



*Turning Jobs
Into Careers®*

The Rock Hill Area Chapter Newsletter

VOLUME IV, ISSUE 3

JANUARY/FEBRUARY 2008

International Association of Administrative Professionals ®

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APW/APD

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Carolyn Smith CPS

Communications

Christine Shope

Membership

Debi Burt

Professional Development

Colleen Siggins CPS/CAP

Programs

Lavette Walden CPS/CAP

Yearbook

Carolyn Smith CPS

A Message from the President

The holidays have given us a much needed break and now we must get back on our "Path to Professionalism." Our journey continues with developing our relationship with the York County Regional Chamber of Commerce, Administrative Professionals Day®, and electing our officers for next year. Our journey doesn't end in June; we must look toward our chapter's future. I encourage each of you to seek at least one position in the chapter next year.



Involvement in the chapter is important to keep the chapter vibrant and ensures its longevity. Your leadership keeps our chapter moving forward as you continue to develop yourself personally and professionally.

In the next six months, we have several goals to achieve and the committee chairs are working diligently to ensure we achieve them. Committee chairs are always open to members willing to lend assistance for any particular venture.

Our South Carolina Division President, Rosalie Dellenbach CAP, will visit our chapter in February to discuss the paths she took to become president of our division. This is a great opportunity to gain first-hand knowledge of what it takes to become a leader and the steps you can take to participate on the divisional level.

I look forward to continuing on our journey to strive for professionalism with you.

Lavette Walden CPS/CAP

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Administrative Professional of the Month Award



Pat Padgett was selected as the Administrative Professional of the Month for November 2007.

Congratulations Pat!

Family News

Chapter member, Pat Padgett, is a proud new grandparent! Pat said, "Our daughter, Dee Dee, gave my husband and myself our first grandchild, a granddaughter, Raelyn Jolee Oliver. She was born on Saturday, December 22, 2007 at 3:11 p.m. She was 8 lbs. and 19-3/4" long. My daughter and her family live in Edgemoor, SC and all are doing well."



Featured Speaker

Dean Jack Bagwell of York Technical College in Rock Hill, spoke to us on "Critical Thinking" at our January 8th chapter meeting.

Our speaker and topic for next month will be Rosalie Dellenbach CAP, "My Pathway to SCD President".



Leadership Skills for Admins in a Collaborative Workplace - March 3-5, 2008



Charleston Marriott Hotel
Charleston, SC
Check website for details.



Speaker: Wilney Audain

2008 SCD Annual Meeting - May 16-18, 2008

Holiday Inn Charleston Airport and Convention Center
5264 International Blvd
North Charleston, South Carolina 29418
Telephone (843) 576-0300
Toll Free (800) HOLIDAY (465-4329)
www.holiday-inn.com/chastnairport

Nightly Rates (plus 12.5% tax):

King (one king bed) - \$129
Double Queen (2 queen beds) - \$129
Jr. Suite (one king bed, one sleeper sofa) - \$149
Executive Suite (one king bed, one sleeper sofa, wet bar,
2 baths) - \$159

When making your reservation, you may need to specify the block code of "AAP" or the block ID of "37734". Our room block is under the name International Association of Administrative Professionals.



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CAP® / CPS® Exam Deadlines

MARK YOUR CALENDARS !!!

EXAM

May 2-3, 2008

November 7-8, 2008

DEADLINE

February 15

August 15, 2008



Happy Birthday!

January 12 Lavette Walden CPS/CAP
 February 17..... Elaine Johnson

Happy Anniversary!

Debi Burt — 1 year
 Babette Sabia CAP - 16 years

Calendar of Events

February 12 Chapter Meeting: Rosalie Dellenbach CAP—"My Pathway to SCD President"
 March 3-5 Leadership Skills for Admins - Charleston, SC
 March 11 Impact Meeting
 April 22-28 Administrative Professional Week
 May 2-3 CPS®/CAP® Exams
 May 13 Chapter Meeting: To be announced

Office Tips

Word Tips and Tricks

Creating electronic forms in Word

If you're still using Word's bullet symbols to create check boxes for printed forms, it's time to kick it up a notch. Word enables you to create interactive forms that can easily be shared with others and completed electronically. To create an electronic form, first create a new, blank template or document. (Tip: Frequently used forms are best saved as templates in a network folder or in the user templates folder on your hard drive. Single-use forms or forms that will be distributed via email are best saved as documents.) Next, choose View | Toolbars | Forms from the menu bar to display the Forms toolbar. Design your electronic form just as you would a printed form; however, instead of using tabbed underlines or the like for textual form blanks, click the Text Form Field button on the Forms toolbar to insert a text form field. Similarly, instead of using bullets or symbols to simulate check boxes, click the Check Box Form Field button on the Forms toolbar. You can even add a dropdown list that contains answers to multiple-choice style questions. To do so, on the Forms toolbar, first click the Drop-Down Form Field button, and then click the Form Field Options button. In the Drop-Down Form Field Options dialog box, type one of the choices you wish to appear in the dropdown list in the Drop-Down Item text box, and then click Add. Repeat this process for each item you'd like to add. Use the Move buttons to reorganize the list order if necessary, and then click OK when you've finished.

