As I write my first message as your Board Chairperson, I must restrain my excitement a bit and try to focus on the business at hand. You see, after being an avid fan of the Green Bay Packers for over 55 years, I am now going to attend my first Super Bowl to see my two favorite teams (how is that for a politically correct statement?).

Most importantly, I will be rooting for a great football game and secondarily I will be rooting for the Green Bay Packers; in either case, I think I am too excited to be disappointed.

Now to the business at hand... after conducting my first Board of Director's meeting in January, my anxiety over accepting the chairman position is now past and January 22 has somewhat instilled itself as a historical moment for NMA. It marked the first time in recent history that the Board meeting was held to one day and in our home location, the NMA headquarters building in Dayton, OH.

Months before, I discussed these changes with Steve Bailey and Sue Kappeler. Not too surprising to me, the entire staff took the idea and ran with it, developing an efficient agenda that met my needs. Thus, we conducted all our business in one day and without a loss of creative and energized dialogue by our directors, officers, and staff. With the meeting held at Headquarters, the staff was able to show off their culinary skills and the food was great...thank you staff!

All of our meetings and discussions revolved around the theme of “Sustaining and Building NMA,” producing an avalanche of creative ideas over Professional Development product strategies, important enhancements to our ever-changing Community and Communications committee processes, and numerous integrated actions that span Association Development & Services and the other committees. To make (Continued on page 2)

Inside this issue:

- Swap-N-Shop 3
- Books and Beasties 3
- Charity Drive 4
- Veteran’s Night 5
- Tech Tips 6
- How to Fly a Career 7
- ICPM Offers Scholarships 8
- West Leadership Conference 9
- East Leadership Conference 9
- 2011 New Membership Offer 10
- SCAC Celebrates 11
- Test Your Management Knowledge 11
- 2011 Dates to Remember 12

Special points of interest:

- “Sustaining and Building NMA” by Bill Kitchen, 2011 NMA Chairman of the Board
- “One Only Needs to Participate.” by Alisa Bennett, Blue Cross/Blue Shield of MI
- “The Slippery Slope of Leadership” from the Breaktime Editor
Bill’s Message of “Sustain and Build NMA” continued

(Continued from page 1)

an understatement, it was amazing to watch how the committee chairs took their pre-established agendas and tailored them to focus on the “Sustaining and Building NMA” theme. As these ideas begin to mature, I will share them with you in a future “Breaktime” article.

We also did some planning for the upcoming Leadership Development Conferences (LDC’s) in Anaheim, CA, and Savannah, GA. I plan to attend both and urge you to make your own arrangements to attend as I want to meet as many NMA members as possible; especially the newly elected officers. These conferences are extremely valuable to new incoming officers and some new subjects are being added to “teach” the seasoned NMA member some new information. To receive complete details, go to http://nma1.org.

I cannot close without recognizing the NMA staff in Dayton. Throughout my career I have had the privilege to manage and associate myself with some really fine people. However, I cannot remember a time where I have been associated with as nice, efficient, and productive people as we have in Dayton, OH. Those of you who interact with Steve, Sue, Robin, Karen, and Kim, already know the amount of change that they have completed over the past year and yet they continue to support our chapters with smiles and great attitudes. We learned at our session that Martha Bear had retired and she will be missed. (Note: the staff told me this retirement is real after I asked if this was another Brett Favre action by Martha… I truly miss our PACKERS!

Alisa Bennett’s Involvement continued

(Continued from page 1)

change my career trajectory! A colleague of mine, and also a great friend now, Julie Sailus, also took the challenge and we agreed to be co-chairs for Management Week. We complemented each other in style and together we built a phenomenal team of volunteers who achieved great results. While the planning team met over about 6 months to prepare for Management Week, I was also approached to take on the role of vice president, Program Administration, a two-year appointment. I had so much fun planning for Management Week and enjoyed working with so many of the volunteers, I thought, why not?

I never imagined that I would gain not only new business skills, but also new and lasting friendships across the enterprise. These relationships became essential to my new career path. Leaders within NMA were watching and taking notice of the results I achieved. My BCBSM leader also applauded my ability to juggle my existing workload with the demands of the chapter activities. In 2009, I received a top honor from the chapter as Member of the Year for my efforts in 2008. It took me completely by surprise because I was having so much fun!

