

Shoptalk

February 2011

Open House to honor Connie Whitley

Connie Whitley, the 2011 Artist of the Year, will be honored at an open house on February 24, 3:30-5 p.m. at the Suzie Cappa



Center. Everyone is welcome. Connie will also be honored at Suzie's Royal Tea on May 1. For information on the tea, contact JoAnne Schriver, ext. 204.

BHW tough enough to wear pink

Black Hills Workshop raised \$320 again this year for the John T. Vucurevich Regional Cancer Care Institute by purchasing and wearing "Tough Enough to Wear Pink" T-shirts. Thanks to everyone who participated and a big thank you to Marie Greenfield-Sahli for coordinating our participation!



Open house at two new Black Hills Workshop homes February 14

There will be an open house on February 14, 2:00-6:00 p.m. at Jake's Place and Helena's Home, Black Hills Workshop's newest facilities. The new accessible five-bedroom homes at 640 Allen Avenue, just north of the Rushmore Plaza Civic Center will be home to ten people. Stop by and see them on February 14.



Finders Keeper winners

Congratulations **Taylor Nicolaisen, Jill Neff, Jennifer Harp, Kitra Wilmes, Tiffani Sammeli, and Amy McGlade** who each won \$100 at the holiday party. They were among the staff who had referred employees over the past year in our Finders Keeper's program.

*Published monthly for employees of BH Services, Inc.
and Black Hills Workshop & Training Center.*

Sweets for your sweets



It's time to be thinking of VALENTINE'S DAY COOKIES! Once again, the EE Team will be accepting orders for Valentine's Day cookies. The price is the same as in the past: \$2 each, or 3 cookies for \$5. Orders will be accepted through Wednesday, February 9. Cookies will be delivered by the EE Team on Monday, February 14. Order forms are available elsewhere in this issue. Please return order forms to Joe Burmeister in the Health, Sport & Fitness Center. Funds raised will be used to fund upcoming EE Team events.

Stepping up to serve



In November, Steven Lanphere, David Brooks, and Greg Solano took on the responsibility of ushering at Canyon Lake United Methodist Church. Their duties include handing out bulletins, helping people find seats, handing out friendship pads, recording the number of people attending, taking up the offering and helping clean up the sanctuary after the service. Pictured with them is church member Becky Bender.

Heroes & Hardrockers



February 26
Parkview Pool,
during the Polar Plunge.
All departments and housing
units are welcome to participate
as teams. More details to come.

Black Hills Workshop vacation/sick/holiday pay

Effective January 1, 2011, Black Hills Workshop full time hourly employees' vacation, sick and/or holiday pay hours will be calculated using the average method. If you worked at more than one pay rate job, the rate of your vacation, sick, holiday will be an average rate. It will now be calculated based on your REGULAR gross pay and REGULAR hours worked on that specific pay period. (Overtime hours are not included in the average.)

Black Hills Workshop Example For Hourly Paid Staff

| | | | | |
|-----|--------|-----------|---|----------|
| REG | 8 hrs | x \$9.50 | = | \$76.00 |
| REG | 32 hrs | x \$10.00 | = | \$320.00 |
| REG | 16 hrs | x \$10.50 | = | \$168.00 |
| REG | 8 hrs | x \$11.00 | = | \$88.00 |
| | <hr/> | | | |
| | 64 hrs | | | \$652.00 |

The person also had 8 hours of vacation and 8 hours for holiday pay. It is calculated by taking the gross REGULAR pay of \$652.00 divided by REGULAR hours of 64 = \$10.19. The \$10.19 is the average pay of REGULAR gross pay divide by REGULAR hours.

Example:

| | | | | |
|----------|-------|-----------|---|---------|
| VACATION | 8 hrs | x \$10.19 | = | \$81.52 |
| HOLIDAY | 8 hrs | x \$10.19 | = | \$81.52 |

The ½ rate for the "working holiday" benefit will be an actual rate of pay. (For example, if your hourly rate was \$11.00 working on a holiday, the "working holiday" benefit will be paid at \$5.50 x the hours worked.)

If you have any questions on this calculation, please contact Marie Greenfield-Sahli, Payroll Manager, 605.718.6251.



