



School of Professional & Online Education

Prior Learning Assessment

Address:

City:

State/Province:

Zip/Postal Code:

Home Phone:

Work Phone:

Cell Phone:

Primary Email:

Grace College GOAL program

Experiential Learning

Check sheet

Student	Description	Advisor
_____	✦ Cover sheets for every part below (using the sample coversheets)	_____
_____	✦ Running Headers, Student Name, Page Numbers	_____
PART I: These parts only need to be done once.		
_____	✦ Advisor Checklist for Determining Student Knowledge	_____
_____	✦ Personal Learning Theme completed during 1 st course of GOAL	_____
_____	✦ Transcript Copies	_____
_____	✦ Professional Resume or CV	_____
PART II: These parts are related to each course and the Experiential Learning you want to submit for credit.		
_____	✦ Course Description	_____
_____	✦ Course Objectives	_____
_____	✦ Portfolio Summary Statements: (Choose 5-8 verbs from each KOLB quadrant in bold)	_____
_____	✦ Learning Narrative ¹ (using the KOLB Common Verbs in bold)	_____
_____	✦ Documentation Index	_____
_____	✦ Documentation (copies only please)	_____

¹ The Learning Narrative should be written to describe your learning experience by using course objectives as the topics throughout the 3-5 page paper and the KOLB Portfolio Summary Statements as topic sentences that you will further explain along with the amount of time involved with your learned experience.

Prior Learning Assessment

Advisor Checklist for Determining Student Knowledge Regarding the Portfolio Program

<i>Please check off after reading each line & sign at the bottom!</i>	✓
I understand that I must be fully admitted to Grace College to participate.	
I understand that a portfolio may only substitute for an approved course.	
I understand that successful completion of a portfolio requires substantial commitment of time and effort.	
I understand that successfully completing The Adult Learner course does not guarantee my portfolio will be accepted for credit.	
I understand that a separate non-refundable fee of \$50 per credit hour will be charged for assessing the portfolio I submit.	
I understand that my portfolio will be assessed as "pass" only if it is accepted as meeting the learning objectives established in the portfolio checklist.	
I understand that if I receive a passing grade on my portfolio, it is not computed in my GPA.	
I understand that portfolio credit on my transcript will indicate: "Credit for Prior Experiential Learning" listing the course number and course title.	
I understand that portfolio credit does not count toward Grace College traditional undergraduate credit.	
I understand that no guarantee is made regarding the acceptance of a portfolio course for either undergraduate transfer or admission to graduate school by any university or college.	
I understand that it is my responsibility to contact the university or college I'm interested in to determine their policies regarding acceptance of portfolio credit.	
I understand that financial aid is not available for portfolio assessment fees.	

Student Name: _____

Date: _____

PLA Advisor Name: _____

Date: _____

Personal Learning Theme

Personal Learning Theme

By

XXXXXXXXXX

"If I cannot do that, I will not get good grades," I told my mom. She replied, "You will only be hurting yourself, not me." I have never forgotten this very early childhood conversation with my mom. I was born and raised in Warsaw, Indiana. My parents worked outside the home while I was growing up, and I had one younger sister. Both of my parents praised me for getting good grades as far back as I can remember.

My dad did not finish high school, and he always emphasized the importance of an education. He wanted me to get a college education and marry a man who could pay to have repairs made around a home. Dad could fix just about everything, which I really admired. There were just times when he wished he could afford to pay someone else to do the fixing. He drove a semi locally for Associated Truck Lines and loved to work on cars. Dad was skilled at auto body work repair and painting; however, his love was the sound of a smooth running engine. I had one of his English teachers, Mrs. Kiefer, as my seventh grade English teacher. One day, Mrs. Kiefer told me I was a much better student than my father. I went home and asked dad about Mrs. Kiefer and school, and he told me that he hated English. It was not that he could not do the lessons. He just hated getting up in front of the class. The only book I ever saw my father read was an auto repair book. The most significant thing my dad said to me when I was in high school was that I was an educated idiot. He told me I could learn anything from a book, but I did not have much common sense. That comment influenced me to put less emphasis on my education and more emphasis on marriage and family.

My mom was a very good student in school; however, because her family was so poor, she never went to college. She wanted to be a teacher. Mom worked outside the home my entire life. She first worked at a bookstore in town as their billing clerk, and when I was in high school she went to work

for United Telephone Company. Mom brought me home a lot of books to read when she worked at the bookstore. She was difficult to please and rarely complimented, but she always expressed her satisfaction with my grades. Mom taught us responsibility and took us to church even though dad would not go. He did not like the emphasis they put on tithing, and he did not like soda machines in church. Mom never got involved in church activities, but she made sure we went to church most of the time. Both of my parents modeled an excellent work ethic.

In spite of my mom's lack of praise, I will always be thankful to my mom for insisting that I have the surgery for scoliosis. At age 16, I underwent surgery to have a Herrington Rod placed along my spine. The doctor told my mom that if I did not have the surgery, when I was older and had a family of my own, I would have back pain and my spine could possibly cause me to walk in a deformed position. I have been very thankful at different times in my life that she had the courage to insist I go through the surgery despite my dad's objections.

I worked very hard on my grades all through school, had a part-time job in high school at Penguin Point, and I loved going to basketball games and being in cheer block. My senior year, I had a three hour class called Intensive Office Lab which helped prepare me for a secretarial type position. I was thrilled when I received an honor cord to wear during graduation since I was graduating in the top ten percent of my class. Mom and dad wanted me to go to college, so I enrolled in the Secretarial Sciences Associate's Degree program at Manchester College. I drove back and forth from Warsaw to North Manchester every day for two years to get my degree. At Thanksgiving break during my freshman year at Manchester College, I married my high school sweetheart. I worked on the weekends to earn money to pay for groceries. My husband worked full-time and waited for me to get my degree before he started his degree in criminal justice. I got my associate's degree and another honor cord from Manchester College, we moved to Goshen, Indiana, and my husband started taking classes at IUSB that fall.

I was hired at the Goshen NIPSCO office as a cash clerk. Since NIPSCO had a union, entry and promotion was by seniority. I accepted this position because a lady I worked with at Penguin Point told me NIPSCO was a good company. She worked for them at the Warsaw NIPSCO office and part-time at Penguin Point. Her children were grown and married, and the job at Penguin Point gave her a job to fall back on if NIPSCO went out on strike. She told me I should apply at the Goshen NIPSCO office, and she called up there and recommended me. I will never forget the man who interviewed me for the position. He told me that he had reservations about offering me the job because I would be starting out at an entry level position, and most college graduates expected to start somewhere in the middle of a company. I told him that I did not believe a college education meant that you knew everything you needed to know to work for a company. It simply gave you some background so you could apply what you have learned to the way the company does business. When I told him I did not mind starting at the bottom as long as there was somewhere to go; he looked at me kind of astounded and offered me the job. My husband was able to work for Bertsch Vending from 6 a.m. – 2 p.m., then take classes a couple of nights a week until he was 21 and could apply for the Indiana State Police. His brother worked for the Goshen Police Department, so we still had family close to us. He applied, was accepted, passed the training, and he became an Indiana State Police officer.

Once my husband became a state trooper, he was assigned to the Lowell State Police Post. I was fortunate enough to be able to bid into a stenographer position in Merrillville and stay with NIPSCO. A stenographer was the union equivalent of a secretary.

I really enjoyed my job at NIPSCO. My son was born about the time NIPSCO experienced a strike by union members. I simply stayed home with my son, I did not picket, and I did not cross the union line. When the strike was finally over, Matt was just turning one year old. After two years in Merrillville, my husband was able to put in for a position at the Ligonier State Police Post, and I was able to get a stenographer bid in the Warsaw NIPSCO office. We were close to home again! We lived in Noble

County, and I commuted to work in Warsaw. My daughter was born three years after my son. I felt so blessed. My husband and I were both in jobs we enjoyed, we had two beautiful, healthy children, and we had been married approximately 13 years. My husband worked crazy hours on the force, so most of the time it was just the kids and I at home.

I then experienced the devastation of divorce. My husband met a woman who wanted to be a state police officer also, and he wanted to be with her. When the divorce was almost final, the kids and I moved into an apartment in Warsaw. Three months later they announced at work that they were downsizing the office, and we would know the next day whether or not we had a job. I remember going home to my little apartment that day and thinking, "Oh God!" In six months' time I had lost my husband, my home, and I did not know whether or not I was going to have a job. I had two small children depending on me, and I felt overwhelmed. I remember talking to my dad about the situation. He said, "XXXXX, you are an intelligent young woman, you have a degree, you work hard, and if you lose your job at NIPSCO, you will get one somewhere else." I had felt like a failure for six months, and for the first time I realized how thankful I was that my parents pushed me to go to college and that I had some redeeming qualities after all. My job was not cut, and a year later I bought a small home for the kids and me. I was so very thankful for the good job that God had blessed me with, and the way he provided for us.

