



Generating Non-Dues Revenue & Providing Valuable Services

Presented By:

Denise K. Schneider, C.P.M., CPPB,
Immediate Past President

and

Cheryl L. Olson, C.P.M., CPM, President

TK36-Generating Non-Dues Revenue for Your Chapter
Tuesday August 8, 2006

Agenda

- Reverse Trade Show
 - Philosophy
 - Preparation
 - Procedures
- Scholarship Program
 - Policy
 - Process
 - Promotion



Shared Interest
Cooperative Purchasing

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Wednesday, June 22, 2005

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Member Login

The **Central Florida Chapter of NIGP** was founded in 1987 with fifty members as the 52nd NIGP Chapter. Today the Chapter has over 160 members and has been growing every year. The Central Florida Chapter works hard to promote and support professional development for its diverse members and strives to maintain the highest standard of ethics, integrity, public trust and awareness.

Fourth Annual Reverse Trade Show

IN THE NEWS

Fourth Annual Reverse Trade Show
Wednesday, November 9, 2005

[Agency Early Registration](#)

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“Partner for Success” with Purchasing Professionals who spend in excess of one billion dollars annually on goods and services ranging from office supplies to building construction. This unique opportunity is brought to you by the Central Florida Chapter of the National Institute of Governmental Purchasing.

Meet, greet and connect with governmental purchasing professionals from various East Coast and Central Florida Governmental Agencies including Orange, Seminole, Osceola, Lake, Volusia and Polk Counties, Volusia County School Board, LYNX, City of Orlando, City of Longwood, City of Winter Park, City of Leesburg, City of Palm Bay, the Greater Orlando Aviation Authority, KUA, OUC and many more cities and other governmental agencies. **Get on board today and register early!**

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Register Early

If you would like to register for early notification select the appropriate link below, fill out the form and you will be notified.

- [Agency Registration](#)
- [Vendor Registration](#)

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Agency Early Registration Form

Please enter your information below and you will be notified accordingly.

Agency:

Contact Name:

Email:

Street:

City:

State:

Zip:

Phone:

Fax:

Sponsor: Check here if you are interested in Sponsoring

Registration: Check here if you are interested in being notified about early registration

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Vendor Early Registration Form

Please enter your information below and you will be notified accordingly.

Company:

Contact Name:

Email:

Street:

City:

State:

Zip:

Phone:

Fax:

Sponsor: Check here if you are interested in Sponsoring

Registration: Check here if you are interested in being notified about early registration

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Central Florida Chapter

NIGP

Professionalism ♦ Leadership

**“UPGRADE YOUR CONNECTIONS”
3rd ANNUAL REVERSE TRADE SHOW
SPONSORED BY
CENTRAL FLORIDA CHAPTER OF NIGP**

AGENCY AGENDA

WHEN:	Wednesday, November 10, 2004
WHERE:	City of Winter Park Civic Center 1050 West Morse Boulevard Winter Park, Florida 32789
7:00 am – 8:30 am	Agency Table Set Up
8:30 am – 11:30 pm	Vendor Registration/Sign In Welcome by Purchasing Agents
11:30 am –12:45 pm	Lunch Provided to Government Purchasing Officials
1:00 pm – 4:00 pm	Vendor Registration/Sign In Welcome by Purchasing Agents
9:00 am – 10:00 am	Vendor Seminar “How to do Business with Government”
10:30 am – 11:30 am	Panel Discussion
1:15 pm – 2:15 pm	Vendor Seminar “How to do Business with Government
2:30 pm – 3:30 pm	Panel Discussion
4:30pm –5:00 pm	Agency Take Down

For additional information, contact:

**Cheryl Olson, C.P.M., CPM (386) 822-5773 or
Donna Wagner, CPPB (386) 943-7009 or
Becki Bishop, C.P.M. (386) 822-5764**



PURCHASING ENTITY REGISTRATION FOR 2004 REVERSE TRADE SHOW

Wednesday, November 10, 2004
City of Winter Park Civic Center
1050 West Morse Boulevard
Winter Park, Florida 32789

Government Agency: _____
Mailing Address: _____
City/State/Zip: _____
Phone: _____
Fax: _____
Main Contact: _____

**NO CHARGE TO ANY GOVERNMENTAL AGENCY
1 CEU for Attending the entire day!**

E-mail or fax registration form to colson@co.volusia.fl.us or 386-740-5158.

Please mark a check under the event(s) that the purchasing professionals will be attending.

Name	Email Address	Phone Number	AM Session	Lunch	PM Session

Don't forget that your sponsorship and attendance helped our Chapter hand out over 40 - \$250 Scholarships!