Alexi Kieffer Power of B winner

According to her nominator, Alexi Kieffer is doing a great job being an advocate for a person served who lives at Parkview. Leah Drummond says, “She has been putting in extra one-on-one time with this person. Since she has been working with her, everyone can see improvement in the person’s attitude.” Leah says Alexi even has called the person on her day off to see how things were with her and she reminded the individual her how important her medicines were

Look for Power of B nomination forms elsewhere in Shoptalk or on Lotus Notes. To locate, click on Agency Main; click on Staff (left-hand green buttons); then click on Staff Forms. Choose your location, choose B Recognition Award, launch the document and print. Send your nominations to Dorothy Rosby at RSC. Winners receive \$50 and their story will appear in Shoptalk.

We’re glad you’re here!

Welcome new employees

- | | |
|-------------------|--------------|
| Samantha Schmitz | CH-Allen |
| Gina Emerson | CH-Allen |
| Zachary Swisher | CH-Allen |
| Patricia Kaul | CH-Allen |
| Tari Jo Pankowski | CH-Black Gap |
| Kimberly Stanton | CH-Allen |
| Sharayah Titus | Minnesota |
| Marnie Rockwood | CH-Allen |
| Kayla Wilson | CH-Allen |
| Kristin Brown | Edwards C |
| Yvonne Hatcher | Edwards D |
| Taylor Gossel | CH-Wisconsin |
| Justine Swisher | St. Cloud |
| James Swayze | Sitka |
| Jessica Garro | Minnesota |

Wallner’s work chosen for ICI Biennial

James Wallner, who formerly received services at Black Hills Workshop, was one of eight local artists whose work appears along with art from around the country, in the ICI People’s

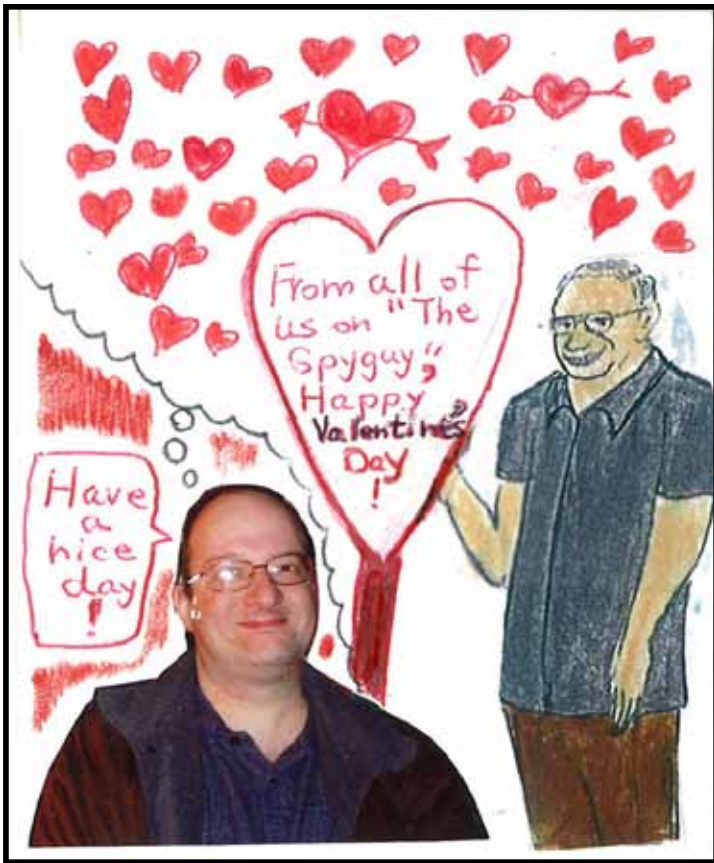


Biennial exhibit at the Dahl Arts Center through March 27. James was an artist in the Suzie Cappa Center when he created and submitted the eight pieces which were chosen for inclusion in the exhibit. He currently lives in Redfield.

Artist James Wallner poses during the opening of the People’s Biennial at the Dahl Arts Center with Brad Winter, director of the Suzie Cappa Art Center.

The People’s Biennial exhibit is the result of a collaborative partnership between project curators Harrell Fletcher, Professor of Art and Social Practice, Portland State University, and Jens Hoffmann, Director, Wattis Institute for Contemporary Art at California College of Art, as well as five art centers across the United States. It is the culmination of a year of travel and research into the creative communities of Portland, Oregon; Rapid City, South Dakota; Winston-Salem, North Carolina; Scottsdale Arizona; and Haverford, Pennsylvania. The People’s Biennial curators participated in a series of public events and open calls where they met and talked with hundreds of artists.