Four years later, I married my current husband who is 11 years older than I am and now retired from Zimmer. NIPSCO continued to downsize offices over the years. During that time, I realized that if I lost my job some day, I did not have the computer skills I needed to get a decent job somewhere else. NIPSCO was behind the times when it came to technology, and the company secretary in our office was the only person given WordPerfect and Lotus software training.

I bought a computer through our company's computer purchasing program, software manuals and started teaching myself the software at home. After I had some familiarity with the programs, I

signed up for computer classes. Within a couple years, I was given the software at work. We changed from Word Perfect and Lotus to Word, Excel and PowerPoint. NIPSCO went through reorganization in 1994, and I was asked to take a company secretary position. I continued to work on my software skills over the years. I did, finally, lose my job during a downsizing in 2000 after working for NIPSCO for 23 years. However, I had no trouble getting another job. I worked as an Executive Assistant for two years for a small company, and in that position, was really able to hone my software skills. I then accepted a position at Biomet working as an assistant to the vice-president of the legal department, and then also the senior vice-president. After two years in the Legal Department, I felt as though if I had to file one more piece of paper I was going to lie down and die! I loved working on physician agreements and an occasional PowerPoint presentation on corporate ethics; however, most of my time was spent filing or making files for all of the paperwork.

I accepted a position at Kosciusko REMC in 2005. It was a newly created position working for the Operations Manager. I was able to create and organize everything the way I wanted. At NIPSCO, all my experience had been in the business office and in public affairs. Working in the Operations Department was a new experience. I have learned a lot about the Operations' side of the utility business, and I continue to buy software books as each revision comes around and teach myself the changes. I work with a great group of people, and I thoroughly enjoy my job. So why am I going back to school now at age 51?

The decision is two-fold. As I look back over my life, the only thing I have ever regretted at different times is that I never obtained a bachelor's degree. One professor at Manchester College wanted me to get my bachelor's degree, so I could either work in business or teach business. Another professor told me she saw a real aptitude for accounting and wanted me to consider becoming an accountant. Had I listened to even one of these professors at the time and/or my parents, I would have obtained my bachelor's degree and been better able to provide for my children when I was a single

parent and now during this recession time. I would also be able to understand why certain decisions are made in the business world. At age 20, I was young, naïve, married and tired of being in school. I just wanted to obtain the associate's degree and a job that kept my interest so I could have a house and family. Over the years, I have felt at different times as though I have not lived up to the potential God gave me. The second reason for going back to school is that although my husband and I planned for his retirement, the recession has hit us hard, and I want to be able to better provide for us in the future.

As I raised my children, like my parents, I emphasized the importance of getting a college education. I shared with my children how I would see young mothers with children come into NIPSCO and have to make agreements to pay their bills because the father and/or mother had menial jobs with low pay. With an education, they could always provide for themselves financially, whether or not they were married, and in the event of divorce or death of a spouse. I always started my words with, "When you go to college..." My daughter is currently an elementary education teacher, and she is working on her master's degree. My son went to college for two years, dropped out due to some health issues, but is now back in college and should finish his bachelor's degree by Christmas 2009.

I cannot describe in words how excited I am to be in Grace's Adult Degree Completion Program; however, I am also nervous about whether or not I can successfully obtain a bachelor's degree after all these years and while working fulltime. But despite the excitement and nervousness, I feel a real peace that this is where God wants me right now. After surviving breast cancer in 2007, I realized that every day is a gift. God blessed me with his presence and peace during that experience, and I feel that same peace now. What the future holds, I do not know, but as long as I feel I am right with God, I am going to do my best to obtain a bachelor's degree and follow him wherever he leads me.

Prior Learning Assessment

Transcripts

MATRICULATED <u>9-3-75</u>		RECORD OF <u>[REDACTED]</u> , Vicky Lee <u>75448</u>	
GRADUATED <u>May 22, 1977</u>		PARENT OR GUARDIAN <u>[REDACTED]</u> , Junior W.	
DEGREE & MAJOR <u>A.A. -Secretarial Science</u>		BIRTH DATE <u>4-4-57</u> SEX <u>F</u>	
		BIRTH PLACE <u>Warsaw, Indiana</u>	

COURSE	DESCRIPTION	CRS.	GR.	COURSE	DESCRIPTION	CRS.	GR.
FALL TERM 1975-76 A 75448 GRD							
HUM 101	HUMANITIES I	1.0	3.0				
VASC101	SCIENCE I	1.0	3.0				
SCTR114	TYPING II	1.0	4.0				
SCTR115	SHORTHAND I	1.0	4.0				
PE 101	INTRO TO PHYS ED-W	1.0*	P				
4.000	4.000	14.00	3.50	4.0			
JANUARY TERM 1975-76 A 75448 GRD							
SCTR244	OFFICE PROCEDURES	1.0	4.0				
5.000	5.000	18.00	3.60	5.0			
SPRING TERM 1975-76 B 75448 GRD							
ART 101	ART AND LIFE	1.0	3.0				
SCTR116	SHORTHAND II	1.0	4.0				
SCTR122	OFFICE MACHINES	1.0	4.0				
HIST132	CIVIL OF EAST ASIA	1.0	3.0				
PE 100	BOWLING	1.0*	P				
9.000	9.000	32.00	3.56	9.0			
FALL TERM 1976-77 B 75448 GRD							
OSC102	SOCIAL SCIENCE II	1.0	4.0				
SCTR118	SHORTHAND III	1.0	3.5				
SCTR255	BUS COMMUNICATIONS	1.0	4.0				
CCT111	ACCOUNTING I	1.0	4.0				
3.000	13.000	47.50	3.65	13.0			
JANUARY TERM 1976-77 B 75448 GRD							
BUS 248	INSURANCE	1.0	4.0				
SPRING TERM 1976-77 C 75448 GRD							
SCTR117	TYPING III	1.0	4.0				
SCTR231	TRANSCRIPTION	1.0	4.0				
BUS 243	BUSINESS LAW	1.0	4.0				
BUS 280	SPECIAL PROBLEMS	1.0	4.0				
18.00	18.00	67.50	3.75	18.0			

THIS IS TO BE A TRUE COPY OF RECORD IF IMPRINTED WITH COLLEGE SEAL.

[Signature]

Register

NORTH MANCHESTER, INDIANA 46962

YR. GRAD.

75

RANK

97

%ILE

UNITS

22

ADDRESS

Warsaw, Indiana 46580

Prior Learning Assessment

Professional Resume

XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXX
XXXXXXXXXXXX
Cell: XXXXXXXX
XXXXXXXXXXXX

PROFESSIONAL OBJECTIVE: Administrative Professional

SUMMARY: Over 31 years experience as administrative support. Expertise in document production, presentations, gathering information and updating spreadsheets, facilitating customer requests, budget management and coordinating meetings. Strengths include strong organizational skills, interpersonal skills, excellent work ethic, and identifying ways to enhance job productivity.

EMPLOYMENT HISTORY/PROFESSIONAL EXPERIENCE:***KOSCIUSKO REMC******3/9/05 – Present*****Engineering & Operations Assistant to the Manager of Engineering and Operations**

Responsibility Statement: I assist the Operations Manager and Operations Supervisor with Board of Director meeting documents, budget preparation, confidential documents, and special projects.

Accomplishments

- ☐ Created various forms to be completed on the computer for the department
- ☐ Created spreadsheets for rate study of power meters and single phase meters – over 1,000 entries
- ☐ Make travel arrangements; Learned transformer entry software
- ☐ Assisted with preparation for move to the new facility

BIOMET***1/30/03 – 3/8/05*****Administrative Assistant to Sr. Vice-President, & Vice President – Legal Department**

Responsibility Statement: I assist Dan Hann, Brad Tandy, Millard Plumlee and two paralegals with litigation, correspondence and various agreements. I use Word, Excel and PowerPoint to edit agreements, create forms, mass mailings, invoice details and to update Mr. Tandy's compliance presentations. I process invoices, facilitate internal/external customer requests and pursue projects on my own initiative.

Accomplishments

- ☐ Learned LawTrac software, litigation filing system, and created tables for recording production documents
- ☐ Organize binders and create table of contents for Research Committee Minutes for each company
- ☐ Mass mailing of HIPAA letters/agreements (over 300)
- ☐ Process Research, Consulting, Product Development and License Agreements

GRACE COLLEGE***12/05/02 – 01/29/03*****Office Manager – Athletic Department*****SYMMETRY MEDICAL INC.******11/13/00 – 10/29/02*****Executive Assistant to the CEO and Corporate Controller (Salaried)**

Responsibility Statement: I combined several presentations into one presentation for the Board of Directors' quarterly meetings. I ordered luncheons, worked with videoconferencing equipment and bound presentation booklets. I was responsible for travel arrangements to our subsidiaries, including ones in England and France. I assisted the corporate controller with monthly consolidated financials, obtaining cash reports from PC Invision, updating spreadsheets, and paying invoices. I worked with corporate attorneys, insurance and accounting firm personnel on various corporate issues.