Third Annual Reverse Trade Show

Wednesday, November 10, 2004

Two Sessions: 8:30AM to 11:00AM (closed between 11:45AM and 1PM)
1:00PM to 3:45PM (show closes @ 4:30PM)

Location: The Winter Park Civic Center
1050 West Morse Boulevard
Winter Park, Florida 32789

“Partner for Success” with Purchasing Professionals who spend in excess of one billion dollars annually on goods and services ranging from office supplies to building construction. This unique opportunity is brought to you by the Central Florida Chapter of the National Institute of Governmental Purchasing.

Meet, greet and connect with governmental purchasing professionals from various East Coast and Central Florida Governmental Agencies including Orange, Seminole, Osceola, Lake, Volusia and Polk Counties, Volusia County School Board, LYNX, City of Orlando, City of Longwood, City of Winter Park, City of Leesburg, City of Palm Bay, the Greater Orlando Aviation Authority, KUA, OUC and many more cities and other governmental agencies.

The cost is only \$69 per person per session. All proceeds will benefit the NIGP scholarship fund. For scheduling purposes, plan on attending approximately two hours for either the morning or afternoon session. Admittance fee includes: 1) the 2004 Edition of the NIGP Central Florida Chapter Purchasing Professionals Directory, 2) two vendor break-out training sessions (approximately one hour at 9 AM and 1:15 PM) on lessons learned to improve your proposal submittals, 3) two discussion panels (approximately 1 hour at 10:30 AM and 2:30 PM) and 4) access to the trade show to browse the tables/displays provided and manned by governmental purchasing professionals. Complimentary refreshments will be available.

So, don't delay – mark your calendar and “PARTNER FOR SUCCESS”.

Registration forms attached. **Any questions concerning the trade show, please call Elaine Walker, CPPB at 407-836-5664.**

Sponsorship of this event includes advertisement in the Member Directory, which includes over 200 Purchasing Professionals from over 70 governmental agencies from the Central Florida Area. All Agencies and Suppliers attending the Reverse Trade Show receive a copy of the Member Directory. All Sponsors are listed in the Directory and on a bulletin board in the refreshment area. There are three levels of sponsorship:

- **Bronze Sponsor:** \$250-Quarter Page Black and White Ad in the Member Directory (includes-one entry into the Reverse Trade Show).
- **Silver Sponsor:** \$500-Half Page Black and White Ad in the Member Directory (includes-two entries into the Reverse Trade Show)
- **Gold Sponsor:** \$1000-Full Page Color Ad in the Member Directory (only 2 available). (Includes four entries into the Reverse Trade Show)

Sponsoring suppliers will be required to provide their ad artwork and a check made out to the Central Florida Chapter of NIGP by October 1, 2004 to be included in the Membership Directory. **For further information, please contact Denise Schneider at 321-397-3000 ext. 208.** Checks can be mailed to:

Denise Schneider
Children's Home Society of Florida
1485 S. Semoran Blvd., Suite 1448
Winter Park, Florida 32792



**“Partner for Success”
Wednesday, November 10, 2004**

REVERSE TRADE SHOW VENDOR REGISTRATION

COMPANY NAME: _____
MAILING ADDRESS: _____
CITY/STATE/ZIP: _____
PHONE: _____ FAX: _____

Forms of payment accepted money order or check. Must include payment with this form. The attendee(s) will receive e-mail confirmation. Please bring this confirmation to the vendor fair.

FEE: \$69.00 per person per session; Morning Session: (8:30 AM to 11:00AM); Afternoon session: (1:00PM to 3:45PM). Checks Should be Payable to: CFC NIGP
**Mail to: Elaine Walker, CPPB
Orange County Purchasing & Contracts
400 E. South Street
Orlando, FL 32801-2816**

Attendee Names	Phone Number	E-Mail Address	Session (AM/PM)

**Location: The Winter Park Civic Center
1050 West Morse Boulevard
Winter Park, Florida 32789** **Total Amount Submitted: _____**

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Wednesday, June 22, 2005

[Reverse Trade Show Information](#)
[Reverse Trade Show Volunteer List](#)

User Name:

 Password:

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"Partner for Success"

IN THE NEWS

**Fourth Annual Reverse Trade Show
 Wednesday, November 9, 2005**

[Agency Early Registration](#)
[Vendor Early Registration](#)

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Fourth Annual Reverse Tradeshow

Wednesday, November 9, 2005
Two Sessions: 8:30AM to 11:00AM
1:00PM to 3:45PM

[Click Here for Directions](#)

The Winter Park Civic Center

1050 West Morse Boulevard
Winter Park, Florida 32789

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FEE: \$69.00 per person per session:

Morning Session: (8:30 AM to 11:00PM) Afternoon session: (1:00PM to 3:45PM).

