



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 Emily Concannon at concannon@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:

Emily Concannon
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. 16, 2009	Aug. 1, 2009	Aug. 16 2009
Oct. 21, 2009	Sept. 1, 2009	Sept. 21 2009
Nov. 18, 2009	Oct. 1, 2009	Oct. 18, 2009
Dec. 8, 2009	Nov. 1, 2009	Nov. 8, 2009
Jan. 20, 2010	Dec. 1, 2009	Dec. 20, 2009
Feb. 10, 2010	Jan. 1, 2010	Jan. 10, 2010
Apr. 21, 2010	Mar. 1, 2010	Mar. 21, 2009
May 19, 2010	Apr. 1, 2010	April 19, 2009

The "Monthly Email Deadlines" are approximately four weeks before the meeting so please schedule accordingly. If you have any questions, please email Emily Concannon at concannon@pittcon.org or call (412) 825-3220 x212.

Sincerely,

David G. Vanischak
2009-2010 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: dqvanischak@comcast.net, or vanischakd@aol.com

**Thanks!
David G. Vanischak**