Accomplishments

- ☐ Created and maintained Corporate Directory and organization charts
- ☐ Created employee manual for new executives
- ☐ Created service provider contact information spreadsheet for all office equipment and building
- ☐ Created SMI folder containing files with instructions that could be accessed by all office personnel on various office procedures/travel

NIPSCO, A subsidiary of NiSource, Inc., a Fortune 500 Company***07/16/77 – 11/10/00*****Secretary to Public Affairs Representatives in Plymouth & Goshen (Salaried)****1994 – 2000**

Responsibility Statement: I managed and balanced O & M budget so representative could make timely financial decisions, and I revised the budget yearly. I was responsible for updating an Opinion Leaders Listing/Government Information Book file of 1150+ names, addresses and phone numbers of political, community and business leaders in 10 counties. I coordinated meeting arrangements and produced mass letter mailings using Word merge functions along with attending the meetings and taking minutes. Local and corporate donation requests were reviewed, processed and recorded in various spreadsheets.

Accomplishments

- ☐ Received monetary award for going above and beyond job responsibilities
- ☐ Received monetary award for developing and implementing “Secretarial Proposal” to work for two bosses from one location, maximizing technology and saving the company money and equipment while increasing productivity
- ☐ Provided administrative support to two Public Affairs Representatives covering 10 counties. Interacted with political, community and business leaders, media and internal/external customers facilitating their requests
- ☐ Created one Excel spreadsheet for Government Officials and Opinion Leaders containing 1150+ listings that can be sorted and merged with forms/letters in Word to print out Government Information Book and/or various Opinion Leaders listings. This combination eliminated 500 duplicate entries saving time and increasing productivity
- ☐ Assisted seven public affairs representatives in six years. All were either promoted or left the company for better positions. Created Quick Reference Manual for their cars that put critical information at their fingertips while out in their territory
- ☐ Coordinated vice-president’s visits to district to meet with business and community leaders for luncheon, preparing itinerary, attendee lists, name badges and luncheon menu
- ☐ Assisted other administrative employees with software questions

EDUCATION**Associate of Arts Degree in Secretarial Sciences; Manchester College****1975 – 1977****SKILLS**

Software & Training Currently using Microsoft Office 2007; Advanced Word 2000; Intermediate Excel 2000; Advanced PowerPoint 2000; Videoconferencing Equipment; Scanner

ACTIVITIES

Altrusa Altrusa is a professional businesswomen’s organization. Member from 1994 – Present; Board Recording Secretary, Community Service Committee Chairman

NIPSCO Community Service Team; NIPSCO folks Reporter, PSC President

REFERENCES AVAILABLE UPON REQUEST

Prior Learning Assessment

Submitted for Completion as “Credit by Experiential Learning” to fulfill Course
(LESA-L 101: Supplementary Service Learning Component) 3 Credit Hours

INDIANA UNIVERSITY - BLOOMINGTON

Course Description

LESA-L 101: Supplementary Service Learning Component, for 1-3 Credits

Usually 1 credit is added to an existing three-credit course. This option, also known as the fourth credit hour option, allows students to supplement existing academic courses with service-learning. The service-learning activities can be conducted over an intensive period (such as Spring Break) or run parallel with the academic course throughout the semester.

Each credit hour should involve the student in 30-45 hours of service, reflective writing, readings, and related activities.

Prior Learning Assessment

Objectives

Objectives

By XXXXXXXXXX

I have been in Altrusa Club of Warsaw for the past fifteen years. If you will refer to the Altrusa Hours spreadsheet I have included in the portfolio, you will see that this year alone, I have logged 59.25 service hours. I am submitting this course for three (3) credit hours.

- I. To serve as a committee chairperson and coordinate projects.
 - a. I have guided the committee in selecting projects
 - b. Prepared a budget for our committee
 - c. Scheduled committee meetings
 - d. Created and circulated project sign-up sheets
 - e. Coordinated the following service projects as Service Committee Chairperson:
 - 1. Mobile Meals
 - 2. Cards for Project Independence Mom
 - 3. Beaman Home Christmas Party, Gift Wrapping, and Teenager Gift Buying
 - 4. Ring the Bell for the Salvation Army
 - 5. Project Independence Mom – Gift Certificates for Thanksgiving and Christmas
 - f. Written report at the end of the year concerning projects for new chairperson
 - g. I have served as the Communication Committee Chairperson – two years; Activities include:
 - 1. Coordinating publicity for the club by writing and placing articles in the Club News section of the Times-Union each month
 - 2. Placing an ad in the newspaper for Hacienda Day;
 - 3. Placing an ad for our Nelson's Golden Glow Chicken fundraiser
 - 4. Created an Advertising contact person information sheet for the Times Union, WRSW, WIOE, Star 88.3, The Paper and Q101
 - 5. Redesigned and updated club information for Altrusa Yearbook
- II. To serve as Recording Secretary
 - a. I have served in this position several times over the years
 - b. Learned guidelines for preparing minutes
 - c. Prepared Business, Program and Board Meeting Minutes each month
 - d. Attended a District Six Conference and training session for recording secretary
 - e. Organized minutes in notebook – club's permanent record
- III. To serve on the Board of Directors
 - a. I have served on the board several times over the years; if you are an officer or committee chairperson, you are on the board.
 - b. Determine club policies, transact club business, supervise club activities, act upon recommendations for membership, recommend budgets, and approve expenditures
 - c. Increased my decision-making skills
 - d. Gained understanding of community service organizations in general
 - e. Developed confidence and acquired leadership skills

Prior Learning Assessment

Portfolio Summary Statements

PORTFOLIO SUMMARY STATEMENTS**Course Title: Community Service Club Experience****A. Concrete Experience:** *Describe the nature of the experience*

1. I have served as the service committee chairperson several times, and I have **coordinated** several service projects.
2. The Altrusa Service Committee met at the beginning of the club year, and as chairperson, I **explained** the past year's activities and the responsibilities of the committee to the new members.
3. I **guided** the committee in **selecting** our projects with input from the committee members, we **determined** the funding needed, and I **prepared** our budget for board review.
4. Prior to each service project's date, I **organized** and **coordinated** the service project by scheduling and **conducting** a committee meeting, at which we discussed the date, time, place, project requirements, and number of volunteers needed.
5. As the service committee chairperson, I **explained** to the club about our project idea and circulated a sign-up sheet I had **created**.
6. Many service projects are done year after year, such as the Beaman Home Christmas Party, Project Independence, Ringing the Bell for the Salvation Army, and Mobile Meals.
7. For two years, I served as a communications committee chairperson, and I **wrote** numerous articles about club activities for publication in the Warsaw Times Union.
8. I also **investigated** publicity possibilities with the Warsaw Times Union, The Paper, WRSW, WIOE and Star 88.3, as I also **coordinated** publicity for club events.
9. During that time, I **redesigned** the membership yearbook and **updated** the member and club information at the beginning of each club year.
10. The yearbook is then distributed to the membership for reference.
11. Most all of the activities I **coordinated** myself because of their nature, and we only had a two-person committee.
12. I have held the office of recording secretary many times.
13. This position required me to learn the guidelines for preparing minutes.
14. I also traveled to a District Six Conference one year and attended the training session for recording secretaries.
15. As a recording secretary, I **wrote** down the minutes of the meeting, transcribed them according to the guidelines, and then e-mailed them to the membership after each meeting.
16. I **purchased** a binder and **created** a notebook with monthly tabs to place each month's minutes behind, since the minutes are the club's permanent record.
17. If you are an officer of the club or committee chairperson, you are also **selected** to serve on the board of directors.
18. My board responsibilities were **designed** to help determine club policies, transact club business, **supervise** club activities, act upon recommendation for membership, **recommend** budgets to members for approval, and approve expenditures for club funds.