Sponsorship of this event includes advertisement in the Member Directory, which includes over 200 Purchasing Professionals from over 70 governmental agencies from the Central Florida Area. All Agencies and Suppliers attending the Reverse Trade Show receive a copy of the Member Directory. All Sponsors are listed in the Directory and on a bulletin board in the refreshment area.

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Children's Home Society of Florida
1485 S. Semoran Blvd., Suite 1448
Winter Park, Florida 32792

Current List of Participating Agencies

This is a list of participating agencies in the 2004 **Central Florida Chapter of NIGP** Reverse Tradeshow.

-  Alachua County Board of County Commissioners
-  Brevard County Fire Rescue
-  Children's Home Society of Florida
-  City of Casselberry
-  City of Daytona Beach
-  City of Eustis
-  City of Groveland
-  City of Lake Mary
-  City of Leesburg
-  City of Melbourne
-  City of New Smyrna Beach Utilities Commission
-  City of Ocala
-  City of Orlando
-  City of Palm Bay
-  City of Port Orange
-  City of Sanford
-  City of Winter Park
-  City of Winter Springs
-  Embry-Riddle Aeronautical University
-  Greater Orlando Aviation Authority
-  Kissimmee Utility Authority
-  Lake County Board of County Commissioners
-  Lake County School Board
-  LYNX
-  Orange County Board of County Commissioners
-  Orange County Public Schools
-  Orlando Utilities Commission
-  Osceola County Board of County Commissioners
-  Osceola School District
-  Seminole County Government
-  Seminole County Public Schools
-  State of Florida Department of Corrections
-  Volusia County
-  Volusia County Schools



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Volunteer today! Your Chapter Needs YOU!

Help out the Chapter by volunteering: Click [HERE](#) to view the most current list of volunteers and openings.

If you should have any questions please contact [Elaine Walker](#) via email at elaine.walker@ocfl.net

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Reverse Trade Show Committees

The committees for our reverse trade show are listed below with a short explanation of their function. Some members have already volunteered to serve and we are requesting that you please sign up to join them in chairing or serving on a committee. The show will be held November 9, 2005 at the Winter Park Civic Center. If you wish to volunteer for one of the committees below please select the appropriate committee name and send your request to [Elaine Walker CPPB](#)

<u>Committee Name</u>	<u>Committee Function</u>	<u>Volunteers</u>
Facility Coordinator/Set Up Minimum Number Needed: 6	Coordinates show requirements with Civic Center, sets up vendor fair table, refreshments and entrance area, provides table assignments, decorates as required.	Chairperson: Carrie Woodell Perry Davis Ryan Switzer
Food Committee and Set Up Minimum Number Needed: 5	Responsible for continental breakfast and lunch for all agency participants; refreshments for vendors in morning and afternoon sessions	Chairperson: Bobbi Palmer Maureen Lynch Abel Gomes Katie Connor
Agency Directory Minimum Number Needed: 3	Collects staff information of all agencies and sponsor ad information and publishes directory.	Chairperson: Cheryl Olson Rhonda Ledford Ivan Wilson
Greeter/Walk-In Registration Minimum Number Needed: 6	Greets/welcomes all vendors with an official trade show bag. Conducts on site registration on the day of the event. Designs and manages vendor survey program.	Chairperson: Roseann Johnson Cassandra Snell-Ritter Julie Ackley Carol Hewitt Patty Hohbs

Greeter/Walk-In Registration Minimum Number Needed: 6	Greets/welcomes all vendors with an official trade show bag. Conducts on site registration on the day of the event. Designs and manages vendor survey program.	Chairperson: Roseann Johnson Cassandra Snell-Ritter Julie Ackley Carol Hewitt Patty Hobbs Sally Bergman Elia Zayas Gloria Garcia
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Signage Minimum Number Needed: 2	Responsible for the design, production and placement of all signs for the fair.	Chairperson: Tammy Roberts
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Parking Minimum Number Needed: 2	Coordinates any parking issues if needed..	Chairperson:
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Name Badge Minimum Number Needed: 2	Responsible for Committee name badges (name, agency and assignment) for the trade show volunteers. Also responsible for the name badge holders for vendors (badges should be designed so that attendees could use business cards for name tags).	Chairperson:
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Vendor Bags Designer Minimum Number Needed: 1	Responsible for the design and production of Vendor Bags.	Chairperson: Jacqui Perry
--	---	----------------------------------

Trainer Minimum Number Needed: 7	Responsible for the vendor training sessions. Ray= two classes "lessons Learned to Improve Your Proposal Submittals". Other panel members will discuss construction and CCNA (3 in am and 3 in pm)	Chairperson: Pete Maley Bobbye Marsala
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What's New!