I owe a debt of gratitude to NMA for providing the opportunity to...“safely” dabble in developing my leadership skills...

I have now completed my term as vice president, Program Administration, and left it in the capable hands of a fellow Management Week “alum”. My new role on the Board of Directors has been rewarding because I get to continue to be involved with the chapter, but I was ready for new challenges in my “day job”. The Chapter President from my Management Week days recommended I consider a posting in her division. I knew I wanted to take on more, but her confidence in my abilities as well as support from my leader really helped me go for it!

In January 2011, I will start a new position in leadership and I owe a debt of gratitude to NMA for providing the opportunity to “safely” dabble in developing my leadership skills, for helping me build a phenomenal network of friends and business contacts, and for allowing me to showcase my abilities to those who would never have known if I only performed them on my “day job”.

So, I can’t tell you whether you should get more involved with NMA, I can only tell you that it has enhanced my personal and professional life in ways I never could have imagined. For me it was more than worth it, so why NOT get more involved with NMA!
The Lockheed Martin Leadership Association chapter #546 provides a Swap-N-Shop website to benefit its members and co-workers. The website address is http://www.lmlaswapnshop.com/. From Go-Live in June 2010 through mid January 2011, there have been 6,113 visits to the LMLA Swap-N-Shop website. Over 40 different employees have used the website to sell their items.

In addition to advertising items for sale, the website provides a link to the LMLA home page and posts events sponsored by LMLA or one of their partner organizations at the Eastern Range (Cape Canaveral, Florida). The site was setup and is maintained by LMLA chapter member David Alexander. David is also serving his 3rd year on chapter #546’s board of directors in the role of Treasurer.

Books and Beasties Program Puts Smiles on Children’s Faces
Submitted by Teri Wilson/Lennox LDO/Marshalltown, IA

The Books and Beasties program run by Ellen Harbaugh in Marshalltown, received a replenishment of supplies as a result of the Lennox Leadership Development Organization’s Community Services Committee toy and book drive held in January. Donations of over 300 gently used children’s books and 116 medium size stuffed animals and toys (beasties) were collected. A book and beastie relative to the book subject are matched and have been distributed to families in need, and to schools in surrounding areas since 2002. Harbaugh states, “By giving children a book and an animal, we hope they learn reading is fun and becomes something they want to do”.

Books and Beasties have been distributed as far away as Hartford, Connecticut, to Joey Fink’s kindergarten class at Achievement Charter School. Joey is the son of John Fink, a member of Lennox LDO. Some of the children receiving books and beasties have no books in their homes.

LLDO book and toy drive netted 303 books and 116 stuffed animals and toys for the Book and Beasties Program
Photo submitted by Trisha Miller

Joey Fink and kindergarten class at Achievement Charter School in Hartford, Connecticut, shown with Books and Beasties
Photo submitted by John Fink
Underprivileged Children/Families/Seniors Benefit From the
Holiday Charity Drive
Submitted by David Williams, Lockheed Martin Leadership Association (LMLA) Fort Worth

Lockheed Martin Aeronautics and the Lockheed Martin Leadership Association (LMLA) Fort Worth participated in the 2010 Holiday Charity Drive. The campaign started at the Fort Worth facility in late October and continued through December 17, 2010; although volunteers continued delivering donations and giving of their time to these various organizations right through to the last minute to help those less fortunate.

The drive was another tremendous success as our employees gave to the underprivileged children, families, and seniors in the North Texas and the Louisiana Gulf Coast area, and to our wounded warriors. The drive initially started with the "Not Just Turkey Food Drive" and with HR’s support we delivered over 2,000 lbs. of food to the Tarrant County Food Bank on December 1st. Then on December 2, 2010 our employees, in cooperation with Marietta, provided the Blue Angels C130 “Fat Albert” thousands of dollars worth of toys for the Louisiana Gulf Coast’ Toys For Tots.

Sandra McMiller, coordinating our Salvation Army effort, reported we were able to provide Salvation Army with gifts and cash for approximately 700 children and 300 seniors. We provided for all 103 residents of Estate Healthcare Nursing Home & Rehabilitation Center. Plus, we provided the DFW Marine Corps Reserve Toys For Tots with 427 bicycles, 265 helmets and well over 2,000 toys and almost $20,000 in cash. Even our Retirees got involved and brought in approximately $200 in cash and over two hundred toys.