B. Observations and Reflections: *Describe and analyze the effects*

1. In the service committee chairperson position, I have **wondered** at times if it is really worth my time to serve my community through Altrusa.
2. However, we assist a Project Independence mom with school supplies, food at Thanksgiving, a gift certificate to Wal-Mart before Christmas, and gas each month for her commute to school.
3. I had the opportunity to speak directly with our recipient before Thanksgiving, and I **sensed** just how very much our support means to her.
4. She was so very thankful for our assistance and shared with me about her personal situation.
5. As I **listened** to her share about how much our assistance meant to her, I **realized** it is easy for me to go through the administrative motions necessary for the success of a project, without having **examined** the true worth and impact of the project on another person's life.
6. As I have **reflected** on my experiences as a committee chairperson, I have **noticed** that I have not only had the privilege of serving my community, but also many rich and rewarding life experiences I would not have had if I had not been a member.
7. I only regret that I am not a very creative soul, so it is hard for me to think of new ideas for the committee.
8. I **thought about** how I could give our club name visibility in the community.
9. My efforts with the newspaper articles and advertising did increase our club's visibility.
10. Our members **noticed** that there was more community awareness of our club name and our projects.
11. We received a better response to our fund raisers, **heard** more requests for assistance from our group, and added a couple of new members!
12. I **sensed** a revitalization of the membership.
13. The minutes that the recording secretary distributes to the membership, I **sensed**, are extremely helpful to them.
14. I **watched** the members use the minutes to remind themselves of certain tasks they were to follow up on, special committees for which they have volunteered, and decisions that were made during the meeting.
15. I **heard** that the members that could not attend a particular meeting really appreciated the minutes because they enabled them to know the club's meeting activities.
16. An informed membership with a reference document enables us to be efficient and effective in our community service endeavors as a club.
17. As a director, I have **listened** intently to ideas, shared my thoughts, and voted my conscience.
18. I have observed that our board members are very amiable, listen respectfully to one another, and have the best interests of the club and community at heart when they make a decision.
19. I have **thought about** how my experience on the board has helped me, and I believe it has increased my decision-making skills.
20. I have **pondered** how I have grown as a person through my overall Altrusa experience.

C. Formation of Abstract Concepts and Generalizations: *Describe the principle underlying or explaining what happened*

1. As a service committee chairperson, I have **learned** that being organized is a great asset and attention to detail is a must for a successful project.
2. The reason I feel attention to detail is especially important is because the first time I was responsible for the Beaman Home Christmas Party, we had a lot of leftover food.

3. I **discovered**; however, that I had not **thought about** what to do if there was food left over.
4. I **knew** I had to do something, so I drove my car to Owens, and found the plastic Ziploc bags.
5. I am **determined** to never forget that we need plastic bags for the Beaman Home Christmas party.
6. Experience is, indeed, a great teacher.
7. Also, in my experience as a chairperson, I have **found** that it is important to visualize the project from beginning to end.
8. This visualization process helped me to **guide** the committee as we discussed a project.
9. At the end of the year, we write a report about our committee's activities and note any changes that should be made if that project is used next year, and I have **discovered** that it is very helpful to read the previous committee chairperson's report!
10. I **discovered** that the time and effort involved in communicating with the community about your club's activities is time well spent, since the community and membership response was very positive.
11. I **believed** that to be a good recording secretary, it was worth the time and effort required of me to read the Altrusa International, Inc. District Six Secretary's Manual and **implement** their guidelines for taking and preparing minutes.
12. I **discovered** that my experience on the board helped me to have an understanding about how other community service organizations operated, and empathize with the time and effort that they also put into their projects.
13. The experience, I **realized**, has increased my servant's heart and helped me to make new friends with fellow working women I will always cherish.
14. I have **found** that it has helped me to develop confidence in myself and some leadership skills.

D. Testing or Applying Concepts in New Situations: *Describe how you can use or have used what you have learned*

1. As chairperson, I **implemented** changes to the committee's activities that I felt would be beneficial to the committee members.
2. We **established** committee meetings well in advance of the event to plan the service project, and meetings were planned when the most members could attend.
3. I made certain everyone supported the project and was willing to participate in its success before I **recommended** the project to the membership.
4. Sign-up sheets were **created** for membership participation in the project that were eye-catching and easy to follow.
5. The changes I **implemented** in this position definitely benefited the club.
6. What I have **learned** in the recording secretary position about taking and transcribing meeting minutes, I have **tried** to apply at work for meeting minutes. I try to **listen** very carefully and document what was done by the department, not what was said by the employees.
7. My ability to think logically, analyze ideas and make decisions while being considerate of other people's feelings has improved.
8. I have **tried** to do what is best for the club and the community I serve.

Prior Learning Assessment

Learning Narrative

Learning Narrative

By

XXXXX XXXXXXXX

Patriotism, Efficiency, Service is the Altrusa International, Inc. motto. The first Altrusa club was founded in Nashville, Tennessee on April 11, 1917. Their permanent headquarters was established in Chicago, Illinois in 1931, and in 1946, their first representative to the United Nations was appointed.

The Altrusa Club of Warsaw is a community service organization that is composed of working women in a variety of businesses and professions that was chartered on November 30, 1973, and I have been a member since 1994. At each meeting, we ask for prayer requests, pray, and recite the Pledge of Allegiance before business is conducted.

In this essay, I will share my community service club experiences by position in the Altrusa Club of Warsaw and relate to you my observations. I will discuss the lessons I have learned in each position and how I have used them.

Service Committee Chairperson

I have served as the service committee chairperson several times, and I have coordinated several service projects. The Altrusa Service Committee met at the beginning of the club year, and as chairperson, I explained the past year's activities and the responsibilities of the committee to the new members. I guided the committee in selecting our projects with input from the committee members, we determined the funding needed, and I prepared our budget for board review.

Prior to each service project's date, I organized and **coordinated** the service projects by scheduling and conducting a committee meeting, at which we discussed the date, time, place, project requirements, and number of volunteers needed. As the service committee chairperson, I explained to

the club about our project idea and circulated a sign-up sheet I had created. Many service projects are done year after year, such as the Beaman Home Christmas Party, Project Independence, Ringing the Bell for the Salvation Army and Mobile Meals.

In the service committee chairperson position, I have wondered at times if it is really worth my time to serve my community through Altrusa. However, we assist a Project Independence mom with school supplies, food at Thanksgiving, a gift certificate to Wal-Mart before Christmas, and gas each month for her commute to school. I had the opportunity to speak directly with our recipient before Thanksgiving, and I **sensed** just how very much our support means to her. She was so very thankful for our assistance and shared with me about her personal situation.

As I **listened** to her share about how much our assistance meant to her, I **realized** it is easy for me to go through the administrative motions necessary for the success of a project without having **examined** the true worth and impact of the project on another person's life. As I have **reflected on** my experiences as a committee chairperson, I have **noticed** that I have not only had the privilege of serving my community but also many rich and rewarding life experiences I would not have had if I had not been a member. I only regret that I am not a very creative soul, so it is hard for me to think of new ideas for the committee.

As a service committee chairperson, I have **learned** that being organized is a great asset, and attention to detail is a must for a successful project. The reason I feel attention to detail is especially important is because the first time I was responsible for the Beaman Home Christmas party, we had a lot of leftover food. I **discovered**, however, that I had not thought about what to do if there was food left over. I knew I had to do something, so I drove my car to Owens and found the plastic Ziploc bags. I

am **determined** to never forget that we need plastic bags for the Beaman Home Christmas party.

Experience is, indeed, a great teacher.

Also, in my experience as a chairperson, I have **found** that it is important to visualize the project from beginning to end. This visualization process helped me to **guide** the committee as we discussed a project. At the end of the year, we write a report about our committee's activities and note any changes that should be made if that project is used next year, and I have discovered that it is very helpful to read the previous committee chairperson's report!

As chairperson, I **implemented** changes to the committee's activities that I felt would be beneficial to the committee members. We **established** committee meetings well in advance of the event to plan the service project, and meetings were planned when the most members could attend. I made certain that everyone supported the project and was willing to participate in its success before I recommended the project to the membership. Sign-up sheets were created for membership participation in the project that were eye-catching and easy to follow.

Communications Committee Chairperson

For two years, I served as a communications committee chairperson, and I wrote numerous articles about club activities for publication in the Warsaw Times Union. I also **investigated** publicity possibilities with the Warsaw Times Union, The Paper, WRSW, WIOE and Star 88.3, as I also **coordinated** publicity for club events. During that time, I **redesigned** the membership yearbook and updated the member and club information at the beginning of each club year. The yearbook was

then distributed to the membership for reference. Most all of the activities I **coordinated** myself because of their nature, and we only had a two-person committee.

I **thought about** how I could give our club name visibility in the community. My efforts with the newspaper articles and advertising did increase our club's visibility. Our members **noticed** that there was more community awareness of our club name and our projects. We received a better response to our fund raisers, heard more requests for assistance from our group, and added a couple of new members! I **sensed** a revitalization of the membership.

I **discovered** that the time and effort involved in communicating with the community about your club's activities is time well spent, since the community and membership response was very positive. The changes I **implemented** in this position definitely benefited the club.

Recording Secretary

I have held the office of recording secretary many times. This position required me to **learn** the guidelines for preparing minutes. I also traveled to a District Six Conference one year and attended the training session for recording secretaries.

As a recording secretary, I wrote down the minutes of the meeting, transcribed them according to the guidelines, and then e-mailed them to the membership after each meeting.

I purchased a binder and **created** a notebook with monthly tabs to place each month's minutes behind, since the minutes are the club's permanent record.