During the curators’ visit to the Rapid City area in April 2010, they chose the work of Caleb Belden, Mary Bordeaux, Nicole Harvieux, Jake Herman, Bob Newland, Bernie Peterson, Bruce Price and James Wallner to include in the exhibit which will be seen in five art institutions around the country.



John Shoemaker

Thank you

Thanks to the **Secret Santa** that sent over a wonderful surprise!

Anne Torgerson

Thanks to all EE Team members for another fabulous Christmas party: **Kelly Delker, Amanda Anker, Shelley Wilson, Amy Jobgen, Richard Harrington, Tara Blasius, Amy Bach, Amy McGlade, Dawn Wozna, Joe Burmeister, Connie Hieb, and Jessilyn Larson!**

I would like to thank **Marie Sheppard**. Because of her, I am becoming more of a professional in my custodial work. I have known Marie for 14 years and she has been so patient with me. Her corrections have made me more aware of my area. I even find things on my own now. Because of her I like my job more and myself more. You are a wonderful person Marie! You taught me to be a good custodian. I appreciate you!

Frank Villegas

Welcome

Welcome to our new Operator Diane C. We welcome you as part of the team!

Switchboard

Notice to Avera Health Enrollees

For your convenience the Avera Health Summary health plan booklet is available to view at:

Agency Main, Staff, Staff Forms, Rapid City, Payroll-Avera Summary Plan 2011. Open Payroll-Avera Summary Plan 2011 and there are three files. The first one is the actual Avera summary plan 2011. The entire plan can be viewed. The second file is on-line help which includes instructions to access your account and view your EOBs. (Explanation of Benefits). The third file, Internet Site, will explain how you can view in-network providers.

If you have any questions you can call Avera directly at 1-888-988-2115.

Changes in the plan may occur in any or all parts of the Plan including benefit coverage, deductibles, maximums, exclusions, definitions, eligibility, and the like.

Every attempt is made to be paperless, however, if you do need a paper book, please submit a written request.



Rushmore Lions Pancake Breakfast

February 27, 2011

8 a.m.- 2 p.m.

Black Hills Workshop

3603 Range Road

Tickets are \$6

Congratulations

Congratulations **Ellie Altman** on her marriage to **Matthew Bridge** on January 1.

Congratulations to the **Kitchen, Concourse Enterprise Administration area; Dakota Laser Tech; RSC building; BH Services Admin area; the Supply Store, and the Switchboard** for making 2010 accident free. Thank you for making safety a priority. We appreciate your efforts to lower our Workers Compensation premiums.

Safety First because accidents last!

From the Safety Committee.

Suzie Cappa artists on display at Shaviq

Eighty-one pieces of art from the Suzie Cappa Center are now on display at Shaviq, 626 St. Joseph in downtown Rapid City. Check it out! Congratulations to the following artists: **Shawn Bifulco, Marlene Bryant, Jeff McGlade, Hoksila Long, Darlene Brookbank, Russell Steinback, Bobby Sullivan, Molly Holsworth, Jill Holien, Mike Leithauser, Connie Smith, Kay Slusser, Anthony Capra, AJ Nordbye, Kendall Kriemann, Scott Vearrier, Nancy Weiss, Stephanie Wagner, Barb Heagy, John Clark, Twillia Otterstetter, Charlotte McLean, Greg Solano, Jennifer Avery, Aimee Johns and Kathy Reed.**



Something Happening in the Neighborhood

D. Gene Mason

It is the season for changes. We all talk about things we would like to do in the coming year and the neighborhood is no different.

We have already seen changes in community home settings. Jake's Place and Helena's Home have added ten more people to our neighborhood. Michelle Findley, Lead AI at Wingate, has decided to pursue her college degree in Arizona. Shirley Milne will now be the Lead AI at Wingate. We are looking forward to her energy and new ideas in that position.

Of course, we always like to find excuses to get together as a group, so when each house received their pizza, we got together and watched some football in the man cave at Anaconda. Those who were not into football, watched a movie upstairs. We want to thank all those who helped give us an excuse to have some fun.

We also had a going away party for Michelle. We all wished her the best and presented her with a signed and drawn-on bird house gourd. Everyone will miss her, but hope she remembers us when she looks at her bird house.