Once your form is completed, you must protect it so that other users can fill it in. To protect the form, click the Protect Form button on the Forms toolbar. This protects your form elements so that users can add or modify the contents of the form's form fields, but they can't modify any of the form's other information. (Tip: If you'd like to password-protect your form, choose Tools | Protect Document from the menu bar, choose the Forms option button in the Protect Document dialog box, and then provide and confirm your password as prompted.) Save the form as you would any other template or document, and then distribute it as desired.





Fundraisers

You can help increase the funds of our chapter through purchases of Current products. Each season the items change; so if you do not find anything you'd like to buy when you check their website, try again a few months later. Purchases can be made at www.currentfun.com, and our chapter will receive 50% of the total order before shipping and handling charges. After signing onto the website, click Start Shopping Now, make your selections, then select SC and Rock Hill Area Chapter IAAP upon checkout. Tell your friends and family members about this opportunity to help our chapter.



Membership

Debi Burt

I am happy to announce that our membership is growing again. What a great way to start off the year! We are now 15 members strong.

Make sure to attend our February 12th meeting to welcome our newest member, Babette Sabia CAP. Babette works for Abbott Laboratories and transferred to our chapter from New Jersey.



We have incorporated a recognition program into our monthly meeting called the Administrative Professional of the month. I am proud to announce our winner for the month of November was Pat Padgett. Congratulations to Pat!

Don't forget to sign our notebook each month stating seminars, classes attend, etc. to help us keep track of our points for the SCD President's Award. Each of us has a page for gathering this information in the notebook at each meeting.

The Build-A-Basket program was introduced at our July meeting. Each month an item is added and a drawing will be held at the Annual Meeting in June to announce the winner. Currently the items are: *Off the Cuff*, *What to Say at a Moments Notice by Anne Cooper Ready*, 2 beautiful glass photo frames, a large orange pumpkin scented candle, and a super sized IAAP Chapter coffee cup. At our January meeting we added an executive journal and matching address book. What will be added for February? You'll just have to attend to find out.

Don't forget our motto; Mentoring Our Members. Please encourage fellow members to attend meetings and keep in touch during the month. It takes all of us to keep our Chapter growing. Each and every member is a very important part of our organization.

Debi Burt – Membership Chair

Chapter Meetings

Held the 2nd Tuesday of each month

Program/Business Meeting: 6:30pm

Location: SC School for the Deaf & Blind
197 Piedmont Blvd, Suite 202
Rock Hill, SC 29730

The Rock Hill Area Chapter was chartered in June 2003 and promotes professionalism through continuing education, chapter programs, and networking for administrative assistants.

The chapter is one of 14 chapters of the South Carolina Division.

To get additional information about the chapter or discuss membership, contact Debi Burt at (803) 324-7223 or via email, dburt@scsdb.org.

WE'RE ON THE WEB!



WWW.ORGsites.COM/SC/IAAP-ROCK-HILL

Chapter Chairs Contact Information

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Programs

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Communications/Newsletter Editor

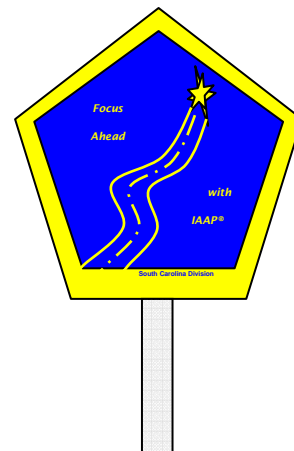
Christine Shope: cshope@comporium.net

Professional Development

Colleen Siggins: colleen.siggins@twcable.com

Companies Represented in the Chapter

- Communities in Schools of Charlotte
- Time Warner Cable
- York Technical College
- Family Trust Federal Credit Union
- Professional Protection Incorporated
- Citicorp Trust Bank, fsb
- First Presbyterian Church
- South Carolina School for the Deaf and the Blind
- Blanchard Machinery Company
- Winthrop University
- Abbott Laboratories
- **This space reserved for your company!**



Focus ahead with IAAP!