



INFORMATION TO BE INCLUDED IN SSP MONTHLY EMAIL

Hello!

If you have any information that should be made known to the membership and you'd like it included in the monthly email, please send a concise typed document via email to Jennifer Cassidy at cassidy@pittcon.org. Please include a note specifying which monthly email it is to be included in. If mailing the information, it will need to be retyped, so please allow at least one additional week! Mail to:

Jennifer Cassidy
SSP Office
300 Penn Center Blvd., Suite 332
Pittsburgh PA 15235-5503

Information is subject to approval by the Secretary and the Executive Council. Please remember the schedule below, as we will strictly follow the due dates:

<i>Meeting Date</i>	<i>Crucible Deadline</i>	<i>Monthly Email Deadline</i>
Sept. 17, 2008	Aug. 1, 2008	Aug. 17 2008
Oct. 15, 2008	Sept. 1, 2008	Sept. 15 2008
Nov. 19, 2008	Oct. 1, 2008	Oct. 19, 2008
Dec. 3, 2008	Nov. 1, 2008	Nov. 3, 2008
Jan. 21, 2009	Dec. 1, 2008	Dec. 21, 2008
Feb. 18, 2009	Jan. 1, 2009	Jan. 18, 2009
Apr. 22, 2009	Mar. 1, 2009	Mar. 22, 2009
May 20, 2009	Apr. 1, 2009	April 20, 2009

The "Monthly Email Deadlines" are approximately four weeks before the meeting so please schedule accordingly. If you have any questions, please email Jennifer Cassidy at cassidy@pittcon.org or call (412) 825-3220 x218.

Sincerely,

Margaret M. Hall
2008-2009 SSP Secretary

We need your help to get your messages clearly to the membership in the monthly email.

For Business Meeting Minutes please email me the information you will present by noon on the meeting date or hand deliver it at the meeting.

EMAIL: mahall@state.pa.us

Thanks!