Just to let you know spring is just around the corner. Voluntary Spring Training reporting date for pitchers, catchers and injured players is February 14, 2011. Isn't that the sweetest. Enjoy the rest of January.

Special Olympics Regional Basketball Tournament February 25

The Special Olympics Regional Basketball Tournament will be held in the Black Hills Workshop gymnasium and the National Guard Armory, both on Range Road, on February 25 from 8:30-3:30. For information contact John Tanner 787-6835.

South Ridge Homes get Superior rating from HUD

Brad Saathoff received the following letter from the U.S. Department of Housing and Urban Development. Congratulations Georgett Steele, who is responsible for this project!

Dear Mr. Saathoff,

On October 19, 2010, Jane LaRoque, Housing Management Officer with SDHDA performed a Management and Occupancy Review at the above referenced project resulting in a Superior Rating.

The Denver Multifamily Hub appreciates the outstanding effort you have demonstrated in operating and maintaining South Ridge Homes project. Your dedication to maintaining decent, safe and sanitary housing is evident in the Superior rating at the project. We value your role in furthering the Department's goal to preserve affordable housing. . .

Sincerely,

Marcie D. LaPorte, Director
Denver Multifamily Hub



Zumba with KERRY!

Sponsored by
The BHWS Health, Sport & Fitness Center
Mondays, 4:30- 5:30 in Sensory*
and
Wednesdays, 4:30-5:30 in the Gym
\$3 per session!

For more information, call
Joe Burmeister or Colleen Fines

*Please use the sliding doors at the front of the building to enter the building. You may purchase slippers to wear over your shoes on the carpet, but they are not required. Kerry says just wearing socks to do Zumba on carpet works too.

Calendar

Open House at Allen Avenue February 14
Open House for Connie Whitley February 24
Special Olympics Basketball February 25
Heroes and Hardrockers Chili Cook-off February 27
Pancake Breakfast February 27
Black Hills Brain Injury Conference May 5&6

What is QWE?

By Joseph Sabrowski

Have you heard of QWE? QWE stands for Quality Work Environment. But what is it really?

The Quality Work Environment (QWE) Initiative is an AbilityOne program-wide framework to implement, identify and share employer best practices to provide employees with disabilities enhanced employment opportunities, improved wages and upward mobility. QWE is a continuous improvement process that can be tailored to the needs of each AbilityOne employer and its employees. More information can be found at <http://instituteeforempowerment.org>

On September 21 & 22, 2010 a team of members from different offices within the Black Hills Workshop and BH Services was pulled together to conduct an assessment using the QWE Assessment Tool. The team of members assembled for this assessment are Bill Clucas, Carl Dixon, Lori Valandra, Shelley Wilson, Tom Miller and Joe Sabrowski.

As we were guided through this assessment process by Larissa Timmerberg and Therese Stein from NISH, we reviewed many areas as outlined in the Assessment Guide. The extensive assessment tool has four main areas with multiple guidelines and core elements to use in this evaluation. Through the assessment we identified areas for possible action or improvement as well as "Best or Outstanding Practices" or things we, as an agency, do very well. Between us, we noted 19 outstanding areas or performances that exist and happen all the time at the Black Hills Workshop. And the ladies from NISH were very impressed by our organization.

Of the many areas graded and possible actions were identified. We listed several "High Priority" areas to act upon and recommend actions or improvements. These are all areas that require little or no cost to do.

1. Number one on our list was Safety. What can we do to continue to and/or improve safety within the organization? Currently the different divisions or branches of the Workshop are identifying Safety Sub-Committee members and scheduling quarterly safety meetings. There is nothing more important than personal safety, on and off the job, and the safety of those we support.

2. Mission and Values Cards. We are working to produce (bring back) business cards for all to have and carry listing our mission and values. We felt this is important to all employees within the agency.

3. We are working to update available job list-

ings and job descriptions on Lotus for persons served. The information is dated and needs to be properly utilized by all managers.

4. Town Hall Meetings. We all understand it is not possible for every staff member or person served to attend town hall meetings, but Brad's message and information is very important for everyone to hear. Soon video (DVD) will be available after town hall meetings for managers to play for their respective staff and persons served to view.