The minutes that the recording secretary distributes to the membership, I **sensed**, were extremely helpful to them. I **watched** the members use the minutes to remind themselves of certain

tasks they were to follow up on, special committees for which they had volunteered, and decisions that were made during the meeting. I **heard** that the members that could not attend a particular meeting really appreciated the minutes because they enabled them to know the club's meeting activities. An informed membership with a reference document enables us to be efficient and effective in our community service endeavors as a club.

I **believed** that to be a good recording secretary, it was worth the time and effort required of me to read the Altrusa International, Inc. District Six Secretary's Manual and **implement** their guidelines for taking and preparing minutes. What I have **learned** in the recording secretary position about taking and transcribing meeting minutes, I have **tried** at work for meeting minutes. I try to **listen** very carefully and document what was done by the department, not what was said by the employees.

Board of Directors

If you are an officer of the club or committee chairperson, you are also selected to serve on the board of directors. My board responsibilities were designed to help determine club policies, transact club business, supervise club activities, act upon recommendation for membership, recommend budgets to members for approval, and approve expenditures for club funds. As a director, I have **listened** intently to ideas, shared my thoughts, and voted my conscience.

I have observed that our board members are very amiable, listen respectfully to one another, and have the best interests of the club and community at heart when they make a decision. I have **thought** about how my experience on the board has helped me, and I **believe** it has increased my decision-making skills.

I **discovered** that my experience on the board helped me to have an understanding about how other community service organizations operated, and empathize with the time and effort that they also put into their projects. My ability to think logically, analyze ideas and make decisions while being considerate of other people's feelings has improved. I have tried to do what is best for the club and the community I serve.

I have **pondered** how I have grown as a person through my overall Altrusa experience. The experience, I **realized**, has increased my servant's heart and helped me to make new friends with fellow working women I will always cherish. I have **found** that it has helped me to develop confidence in myself and some leadership skills.

Prior Learning Assessment

Documentation Index and Documentation

Prior Learning Assessment

Documentation Index and Documentation**DOCUMENTATION INDEX**

ITEM 1	2008-2009 Yearbook – Altrusa International, Inc. of Warsaw, Indiana (<i>Our Yearbook gives an overview of the club, and it documents my positions of Service Committee Chairperson, Recording Secretary, and Board of Directors.</i>)
ITEM 2	Altrusa Hours (<i>I created this spreadsheet for the club, and it documents the number of service hours I have performed so far during the current club year, which runs June 2008 – May 2009.</i>) <i>Note: It is difficult to get all members to turn in their hours.</i>)
ITEM 3	Board Meeting Minutes (<i>This is a recent copy of the Altrusa Board Meeting Minutes that I took, transcribed and distributed to the board members in my capacity as Recording Secretary and being a member of the Board.</i>)
ITEM 4	Business Meeting Minutes & Program Meeting Minutes (<i>These documents represent minutes that I have taken, transcribed and distributed to the entire Altrusa Club membership in my capacity as Recording Secretary.</i>)
ITEM 5	Mobile Meals Sign-Up Sheet (<i>This document is used by the Service Committee Chairperson to circulate to members who wished to volunteer for this service.</i>)
ITEM 6	Cards for XXX XXXXX (<i>This document is used by the Service Committee Chairperson to circulate to members who wished to volunteer to send cards of encouragements to the Project Independence mom we assist.</i>)
ITEM 7	Make-A-Difference Day – Beaman Home Sign-Up Sheet (<i>This document is used by the Service Committee Chairperson to circulate to members who wished to volunteer for that project's activities.</i>)
ITEM 8	CASA – 7th Annual Holiday Wine Festival Sign-Up Sheet (<i>I created this document as Service Committee Chairperson to circulate to members who wished to volunteer to assist CASA with their fundraising event. Altrusa donates \$1,000 to CASA each year.</i>)
ITEM 9	Wrap Gifts for Beaman Home Christmas Party – 2008 Sign-Up Sheet; Teenager Gift – Beaman Homes Christmas Party 2008 Sign-Up Sheet; Beaman Home Christmas Party 2008 Sign-Up Sheet; (<i>I created these three sign-up sheets as Service Committee Chairperson to cover the needs of the Beaman Home Christmas Party, and I circulated them to the members who wished to volunteer for this project's activities.</i>)
ITEM 10	Salvation Army “Ring the Bell” 2008 Sign-Up Sheet (<i>This sign-up sheet is used by the Service Committee Chairperson to circulate to members who wish to volunteer for this service.</i>)
ITEM 11	Altrusa Service Committee (<i>As Service Committee Chairperson, this is the report I will turn in at the end of the club year for the next Service Committee Chairperson. I will also burn a CD with the forms I used/created to give to the next chairperson.</i>)
ITEM 12	Advertising/Newspaper Articles (<i>Altrusa Communications Committee Chairperson - Advertising Contact List and newspaper articles I wrote and submitted to the Times-Union for publication</i>)
ITEM 13	2007-2008 Altrusa Yearbook (<i>As Communications Committee Chairperson, it was my responsibility to update the yearbook; I also redesigned it.</i>)
ITEM 14	District Six Secretary's Manual – April 19, 2008 (<i>As Communications Committee Chairperson, this is my reference manual for writing club minutes.</i>)
ITEM 15	Letter by another Altrusa Member

Documentation – Item #1

Altrusa Club of Warsaw, Indiana – 2008 – 2009 Yearbook

Documentation – Item #2**Altrusa Hours Spreadsheet**

Total Hours	Club
For 2008-2009	Members
7.25	Ajzen , Deb
11.00	Battalin , Teddie
17.00	Bickmelle , Lisa
10.00	Cox, Mary Ann
148.75	Evergreen , Sue
31.75	Evans , Lisa
7.00	Fries , Retha
15.25	Miller , Beth
27.00	Knobels , Jeanine
53.25	Martin , Vicki
13.75	Robinson , DeAnn
59.25	
6.50	Randolph , Michele
26.00	Shaw , Sharon
91.00	Steen , Jan
13.50	Stouder , Martha
8.00	Stouder , Mary
2.00	Tom , Libbie
82.25	Wright , Susan
14.00	Yarling , Lydia
644.50	

Documentation – Item #3**ALTRUSA INTERNATIONAL, INC. OF WARSAW, INDIANA****BOARD MEETING MINUTES****JANUARY 8, 2009**

The Board Meeting was called to order at 11:00 a.m., at KCH Health and Wellness Center by President Vicki [REDACTED].

- Board members present: Sue [REDACTED], Lisa [REDACTED], Jeanine [REDACTED], Vicki [REDACTED], XXXXXXXXXXXX, Jan [REDACTED] and Susan [REDACTED]
- Board members absent: Deb [REDACTED], Beth [REDACTED], DeAnn [REDACTED]

XXXXXXXXXXXX reported the December 4, 2008, Business Meeting Minutes were sent to the membership via e-mail. A motion was made to accept the minutes. Motion carried. The Treasurer's Report was presented to the board, which covers November and December 2008. A motion was made to accept the report. Motion carried. The checking account at Mutual Federal was closed on December 29, 2008.

Correspondence:

- Deb [REDACTED] delivered the following correspondence to Vicki [REDACTED], as she was unable to attend due to job responsibilities:
 - Late notice for mailbox rental; Deb paid for six months. Vicki will ask Jan to reimburse Deb.
 - Elder Beerman check for \$196.47 from Community Service Day;
 - Kohl's check for \$500, which goes to CASA;
- Deb is extremely busy at work and short an employee, so Vicki will ask for a volunteer to get our mail at the Post Office for the rest of this Altrusa year.
- Susan [REDACTED] received the following correspondence:
 - Received a thank you note from the Salvation Army for "Ring the Bell."
 - Elder Beerman's next Community Day is February 28.
 - Susan received an e-mail from the Parks Department about signing up for the concerts. The Rock Concert is June 19, and the Country Concert is July 24. The cost is \$45, which includes electricity. The membership will be asked to vote whether or not they want to participate in the concert fundraisers.

Committee Reports:

- Lisa [REDACTED], Finance Committee:
 - Will investigate two options for candy bar sales; Candy bars will be distributed for sale at the February Business Meeting.
- Jeanine [REDACTED], Membership Committee:

- Everyone had a good time at the Christmas Party.
- Add an Altrusan Month – Recruiting event; possibly ask Sue to give a scrapbooking lesson and invite potential members.
- Vicki [REDACTED] suggested creating packets of club information and distributing them to HR Managers, who would possibly encourage employees to join.
- Sue [REDACTED] stated possibly the Mayor would declare an Altrusa Day.
- XXXXXXXXXXXX, Service Committee:
 - An Altrusa Hours sheet is circulating.
 - The Mobile Meals sign-up sheet is circulating.
 - A note will be placed in the notes for next year's Service Committee Chair to only schedule members for one hour to "Ring the Bell" for the Salvation Army. It is just too cold to stand outside longer.
 - A new Project Independence mom has been selected. Her name is Angela [REDACTED]. She is willing to work with us on completing the paperwork for the Individual Grant.
 - XXXXX announced she will be participating in Grace's Degree Completion Program. She plans to continue her duties as Recording Secretary; however, she may require assistance for any future Service Committee projects.
- Sue [REDACTED], Membership Committee:
 - Has updated the website. She will add Sharon [REDACTED]' profile soon.
 - The Newsletter was sent to Mary [REDACTED], District Six and International.
 - Grants – Be aware of upcoming dates;

New Business:

- Vicki [REDACTED] stated Polk Sales may ask us to help with their upcoming sales.
- Jan [REDACTED] stated we need volunteers for the Scholarship Committee.
- Vicki [REDACTED] will ask for volunteers for a Nominating Committee at the business meeting following this board meeting.

