



Society for Analytical Chemists of Pittsburgh

INFORMATION FROM SACP 2011-2012 SECRETARY

These procedures must be followed in order to get our monthly notices out in a timely fashion. Valarie Daugherty, the SACP Administrative Assistant will be coordinating the collection of all materials (minutes, treasurer's report, and any other approved notices) for the monthly notices. If you have something you wish to include with the monthly notice, please contact me for approval or review prior to sending it to Valarie. You will need to make sure to adhere to the deadlines given below. Please email materials in an electronic form to (**daugherty@pittcon.org**). Should you need any assistance with preparing a document, Valarie will be glad to assist you. If you are sending material through the mail, please address envelope to: Valarie Daugherty, The Pittsburgh Conference Office, 300 Penn Center Blvd., Suite 332, Pittsburgh, PA 15235-5503. The deadlines for her to receive materials for the month mailings are as follows:

For the meeting to be held on:

September 12, 2011
October 3, 2011
November 7, 2011
December, TBA
January 9, 2012
February 6, 2012
April 2, 2012
May 16, 2012

Information to Valarie by:

August 12, 2011
September 2, 2011
October 7, 2011
November 1, 2011
December 9, 2011
January 6, 2012
March 2, 2012
April 6, 2012

Any materials that you will need Valarie to assist you with, please allow one additional week. Please note: monthly materials can be sent months in advance with a note indicating which meeting notice the information should be included with. In the society's efforts to go green, please email materials in an electronic form to (daugherty@pittcon.org).

Committee Chairmen - Please submit a copy of minutes generated from your meetings in order to be placed in the secretary's file for future reference. Follow the 'Document Preparation' page in your handout for guidelines to identify proper document path codes.

Technical Program Committee - Speaker information is due before the 1st day of the month 2 months prior to the meeting date to accommodate publicity needs, e.g., ***The Crucible*** and preparation for upload to the web page. (Ex: September Technical Program will be published in the August issue of *The Crucible*. *The Crucible* will need the information for the August issue by July 1.)

It is necessary for **all** persons giving reports at the monthly meetings should email a document or provide a clearly written summary of the information before or after the meeting to the secretary.

Thank you in advance for your cooperation and attention to this memo.

Respectfully,

Heather Juzwa, 2011-2012 SACP Secretary
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hj/vad