5. Technology today is rapidly changing. How do we keep up with the latest or newest computers? It's costly and we know how tight budgets are today. We are able to add our agency (The Black Hills Workshop) to NISH's replacement list. Every three years NISH upgrades their technology and computers and in-turn donates their old systems to other non-profit agencies. We feel we can benefit by receiving these still very good computers to provide more opportunity for staff and persons served to have or gain access to the internet and/or social media.

These are but few of the hot items we are working on. Other areas require additional funding to accomplish. Our team meets weekly and continues to review and update action items.

Finally, this is an assessment designed to identify possible improvements and outstanding practices. For an outstanding organization such as ours, this tool can only help us become better at what you all do very well already. We thank you for your time and continued excellent support and work making our agency great.

**6th Annual
Black Hills Brain Injury Conference
May 5 & 6
Ramkota
Rapid City, SD
Keynote address by Lee Woodruff**

See brainrehab.org for information

OT OUTLOOK

By Pam Ekberg, OTR/L

Management of saliva control problems

With the trend toward deinstitutionalization and integration, many individuals with special needs have been introduced to a wide range of school and social settings. A number of these individuals have intellectual and/or physical disabilities that can result in an inability to control saliva adequately.

It has been estimated that between 10 and 38 percent of children with cerebral palsy have a problem with drooling, as do 33 percent of people with severe intellectual disabilities. For adults with acquired and progressive disorders there are no figures for the prevalence of saliva and drooling problems. No matter what the age of the individual, the results are often embarrassment, social isolation, and/or vocational limitations. Individuals tend to avoid certain activities or situations rather than endure negative reactions or attitudes of others.

Many reasons exist that may result in the inability or ineffectiveness of regularly swallowing saliva and strategies have been developed from the least intrusive to most invasive. These interventions range from assisting the development of oral motor control, to behavioral programs and orthodontic appliances, to more invasive medical and/or surgical interventions.

A team approach including speech-language pathologists, occupational therapists, physical therapists, psychologists, dentists, doctors, and surgeons offers a comprehensive approach to both the assessment and treatment of the problem.

Occupational therapy assessment includes determining what kind of saliva is produced, in what quantities, and under what conditions. The therapist can also identify other contributing factors such as gender, age, medical diagnoses, hydration, chewing, taste, responses to the sight of food, posture, mood/psychosis, disease/nerve damage, and medications.

Once the historical factors are obtained, an observation is completed and selected structured tasks involving oral motor control, adaptive techniques, following directions, and trials with compensatory strategies or devices (bib, hanky, positioning, etc.) If specific training can increase oral motor skills, awareness of drooling, frequency of swallowing, posture and positioning, a program can be developed. The initial evaluation can also indicate the need for involvement by other professionals as listed above.

The complex issue of saliva production is not yet fully understood and problems are usually multifaceted. For individuals with developmental and cognitive disabilities, the issue is not always or easily resolved and multiple interventions are often tried before an improvement can be made.

Consumer Credit Counseling Classes

To pre-register call (605) 348-4550. All Classes are at NO CHARGE and, unless otherwise listed, are held in the Consumer Credit office at 2310 N. Maple.

Wednesday, February 2-**Make Your Move...Guide to Home Ownership**, 6:00-9:00 p.m., Lessons 1-5.

Wednesday, February 9-**Make Your Move...Guide to Home Ownership**, 6:00-9:00 p.m., Lessons 6-9.

Tuesday, February 15-**Start Right: Build Your Own Business**, 6:00-9:00 p.m., Lessons 1-10.

Wednesday, February 16-**Credit When Credit Is Due**, 6:00-9:00 p.m., Lessons 1-6.

Wednesday, February 23-**Credit When Credit Is Due**, 6:00-9:00 p.m., Lessons 7-12.

Tuesday, February 22-**CheckWise**, 6:00-8:00 p.m.

Tuesday, February 22-**Credit When Credit Is Due**, 8:30 a.m.-3:30 p.m., Lessons 1-12.