The board meeting adjourned at 11:45 a.m.

Respectfully submitted,

XXXXXXXXXX, Secretary

Documentation – Item #4

**ALTRUSA INTERNATIONAL, INC. OF WARSAW, INDIANA
BUSINESS MEETING MINUTES
JANUARY 8, 2009**

The Business Meeting was called to order at 12:15 p.m. at KCH Health and Wellness Center by President Vicki [REDACTED].

Present were: Teddie [REDACTED], Lisa [REDACTED], Mary Ann [REDACTED], Sue [REDACTED], Lisa [REDACTED], Beth [REDACTED], Jeanine [REDACTED], Vicki [REDACTED], XXXXXXXXXX, Sharon [REDACTED], Jan [REDACTED], Martha [REDACTED] and Susan [REDACTED];

Absent were: Deb [REDACTED], Retha [REDACTED], DeAnn [REDACTED], Michele [REDACTED], Mary [REDACTED], Libbie [REDACTED] and Lydia [REDACTED];

Mary Ann [REDACTED] led the membership in prayer, and the Pledge of Allegiance was recited.

Sergeant of Arms: Lisa [REDACTED] fined the membership \$1 for not wearing their Altrusa pin and \$1 for watching football last weekend.

Spotlight on Member: Sharon [REDACTED] is featured in the newsletter distributed today.

Secretary's Minutes: XXXXXXXXXX stated the minutes of the December 4, 2008, meeting were approved at the Board Meeting.

Treasurer's Report:

- Jan [REDACTED] stated the Treasurer's Report covers both November and December 2008, and was approved at the Board Meeting.
- The checking account at Mutual Federal was closed on December 29, 2008.
- Vicki [REDACTED] discussed the Altrusa International donation. We normally donate \$25 to the International Foundation Endowment Fund, and we raised an additional \$75 at the Christmas Party. Discussion. The membership voted to donate \$25 to the International Foundation Endowment Fund, and \$75 to Club 21.

Correspondence:

- Deb [REDACTED] delivered the following correspondence to Vicki [REDACTED], as she was unable to attend due to job responsibilities:
 - Late notice for mailbox rental; Deb paid for six months. Vicki will ask Jan to reimburse Deb.
 - Elder Beerman check for \$196.47 from Community Service Day;
 - Kohl's check for \$500, which goes to CASA;

- Deb is extremely busy at work and short an employee, so Vicki asked for a volunteer to get our mail at the Post Office for the rest of this Altrusa year. Teddie [REDACTED] volunteered. Vicki will arrange to get Teddie the key to the mailbox.
- Susan [REDACTED] received the following correspondence:
 - Received a thank you note from the Salvation Army for “Ringing the Bell”.
 - Elder Beerman’s next Community Day is February 28.
 - Susan received an e-mail from the Parks Department about signing up for the concerts. The Rock Concert is June 19, and the Country Concert is July 24. The cost is \$45, which includes electricity. The membership will be asked to vote whether or not they want to participate in the concert fundraisers.

Committee Reports:

- Lisa [REDACTED], Finance Committee:
 - Will investigate two options for candy bar sales; Candy bars will be distributed for sale at the February Business Meeting.
 - Will meet with her committee in the future regarding other fundraising ideas;
 - The next Elder Beerman Community Day will be February 28, 2009. Susan [REDACTED] will see about us being able to sell coupon books in the store on February 26 & 27, 2009.
 - The Rock Concert will be June 19. The Country Concert will be July 24. The fee including electricity will be \$45. A motion was made to participate in the concerts as a vendor. Motion seconded. Motion carried.
- Jeanine [REDACTED], Membership Committee:
 - Everyone had a good time at the Christmas Party.
 - She will meet with her committee regarding future events.
 - Add an Altrusan Month – Recruiting event; possibly ask Sue to give a scrapbooking lesson and invite potential members.
 - Vicki [REDACTED] suggested in preparation for the District Six Conference, for which we need to have something to sell or auction, that we possibly have a scrapbooking event. Sue [REDACTED] is willing to teach, and we can invite guests. A date was set for Wednesday, January 28, at 5:30. Location to be determined.
- XXXXXXXX, Service Committee:
 - An Altrusa Hours sheet is circulating.
 - The Mobile Meals sign-up sheet is circulating.
 - A note will be placed in the notes for next year’s Service Committee Chair to only schedule members for one hour to “Ring the Bell” for the Salvation Army. It is just too cold to stand outside longer.
 - A new Project Independence mom has been selected. Her name is Angela [REDACTED]. She is willing to work with us on completing the paperwork for the Individual Grant.
 - XXXXXXXX announced she will be participating in Grace’s Degree Completion Program. She plans to continue her duties as Recording Secretary; however, she may require assistance for any future Service Committee projects.
- Sue [REDACTED], Membership Committee:
 - Has updated the website. She will add Sharon Sander’s profile soon.
 - The Newsletter was sent to Mary [REDACTED], District Six and International.
 - Grants – Be aware of upcoming dates;
 - The Conference and Convention Planning Committee will meet next week. They will discuss the Individual Grant, involving Project Independence participant and a grant

involving the Warsaw Community Public Library. Susan [REDACTED] explained the Library Project would involve a book packet with book related projects. Altrusa would be involved with assembling the packets. Another library project, which does not involve a grant, would involve putting new labels on children's' books. It would require possibly two hours of our time and \$200.

New Business:

- Vicki [REDACTED] recognized Sharon [REDACTED] with a pin for sponsoring a new member.
- Vicki stated she needed volunteers for the Scholarship Committee. Teddie [REDACTED] and Beth [REDACTED] volunteered. They also volunteered Jan [REDACTED].
- Vicki [REDACTED] asked for volunteers for a Nominating Committee. Sharon [REDACTED] and Sue [REDACTED] volunteered.
- Vicki stated that at the Program Meeting next week, Sue [REDACTED] and Susan [REDACTED] would discuss in more detail about the grants and awards we are pursuing.

The Altrusa Benediction was recited. The business meeting adjourned at 1:00 p.m.

Respectfully submitted,
XXXXXXXX, Secretary

Documentation – Item #4 cont.

**ALTRUSA INTERNATIONAL, INC. OF WARSAW, INDIANA
PROGRAM MEETING MINUTES
FEBRUARY 19, 2008**

The program meeting was called to order at 12:10 p.m. at KCH Health and Wellness Center by President Vicki [REDACTED].

Present were: Teddie [REDACTED], Lisa [REDACTED], Sue [REDACTED], Lisa [REDACTED], Beth [REDACTED], Jeanine [REDACTED], Vicki [REDACTED], DeAnn [REDACTED], XXXXXXXX, Sharon [REDACTED], Jan [REDACTED] and Susan [REDACTED];

Absent were: Deb [REDACTED], Mary Ann [REDACTED], Retha [REDACTED], Michele [REDACTED], Martha [REDACTED], Mary [REDACTED], Libbie [REDACTED] and Lydia [REDACTED];

The Altrusa Grace and the Pledge of Allegiance were recited by the membership.

Sergeant of Arms: Lisa [REDACTED] fined the membership \$1 if they were not wearing the Altrusa pin, and if they did not know the names of our three directors.

Committee Reports:

- **Finance:** Lisa [REDACTED], Chairperson, stated a sign-up sheet is circulating to sell coupon books at Elder Beerman next Friday and Saturday. Coupon books were also available at the meeting to sell.
- **Membership:** Jeanine [REDACTED], Chairperson:
 - Jeanine stated her committee met to review the criteria for Altrusa points and awards. Her committee is already completing many of the requirements.
 - They may have an orientation at the next program meeting.
 - Blue Gate and the Honeywell Center have many name performers coming to their facilities in the near future. If you are interested in seeing anyone in particular, please let Jeanine know, as she is trying to plan a fun event.
- **Service:** XXXXXXXX, Chairperson, stated that the Service Hours form is circulating. Her committee does not have any upcoming events at this time.
- **Communications:** Sue [REDACTED], Chairperson, stated she submitted a news release and updated the website. She is working on putting the newsletter on the website.

Program: Vicki [REDACTED] presented a program on Coping with the Conflicting Demands of Work and Home.