In addition, there were 44 needy children/families that were adopted by individuals and departments according to Rachel Zimmerman, our Adopt-A-Family coordinator.

The Slippery Slope of Leadership
Submitted by the Breaktime Editor as a payback!

In a recent email from Steve Bailey, NMA President, to the staff, he recounted his experience in just going out to the get the Dayton Daily News on the first day of the ice storm of the century..."Two steps followed by a triple salchow, an ungraceful turn with flailing, a double axel, and then back to the garage...luckily in one piece." But from that day forward he was hooked on winter sports especially snowboarding. Catching the big air; half-piping, and rail jamming are his latest fads!

But, as I really thought about it, I realized an important lesson.

Our NMA Leadership Model reminds us that a leader has to set direction, mobilize commitment for change, engender organizational capability, and demonstrate personal character.

Yet, some days, you have to know when you’re on a slippery slope. You need to take time to watch where you’re going. You don’t want to just lay there on the ice in front of the whole neighborhood!
In November, LMLA hosted Veterans Night at the Renaissance Waverly Hotel, Atlanta, GA. LM Aero employees in Marietta, along with employees in Clarksburg and Meridian, participating via virtual teleconference, honored our servicemen and women at this year’s Veterans Night Dinner. Activities at the dinner included the veterans’ roll call at the three sites, a toast to all veterans, a musical salute to the services, a missing man ceremony and our guest speaker. One of the highlights of the evening was to have a Pearl Harbor survivor in attendance, Mr. Leonard Michael Santangelo Sr., who served as a Corporal in the U.S. Army. The evening's keynote speaker was Mark B. Johnston, LM Aeronautics, Engineering Airframe and Installation Design CORE, senior manager and retired Engineer Group Deputy Commander from the U.S. Army Reserve. Johnston shared stories and pictures about his humanitarian efforts during his 18-month deployment in Iraq. Nearly 400 employees attended the dinner.

**Professional Development Opportunities!**

**From Crisp Fifty Minute Series!**

**Managing Personal Change**

$14.95 each (less 25% discount)

Whether it's unexpected or planned, change always provides new opportunities. Make sure you have the skills to take advantage of the current situation and turn it into a positive experience. Changing careers, weathering reorganization, beginning retirement…every transition presents an opportunity for personal growth, as long as you're prepared.

Click here to learn more about *Managing Personal Change*:


Click here to learn more about Crisp Fifty Minute Series books:

[http://www.nma1.org/Education/Crisp.html](http://www.nma1.org/Education/Crisp.html)
Tips from our LMLA Chapter #546 Newsletter
Submitted by Jonsie Ivey

Trevor’s Tech Tips

ALL HAIL THE POWERFUL WINDOWS KEY!

SEE THOSE GOOFY LOOKING KEYS AT THE BOTTOM OF YOUR KEYBOARD?

EVER WONDER WHAT THEY DO?

= Open Start Menu

+D = Show Desktop

+L = Lock Desktop

+E = Windows Explorer

+M = Minimize All

+F = Search

+R = Run Dialog


2011 NMA Theme Graphic
Now available for download at

http://www.nma1.org

At its January meeting, the NMA Board of Directors approved “NMA… 2011 Learning to LEAD through Uncertainty” as this year’s Association theme. We encourage you to make this theme and the graphic part of your own publications and promotional materials for the year. Click here to download the 2011 Theme Logo:

http://nma1.org/Downloads/logos/2011_Theme_Logo.jpg
There is something extraordinary about flying an airplane; wouldn’t it be exciting to feel that way about flying our career?

As the wheels cease rolling on the ground, and the wings lift you skywards, you are released from the earth and move freely in a new dimension where your world is the air outside, with just the flying machine around you. This is a powerful sensation and a truly profound experience, particularly when you are flying on your own as you, and you alone, are wholly responsible for your actions. You will need all your skills, training, experience and judgment to master the aircraft and the conditions in which you find yourself. It is a compelling challenge that requires planning, accuracy, sensitivity and focus, but the reward is exquisite – the freedom of the sky.