Happy birthday

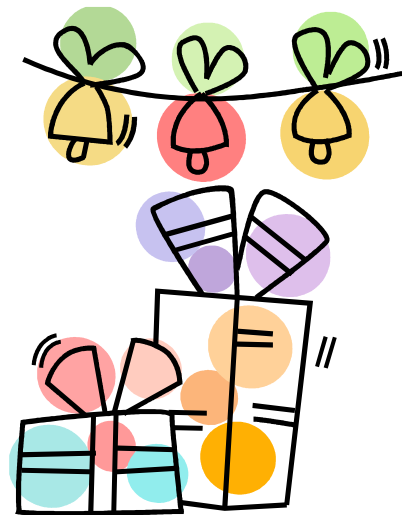
| | |
|----------------------|----|
| Cheyenne Wheeler | 1 |
| Sandra Runde-Wilhelm | 2 |
| Kathy Staton | 2 |
| Lynn Vallette | 2 |
| Mike Chastain | 2 |
| Ella Burmeister | 3 |
| Todd Eckles | 3 |
| Danny Ewing | 4 |
| Erin A Neal | 4 |
| Pat Thompson | 6 |
| Chuck Conlee | 6 |
| Richard Swoboda | 6 |
| Natasha Wilks | 7 |
| Lise Tesch | 8 |
| Karen Young | 8 |
| Terese Lafleur | 9 |
| Ron Sasso | 10 |
| Kathrine McNeary | 13 |
| Paula Pederson | 14 |
| Cheyenne Ness | 15 |
| Sheila Muehlberg | 16 |
| Nancy Haugen | 16 |
| Erin E. Neal | 17 |
| Joel Anderson | 17 |
| Susan Rountree | 18 |
| Stacey Sherwood | 19 |
| Marilee Williams | 20 |
| Rick Arnold | 20 |
| Zachary Hamm | 21 |
| Cynthia Kissack | 24 |
| Jenny Stevens | 25 |
| John Gordon | 26 |
| Kim Helseth | 27 |
| Jessica Weinhaus | 27 |

March

| | |
|----------------|---|
| Lynnette Braun | 1 |
| Jimi Obretenov | 1 |
| Dawn Fairbanks | 2 |
| James Swayze | 2 |
| Timothy Bedore | 3 |
| Amanda Anker | 3 |

Employment anniversaries

| | |
|------------------------|----------|
| Anthony Arbuckle | 15 years |
| Shelly Blank | 27 years |
| Emily Burdick | 9 years |
| Marie Greenfield-Sahli | 17 years |
| Connie Hieb | 9 years |
| Amy Meyer | 3 years |
| Robert Maples | 7 years |
| Patricia McDowell | 13 years |
| Arlene Roemmich | 41 years |
| Amie Bach | 6 years |
| Tammy Jaques | 6 years |
| Jacki Schoenrock | 27 years |
| Juliann Findell | 9 years |
| Kathy Staton | 15 years |
| Sheryl Stinson | 8 years |
| Colleen Van Dam | 18 years |
| Brad Winter | 15 years |
| Kristina Kuroiwa | 4 years |
| Shannon Moore | 3 years |
| Darryl Keys | 3 years |
| Julia Rolph | 3 years |
| Amanda Garlock | 3 years |
| Scott Durand | 2 year |
| Julie Ham | 2 year |
| Brian Munsell | 1 year |
| Jesse Cantrell | 1 year |
| Angela Flanagan | 1 year |
| Tiffani Sammeli | 1 year |
| Zachary Hamm | 1 year |
| Sherry Mousseaux | 1 year |
| Nikolas Robinson | 1 year |
| Cynthia Trevino | 1 year |
| Cory Blanks | 1 year |



February 2011 Lunch Menu



Lunch Menu

Week 2 (Jan 31-Feb 4)

| <u>Monday-31</u> | <u>Tuesday-Feb.1</u> | <u>Wednesday-2</u> | <u>Thursday-3</u> | <u>Friday-4</u> |
|--|---|---|---|--|
| Baked Chicken Brn. Rice Veg. Cass. Broc./Caulif. blend Fresh apple Bread | Whole grain Spaghetti w/meat sauce Tossed Veg. Salad Bread Stick Baked Apples | Sliced meat Sandwich Homemade Potato Salad Green beans Fresh apple/orange slice | Chicken Noodle Soup Crackers PB&J Sandwich Peaches Baby Carrot pack | Baked Tuna Patty Potato Wedges Fresh cooked Carrots Coleslaw-red&green Bread |

WEEK THREE (Feb.7-11)

| <u>Monday-7</u> | <u>Tuesday-8</u> | <u>Wednesday-9</u> | <u>Thursday-10</u> | <u>Friday-11</u> |
|---|---|--|---|--|
| Beef Pattie Mashed Potatoes Gravy Beet Salad Fresh Orange (2)Bread | Chicken Salad Sandwich Beef Veg. Soup Crackers Peaches Bar | Baked Ham Slice Fresh Sweet Potato Broccoli Cherry Jello w/fruit Bread | Tatertot hotdish Green beans Pears Bread | Soft shell taco Shredded lettuce Salsa Fat free sour cream Corn Fruit Salad |