Old Business:

Sue [REDACTED] and Susan [REDACTED] discussed Altrusa award criteria and that they have submitted some projects for award consideration.

The Altrusa Benediction was recited.

The business meeting adjourned at 1:00 p.m.

Respectfully submitted,
XXXXXXXXXX, Secretary

Documentation – Item #5**MOBILE MEALS****SIGN-UP SHEET****March 2008-December 2009****2008**

March	18	Martha	
		Jeanine	
April	15	Lisa	
		Mary Ann	
May	20	Martha	
		DeAnn	
June	17	Vicki	
		Jolene	
July	15	Martha	
		Jeanine	
August	19	Vicki	
		Sue	
September	16	Jeanine	
		DeAnn	
October	21	Vicki	
		Lisa	
November	18	DeAnn	
		Lisa	
December	16	Vicki	
		Deb	

267-8004**Pick up meals at Kosciusko Community Hospital at 11:15****Route: West 3****They will have map of route.****2009**

March	17	Lisa	
		Jeanine	
April	21	Vicki	
		Sue	
May	19	Martha	
		DeAnn	
June	16	Vicki	
		Sue	
July	21	Sharon	
		Bob	

August	18	Vicki	
		Retha	
September	15	Jeanine	
		Martha	
October	20	Vicki	
		DeAnn	
November	17	Sharon	
		Bob	
December	15	Vicki	
		XXXXXXXX	

Documentation – Item #6**CARDS FOR XXX XXXXX****SIGN-UP SHEET****2008-2009****XXX XXXXX****XXXXX Warner Road****Syracuse, IN 46567****574-XXX-XXXX**

June 2008

XXXXXXXXXX

July 2008

Lisa [REDACTED]

August 2008

Martha [REDACTED]

September 2008

Susan [REDACTED]

October 2008

Michelle [REDACTED]

November 2008

DeAnn [REDACTED]

December 2008

XXXXXXXXXX

January 2009

Sue [REDACTED]

February 2009

Lydia [REDACTED]

March 2009

Deb [REDACTED]

April 2009

Jeanine [REDACTED]

May 2009

XXXXXXXXXX

Gift Certificates

November – Thanksgiving (Food)	\$100 Gift Certificate-Wal-Mart	Mailed November 10, 2008
December – Christmas	\$250 Gift Certificate–Wal-Mart	Mailed December 5, 2008
May - Graduation		

Documentation – Item #7
MAKE-A-DIFFERENCE DAY – BEAMAN HOME
SIGN-UP SHEET
Saturday, October 25, 2008

9 a.m. - Noon

Finishing Painting Play House

1. Lisa [REDACTED]
- 2.
- 3.

Extreme Cleaning Common Living Areas When You First Walk In

1. Jan [REDACTED]
- 2.
- 3.

Cleaning of Cupboards in Kitchen (take everything out, wipe down, put back)

1. DeAnn [REDACTED]
2. Lisa [REDACTED]
3. XXXXXXXX

Coat Closets (take everything out, clean-up, organize into totes)

1. Sue [REDACTED]
2. Vicki [REDACTED]
3. Beth [REDACTED]

Documentation – Item #8

*CASA – 7TH ANNUAL HOLIDAY WINE FESTIVAL
SIGN-UP SHEET
FRIDAY, NOVEMBER 14, 2008
BIOMET HANGAR, WARSAW MUNICIPAL AIRPORT*

REGISTRATION (5 – 6:30 P.M.):

1. XXXXXXXX

2. Lisa [REDACTED]

3. Retha [REDACTED]

REGISTRATION (6:30 – 8 P.M.):

1. XXXXXXXX

2. Lisa [REDACTED]

3. Jan [REDACTED]

COAT CHECK (5:30-8 P.M.):

1.

2.

COAT CHECK (8-10 P.M.):

1.

2.

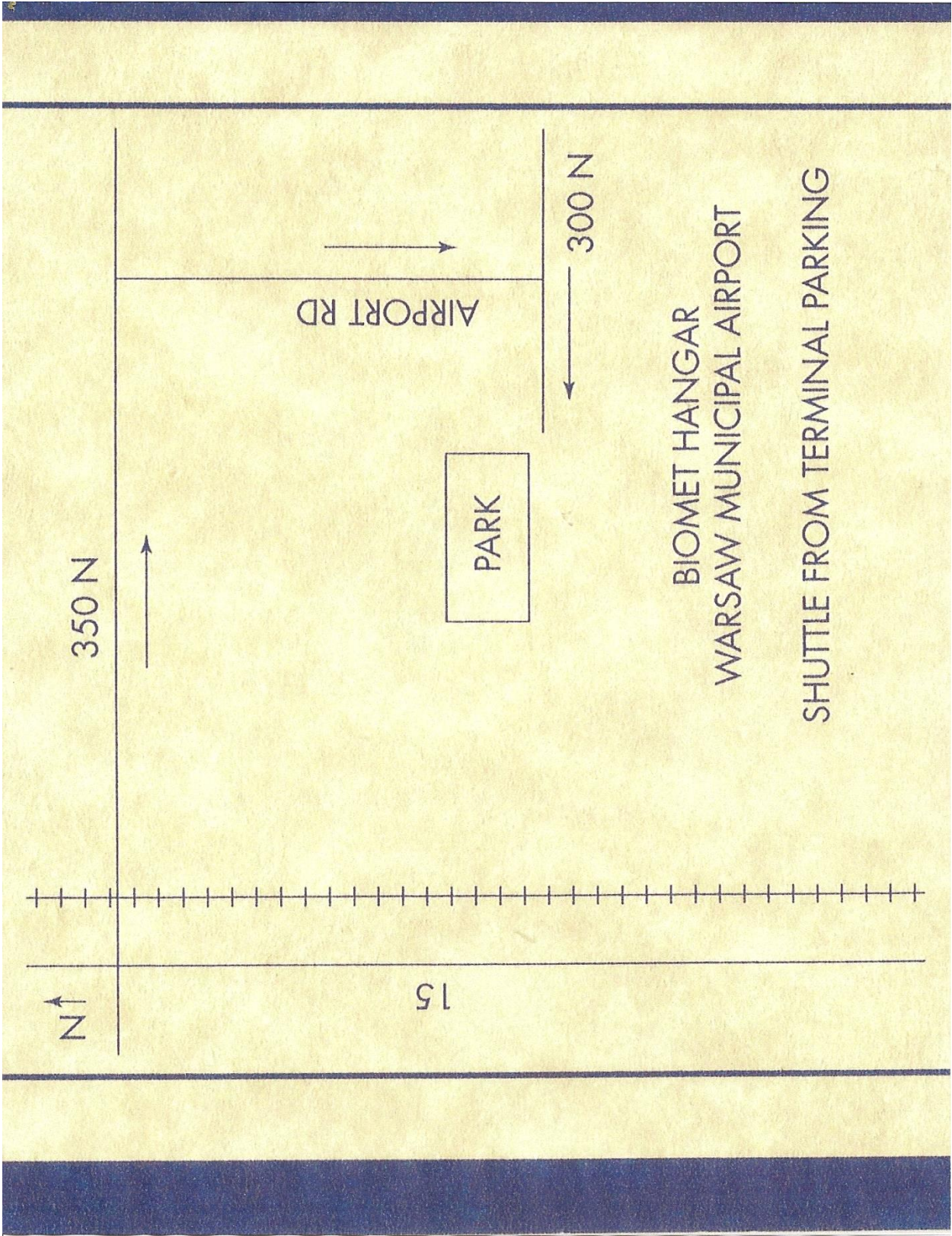
WINE GLASSES – HAND OUT (5:30 – 8 P.M.):

1.

CREDIT CARD MACHINE (8-10:30 P.M.)

1.

2.



Documentation – Item #9

**BEAMAN HOME
CHRISTMAS PARTY
2008 SIGN-UP SHEET**

**FRIDAY, DECEMBER 5
6 - 8 P.M.**



**ST. ANNE'S EPISCOPAL CHURCH
424 W. MARKET ST., WARSAW**

DROP OFF FOOD BETWEEN 5 - 6 P.M.

SANDWICHES	VEGGIES, DIP
1. Mary Ann	1. Sharon
2. Susan	2. Jan
CHIPS, DIP	COOKIES/DESSERT
1. Jeanine	1. Martha
2. XXXXXXXXXX	2. Beth
	3. Teddie
FRUIT	CHEESE
1. Sue	1. Retha
2. Vicki	
PUNCH	
1. Lisa	
VOLUNTEERS (Arrange Food, Help During Party, Clean-up)	
1. Lisa	3. XXXXXXXXXX
2. Mary Ann	4. Vicki

Documentation – Item #9 continued

TEENAGER GIFT

BEAMAN HOME
CHRISTMAS PARTY
2008 SIGN-UP SHEET



BRING TEENAGER GIFT ON WEDNESDAY, DECEMBER 3
4:30 – 5:30 P.M.