As soon as we exit the hanger of USA we will find our career wings can lift us into a new experience in which we can begin to move and climb with the skills we have developed in flying the Shuttle. Looking back over our shoulder, the old job will take on a different perspective…as it begins to shrink into our past while we move forward on our journey. Replacing it will be a new horizon coming into view with different challenges and opportunities we have the ability to handle. A revised flight plan can transport us to these new frontiers where we can display our extensive training and varied experiences from past assignments and learning opportunities. Our USA jobs have provided us with navigational aids to move us with confidence and freedom to our next destination.

USALA (USA Leadership Association) is continuing to hold mission briefings in which the sky and weather conditions will be discussed along with how to cope in that new environment. Some of these briefings will be obvious, some of them will be in packages you didn’t know were coming, and some of them will be hidden inside other experiences. Current skills in communicating with other ground controllers, developing updated skills, and preparing career flight plans are also available for you prior to taking to the sky for new opportunities.

So, go ahead now, know that you can fly your career into another adventure with confidence and a positive attitude. Know that there will be hidden surprises out there. Be tuned to the anticipation and joy of what is available for you as you turn your career flight into the wind and push the throttle forward.

Wishing you a great flight!

---

**We HEARD You!!!!**

**NMA Announces its NEW and IMPROVED introductory NMA LEADS Assessment!**

Now, a shortened “introductory” 60-question version is available as well as the full 120-question standard assessment. As the expression goes, for only $35, you can get a quick assessment of your understanding of the leadership attributes and competencies as presented in the NMA Leadership Model “in about an hour!” Find complete details at [http://nmaleads.org](http://nmaleads.org)
ICPM Offers Scholarships in 2011

Once again in 2011, the Institute of Certified Professional Managers (ICPM) will award scholarships to eligible applicants interested in enhancing their managerial skills and increasing their professional recognition with the Certified Manager (CM®) Certification.

The scholarships are funded by the Administrative Management Society (AMS), a professional organization recognizing administrative managers. AMS terminated operations in 2007 and as a legacy, AMS left funds to award annual “merit” scholarships to support continuing management and leadership development. In 2011, four to six scholarships will be awarded to applicants which meet the following criteria:

- Must be a first time applicant to the CM® certification purchasing the CM bundle.
- Must meet the eligibility requirements for education and experience as defined by the CM Application.
- Must be able to complete the 3-CM certification exams within the prescribed 15 month period.
- Must be able to fund the remaining cost of certification upon receipt of a scholarship award.

Each AMS scholarship award will be made in the amount of $445 (US dollars) and will partially offset the cost of the CM bundle. The remaining balance of $300 plus shipping/handling will be paid by the scholarship recipient at the time the scholarship award is made. Any additional costs of certification, i.e. exam retakes or application renewals, will be the responsibility of scholarship recipients.

To apply for an AMS Scholarship, the following documents should be submitted online by the deadline of February 28, 2011:

- AMS Scholarship Application Form and documentation (https://icpm.site-ym.com/?ams_scholar)
- 2 letters of business/professional support for a scholarship award
- 300 words or less, double spaced essay on why you want to become CM certified

AMS Scholarships are awarded based on professional merit and not financial need. Scholarship submissions will be reviewed and selected by committee. Award recipients will be notified by March 8th, 2011. Questions can be addressed to Melody Branner at 800-568-4120 or by email at icpmcm@jmu.edu.
COME JOIN NMA IN ANAHEIM! April 28-30

This year’s **West Leadership Development Conference** will be held at the Sheraton Anaheim just 1 mile from the Disneyland theme park in Anaheim, California. We have an exciting format that is sure to challenge new as well as experienced chapter leaders and help YOU as you operate your chapter during your upcoming year!!

Join us for one of the most exciting and self-renewing conferences you’ve ever attended.

Check the NMA Conference Schedule at [http://www.nma1.org/Conferences/2011_West_LDC.html](http://www.nma1.org/Conferences/2011_West_LDC.html) for a complete listing of all the exciting events offered to this year’s attendees!

