community-based initiative to support local schools. Chapters with more than 40 members that collect the largest number of Box Top coupons will receive an education grant in the amount of \$2000 as first prize and a \$500 education grant as second prize. The program is described in detail in the newsletter.

Avery Dennison in Schaumburg is already collecting Box Tops for St. Huberts in Hoffman Estates. Carol LeDoux has invited Golden Corridor members to join in supporting this effort. The Box Tops for Education Program began last year but this is the first time Avery is partnering with IAAP chapters nationally and offering additional rewards. Avery is the only office supply manufacturer who can offer this program for Box Tops for Education.