ST. ANNE'S EPISCOPAL CHURCH
424 W. MARKET ST., WARSAW

VOLUNTEER WILLING TO PURCHASE GIFT FOR TEENAGER
NAMES AND AGES FOLLOW:

Suggested Price: \$10

TEENAGER

1. Danielle – 17
2. Brooke – 16
3. Adrianne – 14
4. Macy – 14
5. Ericka – 13
6. Kara – 11
7. Michael – 17
8. Aaron – 13
9. Ezra – 13
10. Nathaniel – 12
11. River – 12
12. Stephen – 11
13. Sheldon – 8 (Advanced)

ALTRUSA VOLUNTEER

1. Jan
2. Sue
3. Sue
4. Sue
5. Michelle
6. Jeanine
7. Martha
8. Lisa
9. XXXXXXXXXXXX
10. DeAnn
11. Sue
12. Sharon
13. Lydia

Documentation – Item #9 continued

WRAP GIFTS FOR BEAMAN HOME CHRISTMAS PARTY

2008 SIGN-UP SHEET



WEDNESDAY, DECEMBER 3

4:30 – 5:30 P.M.

ST. ANNE'S EPISCOPAL CHURCH

424 W. MARKET ST.

WARSAW

YOU NEED TO BRING WITH YOU:

Scissors

Tape

Bows

Tags

Wrapping Paper

VOLUNTEERS TO WRAP GIFTS

1. Mary Ann

2. Martha

3. Retha

4. Beth

5. XXXXXXXXXXXX

6. Sue

7. Vicki

8.

9.

10.

Documentation – Item #10

SALVATION ARMY

“RING THE BELL”

Wal-Mart (South Door-Retail Entrance)

Wednesday, December 17

5-7 p.m.

Sue [REDACTED]

Jan [REDACTED]

7-9 p.m.

Lisa [REDACTED]

Retha [REDACTED]

Documentation – Item #11
ALTRUSA SERVICE COMMITTEE YEARLY REPORT
XXXXXXXXXX, Chairperson
2008 – 2009

Mobile Meals**Location:** Kosciusko Community Hospital**Meals Picked Up:** 11:15 a.m.**Route:** West 3 – Map Provided**Phone:** 267-8004**Contact:** Doris [REDACTED]

We deliver Mobile Meals between March and December each year for 10-15 households in Kosciusko County. Personal items are donated by the membership and delivered to Mobile Meal recipients during the December meal delivery. (Example of sign-up sheet attached)

Make-A-Difference Day**Location:** Beaman Home**Phone:** 267-7701

Our project this year was to clean kitchen cupboards and organize donations at the Beaman Home. We also finished painting the playhouse. In the future, all Make-A-Difference Day projects needs to be literacy oriented to count for an award or points. Volunteers were: Lisa [REDACTED], Jan [REDACTED], DeAnn [REDACTED], Lisa [REDACTED], XXXXXXXX, Sue [REDACTED], Vicki [REDACTED] and Beth [REDACTED]. The date of the event was Saturday, October 25, 2008. (Example of sign-up sheet attached)

CASA Wine Festival**Location:** Biomet [REDACTED]**Contact:** Martha [REDACTED]**Phone:** 267-9195**E-Mail:** martha.stouder@lakecitybank.com

Volunteers signed-up to assist the CASA personnel with their fundraiser. Sue [REDACTED] enlisted the help of the Kohl's Community Service Team. Volunteer activities included registering attendees, coat check, giving out wine glasses and operating a credit card machine. There were only four volunteers to register attendees: XXXXXXXX, Lisa [REDACTED], Retha [REDACTED] and Jan [REDACTED]. No one volunteered for the other opportunities. The date of the Wine Festival was Friday, November 14, 2008. (Example of sign-up sheet attached)

Project Independence Recipient**Recipient:****Address:****Phone:****Contact:** Sabrina (She is Kim's caseworker)**Phone:** 269-6019 ext. 26 (Combined Community Services)**Fax:** 269-2137

We continue to support a single mom with two sons who is trying to obtain her General Studies Bachelor's Degree. This year we gave Kim Kelly a \$100 gift card to Wal-Mart for Thanksgiving; a \$250 gift card at Wal-Mart for Christmas and \$50 for a graduation gift. (Example of sign-up sheet attached)

New Project Independence Recipient (June 2009)

Recipient:

Phone: 269-6019 ext. 26 (Combined Community Services)

Fax: 269-2137 (Combined Community Services)

Beaman Home Christmas Party

Location: St. Anne's Episcopal Church

Contact: Rachel, Beaman Home

Phone: 267-7701

Our project included wrapping gifts for the children who have stayed at the Beaman Home during the current year. We purchased gifts for 13 teenagers since the Beaman Home doesn't typically receive gifts for that age group. We also provided and served food for 40 attendees at their Christmas party. Gifts were wrapped on Wednesday, December 3, and the party was on Friday, December 5, 2008. There were very few gifts to wrap this year. I suggest only having three to four people sign up to wrap next year. Be sure to bring large and small Ziploc bags with you to the party. There will be leftover food. (Examples of sign-up sheets attached)

Ring the Bell for Salvation Army

Location: Wal-Mart (South Door-Retail Entrance)

Contact: Maureen [REDACTED], 227 EMS C27C Lane, Warsaw, IN 46582

Phone: 574-267-2690

Date: Wednesday, December 17, 2008

Volunteers included: Sue [REDACTED], Jan [REDACTED], Lisa [REDACTED] and Retha [REDACTED]. (Example of sign-up sheet attached). **Note:** It is too cold for someone to stand out in the cold for two hours. In 2009, schedule one hour shifts.

2008-2009 Budget for Service Committee

Beaman Home Golf Outing (June)	\$100.00
Inez [REDACTED] (Gas for Project Independence Mom)	\$600.00
Service Project (WCHS Career Center Student)	\$600.00
CASA Wine Tasting (November)	\$100.00
Project Independence (Nov., Dec., May)	\$400.00
Storage Rental	\$210.00
International Foundation Endowment Fund	\$25.00
Junior Achievement	\$100.00
Community Service	\$200.00
Beaman Home (May)	\$1,000.00
CASA (May)	\$1,000.00
Scholarships (May)	\$1,500.00
TOTAL BUDGET	\$5,835.00

Documentation – Item #12
Advertising

[illegible]

Documentation – Item #13

ALTRUSA CLUB OF WARSAW



2007 – 2008 YEAR BOOK

Altrusa Club of Warsaw

P.O. Box 1111

Warsaw, IN 46581- 1111

E-mail: Altrusa@kconline.com

Club Web Site: <http://home.earthlink.net/~ss>

TABLE OF CONTENTS

Altrusa Club of Warsaw Information

Warsaw Club Officers.....	1
Board of Directors	1
Officer Responsibilities	1
Board Member Responsibilities	1
Committee Assignments.....	2
Past Presidents	2
Club Meeting Information	2
Membership Meetings.....	2
Board Meetings.....	2
Altrusa Benediction.....	2
Altrusa Grace.....	2
Club E-Mail Information	3
Club Projects.....	3
Club History.....	3
Beaman Home Opening Trivia	4

Member Directory 5

New Member Sponsor's Guide 11

Altrusa General Information 13

Publications.....	13
Altrusa Colors.....	13
Altrusa Motto	13
Altrusa Key.....	13
Altrusa Emblem.....	14
Member Responsibility	14
District Six Officers	15
District Six Committee Chairs	15
Altrusa International, Inc.'s Contact Information	15
Altrusa International Office Staff	16

Altrusa Current & Past Members List 17

Documentation – Item #14



ALTRUSA INTERNATIONAL, INC.

DISTRICT SIX

Secretary's Manual

April 19, 2008

Leaders in Service...

Continuing the Journey

Documentation – Item #15

March 5, 2009

Professor Cindy Sisson,
MA in Counseling
Grace College
Warsaw, Indiana

Dear Professor Sisson:

XXXXXXXX has been a member of Altrusa since 1994. She has served as our Service Committee Chairperson (several years), Communications Chairperson (two years), Recording Secretary (several years), and Board of Directors (several years).

XXXX has spent many hours over the years coordinating projects within the scope of her committees, and she has volunteered many hours for fundraising projects over the years, such as:

- A. Style Show and Salad/Desert Bar Night
- B. Salad/Desert Bar and Bingo Night
- C. Boys & Girls Club Dinner
- D. Elder Beerman Community Days
- E. Classic Rock Concert & Country Rock Concert - Food Vendor
- F. Nelson's Golden Glow Chicken Fundraiser
- G. Big Brothers Big Sisters Car Show - Food Vendor
- H. Sold Abbots. Caramels
- I. Sold Gold Canyon Candies
- J. Auctions - Food Vendor

I can attest to XXXX membership and participation, as I have also been a member of Altrusa since 1993.


Beth [redacted], Altrusa Director