**To register online**, go to: [https://secure.cnchost.com/nma1.org/lucs/west/Westreg.htm](https://secure.cnchost.com/nma1.org/lucs/west/Westreg.htm)

COME JOIN NMA IN SAVANNAH! June 2 - 4

This year’s **East Leadership Development Conference** will be held at the Hilton DeSoto in beautiful historic Savannah, Georgia!

Savannah was founded in 1733 by the great soldier and parliamentary reformer James Edward Oglethorpe and was the landing place for Georgia’s first colonists. Oglethorpe’s far-sighted town plan, with its disciplined sequence of squares and parks, would later transform from frontier town to southern city, to prosperous seaport and, ultimately, to modern Savannah.

Designated a National Historic Landmark in 1966, “the coastal crown jewel” is also:

- “One of the Top 10 American Travel Destinations” – Conde Nast Traveler Magazine
- “One of the 10 Most Beautiful Places in America” – USA Weekend Magazine
- “One of the “Top 12 Trendy Travel Hotspots of the World” – New York Times
- “One of America’s Most Walkable Cities” – Walking Magazine

Join us for one of the most exciting and self-renewing conferences you’ve ever attended.

Check the NMA Conference Schedule at [http://www.nma1.org/Conferences/2011_East_LDC.html](http://www.nma1.org/Conferences/2011_East_LDC.html) for a complete listing of all the exciting events offered to this year’s attendees!

**To register online**, go to: [https://secure.cnchost.com/nma1.org/lucs/east/Eastreg.htm](https://secure.cnchost.com/nma1.org/lucs/east/Eastreg.htm)
2011 Special NMA Membership Offer!

Our **NEW and IMPROVED** NMA LEADS Assessment Survey and registration process are now available to help you in your 2011 chapter membership drives! The **NEW** introductory 60-question assessment is up and running and should prove much more enticing to offer to prospective members. All new members will receive a valuable “free gift” simply for joining or re-joining—a $35 value NMA introductory LEADS Assessment!

**How long does this drive last?**

Between January 1 - December 31, 2011; retroactive.

**What is the incentive?**

Those who join your chapter will receive a **FREE introductory NMA LEADS** assessment (a $35 value) and follow-up analysis simply for signing up.

**What about the $20 Registration Fee?**

That is still in place. NMA “national” is offering the **FREE Introductory NMA LEADS** assessment (valued at $35) in lieu of any discounted registration fee.

**Remind me... what does “LEADS” stand for?**

*Leadership Evaluation And Development System*, NMA’s one-of-a-kind electronic leadership assessment – available 24/7 and rooted in the 30 leadership competencies identified in the NMA Leadership Model. Participants who complete either the introductory 60-question or the full 120-question $50 assessment receive a complete analysis and suggestions for reading, training, and future work assignments.

**What does NMA have to assist in this 2011 drive?**

A special handout will be sent to chapter leaders for reproduction purposes. Once a new member commits to joining the chapter, simply hand them (or e-mail) the handout with the special New Member LEADS code which they may use to immediately access the assessment.

**How does all of this work?**

Chapters hold their 2011 membership drive(s) as they wish, whenever they wish. You provide the new member with the handout and special access code. It provides them with information about NMA and gives them instructions for taking their **FREE introductory NMA LEADS** assessment. It's as simple as that!

**Does this special offer apply to someone who might wish to rejoin the chapter after a lapse in their membership?**

Yes, absolutely. It's nice to have an incentive to encourage them to return. Now... they receive a **FREE introductory NMA LEADS** assessment for coming back into the fold.

This **FREE introductory NMA LEADS** assessment emphasizes the importance of personal development. It reaffirms the NMA commitment to honing leadership skills in tough economic times... and speaks to the fact that success is so often a combination of professionalism and preparation. Click here to learn more about LEADS!

[http://nmaleads.org](http://nmaleads.org)
SCAC Celebrates

The December meeting of the Southern California Area Council of NMA, affectionately referred to as SCAC, always celebrates a wide range of events, and the 2010 meeting was no exception.

It is the one meeting of the year when all the council members and invited guests meet face to face. This year the group met at the Dosa Place in Tustin for a meal of classic Indian food. The group donated gifts to all 43 children at La Casita, a shelter for women and their children. Everyone participated in a spirited gift exchange, and “stealing” ran rampant. Incoming SCAC officers were installed by Dr. Pete Kurzhals, NMA National Director for SCAC.