WEEK FOUR (Feb.14-18)

| <u>Monday-14</u> | <u>Tuesday-15</u> | <u>Wednesday-16</u> | <u>Thursday-17</u> | <u>Friday-18</u> |
|---|---|---|--|--|
| Chicken hotdish Diced Beets Fruit Cocktail Bread | Burrito Shredded lettuce Fresh Steamed Broccoli Peaches | Beef Stroganoff over Rice or Noodles Corn Waldorf Fruit salad Bread | Goulash Tossed Veg. Salad Pineapple tidbits Fresh Steamed Cauliflower Bread | Banana Muffin Broccoli Cheese Strata Mandarin oranges Fresh Grape s |

WEEK FIVE (Feb.21-25)

| <u>Monday-21</u> | <u>Tuesday-22</u> | <u>Wednesday-23</u> | <u>Thursday-24</u> | <u>Friday-25</u> |
|---|---|--|--|---|
| Chili ConCarne Crackers Shredded Cheese Broccoli Salad Fresh apple Bread | Scalloped Potatoes and Ham Peas Jello w/fruit Bread | Hot Hamburger Sandwich w/ Potatoes Gravy Carrots Fruit Cocktail | Thick Veg. So up Crackers Turkey Ham & Cheese Sandwich Peaches | Mac&Cheese Green beans Tossed Veg. Salad Dessert bar |

“B” Recognition Award



Name of the staff person you'd like to recognize: _____

Title of the person you are recognizing: _____

Department of area they work in: _____

What you'd like to recognize them for: Check the 'B' that applies with the example of the 'B' they demonstrated. Please be specific.

- For Being Respectful of Others
- For Being Accountable
- For Being Your Best (Their Best)
- For Being Supportive

Your name and title: _____

Your department or area: _____

Please send this form to Dorothy Rosby at RSC. Your nominee could be selected to receive the \$50 prize and be featured in *Shoptalk*. Feel free to make copies of this form for additional people you'd like to recognize.

2011 COOKIE ORDER SHEET

\$2 each or 3 for \$5

BUYER NAME: _____

RECIPIENT NAME: _____

TOTAL # OF COOKIES: _____

MESSAGE(S): _____

1) _____

2) _____

3) _____

_____ COOKIES = \$ _____ TOTAL
LOCATION OF DELIVERY: _____

RECIPT OF PURCHASE
\$ _____ RECEIVED
_____ COOKIES ORDERED
_____ DATE OF PURCHASE
_____ RECEIVED BY

2011 COOKIE ORDER SHEET

\$2 each or 3 for \$5

BUYER NAME: _____

RECIPIENT NAME: _____

TOTAL # OF COOKIES: _____

MESSAGE(S): _____

1) _____

2) _____

3) _____

_____ COOKIES = \$ _____ TOTAL
LOCATION OF DELIVERY: _____

RECIPT OF PURCHASE
\$ _____ RECEIVED
_____ COOKIES ORDERED
_____ DATE OF PURCHASE
_____ RECEIVED BY

2011 COOKIE ORDER SHEET

\$2 each or 3 for \$5

BUYER NAME: _____

RECIPIENT NAME: _____

TOTAL # OF COOKIES: _____

MESSAGE(S): _____

1) _____

2) _____

3) _____

_____ COOKIES = \$ _____ TOTAL
LOCATION OF DELIVERY: _____

RECIPT OF PURCHASE
\$ _____ RECEIVED
_____ COOKIES ORDERED
_____ DATE OF PURCHASE
_____ RECEIVED BY

2011 COOKIE ORDER SHEET

\$2 each or 3 for \$5

BUYER NAME: _____

RECIPIENT NAME: _____

TOTAL # OF COOKIES: _____

MESSAGE(S): _____

1) _____

2) _____

3) _____

_____ COOKIES = \$ _____ TOTAL
LOCATION OF DELIVERY: _____

RECIPT OF PURCHASE
\$ _____ RECEIVED
_____ COOKIES ORDERED
_____ DATE OF PURCHASE
_____ RECEIVED BY