Because this installation was Pete’s “last hurrah” as the council’s National Director, the council took the opportunity to present Pete with a special plaque commemorating his years of service to NMA and the council. Pete had received recognition from the NMA at the Miami Conference for his long years of service to NMA. This plaque was to thank Pete for everything he had done for SCAC as National Director, as council president and director. Pete will continue to serve SCAC as a director and advisor. Noel, Pacific South Area Chair, and appointed by Pete.

After Pete’s recognition, Avis was NMA and SCAC for her 25 years as council member of all those 25 council secretary, as newsletter contest director at the chapter level Associate Director.

SCAC is proud of Pete’s and Avis’s accomplishments and is eager to continue the council’s association with people like Pete and Avis who support NMA and the council with such dedication.

Test Your Management Knowledge

1. Matrix Management is a ______ term?
   - A. Movie
   - B. Project Management
   - C. Money

2. For the 50 most admired companies overall, FORTUNE’s survey asked business people to vote for the companies that they admired most, from any industry. Which was number 1 in 2010?
   - A. Apple
   - B. Proctor & Gamble
   - C. Walt Disney
   - D. Wal-Mart

3. In organizational development, what does MBO mean?
   - A. Management by Obama
   - B. Management by Objectives
   - C. Mobile Box Office
   - D. Mutual Buy Outsourcing

Answers: 1. B, 2. is A, 3. is B
## 2011 Dates to Remember

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Location</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 28-30</td>
<td>2011 West LDC</td>
<td>Sheraton Anaheim</td>
<td>900 Disneyland Drive, Anaheim, CA 92802</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Phone: 714-750-1811</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$129 S/D + 17.3% room tax</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Complimentary Parking for NMA Guests</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Complimentary High Speed Internet $325 Registration / $275 Earlybird Reg.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(if paid by February 28)</td>
</tr>
<tr>
<td>June 2-4</td>
<td>2011 East LDC</td>
<td>Hilton DeSoto</td>
<td>15 East Liberty Street, Savannah, GA 31401</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Phone: 912-232-9000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$139 S/C + 13% room tax + $1 Parking: $13/day self-park</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Complimentary High Speed Internet $325 Registration / $275 Earlybird Reg.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(if paid by March 30)</td>
</tr>
<tr>
<td>July 16</td>
<td>2011 July Board of Directors Meeting</td>
<td>NMA Headquarters</td>
<td>2210 Arbor Boulevard, Dayton, OH 45439</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Phone: 937-294-0421</td>
</tr>
<tr>
<td>September 8-10</td>
<td>NMA Board of Directors Meeting</td>
<td>Hyatt Regency St. Louis Riverfront</td>
<td>315 Chestnut St., St. Louis, MO 63102</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Phone: 314-655-1234</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$149 S/D</td>
</tr>
<tr>
<td>September 10-12</td>
<td>2011 NMA Annual Conference in Partnership with ICPM</td>
<td>Sheraton Anaheim</td>
<td>900 Disneyland Drive, Anaheim, CA 92802</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Phone: 714-750-1811</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$129 S/D + 17.3% room tax</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Complimentary Parking for NMA Guests</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Complimentary High Speed Internet $325 Registration / $275 Earlybird Reg.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(if paid by February 28)</td>
</tr>
</tbody>
</table>

## Speech Contest

<table>
<thead>
<tr>
<th>Form</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Speech Contest Confirmation Form</td>
<td>Extended to February 14</td>
</tr>
<tr>
<td>Area Speech Contestant Registration Form</td>
<td>2 weeks prior to conference</td>
</tr>
</tbody>
</table>

## Professional Development

| Authorization to Grant CEU (B-3) | January 1 |

## Awards Program

| R1s and RC1s | 30 days after the end of the month you are reporting |

## Chapter Administration

| Chapter Election Updates | Immediately after chapter elections |

## Recognition

<table>
<thead>
<tr>
<th>Nominations for National Awards</th>
<th>April 15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive of the Year</td>
<td></td>
</tr>
<tr>
<td>Member of the Year</td>
<td></td>
</tr>
<tr>
<td>Hall of Fame Recipient</td>
<td></td>
</tr>
</tbody>
</table>