Scholarships

Scholarships are given out at the January meeting. Anytime a member attends a meeting, committee meeting or sponsored event, their name goes in a hat, and if their name is drawn, they can use their "scholarship" to attend NIGP classes, the FAPPO State Purchasing Conference or the NIGP Forum.

-  [Scholarship Application- 2005](#)
-  [Scholarship Procedures](#)
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**CENTRAL FLORIDA CHAPTER OF NIGP
SCHOLARSHIP APPLICATION FORM**

Name: _____
Agency: _____
Address: _____

Telephone: _____
E-Mail: _____

I agree to abide by the policies and procedures of the CFC of NIGP Scholarship fund. I will provide a copy of the class certificate, receipt or attendance form to the Vice President of the CFC of NIGP as proof of my attendance or I will reimburse the CFC of NIGP the scholarship money I have received. If, for any reason, I must cancel my attendance prior to the event I have received scholarship money for, I will forward the reimbursement back to the CFC of NIGP Vice President. I may reuse my scholarship for another event, as long as it falls within the calendar year in which it was awarded and I submit another form for that function.

Signature Date

I wish to use my scholarship to attend the following NIGP event:

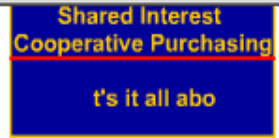
Name of the Event

Date(s) Cost

Check made out to: _____

And mailed to: _____

Submit completed form to the CFC-NIGP Vice-President:



CENTRAL FLORIDA CHAPTER OF NIGP SCHOLARSHIP FUND POLICIES AND PROCEDURES

To reward those members who actively participate in the Central Florida Chapter of NIGP and to further the goals of the Chapter to provide educational and professional NIGP certification assistance to its members, the Central Florida Chapter of NIGP hereby establishes the CFC/NIGP Scholarship Fund. The yearly scholarship budget and amount per scholarship shall be approved each January at the CFC/NIGP meeting and is contingent upon the budgetary amount available each year and may vary from year to year. If awarded scholarship cannot be used, please notify the Chapter President by **August 31st**, and the Chapter will reissue that scholarship to another member. In addition the following criteria must be met in order to qualify for a CFC/NIGP Scholarship:

1. Individual must be a paid member of the Central Florida Chapter of NIGP in good standing for a least one year prior and in the current year to receive a scholarship award. Each time a member attends a Chapter Meeting, Committee Meeting or sponsored event, their name will go in a hat for the next year's scholarship drawing. Officers, Committee Chairpersons and on-site class coordinators will get to put their names in an additional time. The more a member participates, the greater their chance of receiving a scholarship will be.
2. Only one scholarship per individual per year shall be awarded.
3. Scholarships must be used in the calendar year they are awarded. Any scholarships not used in the calendar year will be returned to the CFC treasury.
4. Scholarships are not transferable to another person.
5. Scholarships must be used for NIGP classes, NIGP reviews or NIGP test application fees, or, to attend the FAPPO State Purchasing Conference or to attend the NIGP National Forum, or any other NIGP approved function. An official registration form must accompany a check request submitted to the Vice President of CFC/NIGP. Please allow six weeks to process the check request. Reimbursement to a scholarship recipient can also be made upon proof of payment and attendance at an official NIGP event. A copy of the certificate received by attending the class, test or conference must also be forwarded to the Vice President as proof of attendance. Failure to provide proof of attendance will require reimbursement by the Member to the Chapter. Failure to reimburse will result in Member being ineligible for future scholarships.
6. Any difference in the amount of the scholarship versus the cost of the class, test or conference shall be the responsibility of the scholarship recipient if the cost is greater. If the cost of the class, test or conference is less than the scholarship amount, that amount will be returned to the CFC/NIGP treasury and the balance may be used for another approved function upon submittal of another form.



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SCHOLARSHIP WINNERS FOR 2005

Congratulations to the following **NIGP Central Florida Chapter Members** on winning chapter scholarships for 2005.
Your dedication to our Chapter has really paid off!

Scholarship Winners

Carol Hewitt
Gale Johnson
Jill Alvarez
Debbie Almy
Roseann Johnson
Deloris Batson
Carrie Miller
Ken Hayslette
Russ Wetherington
Jeaniene Jennings
Rey Palma
Nancy Vobornik
Aneth Williams
Patty Hobbs
Barbara Carter
John Murphy
Rebecca Begley
Sue Gullickson
Kate Connor
John O'Brien
Gloria Garcia
Bruce Wampman
Tina Spurlock
Jacqui Perry

Runner-Ups

1. Becki Bishop
2. Betsy Cohen
3. Johnny Richardson
4. Dawn Richer
5. Ray Hooper
6. Caleb Fisher
7. Bill Smith
8. Julie Ackley
9. Betty Green
10. Pat Parker

- | | |
|--------------------|-----------------|
| Carrie Miller | 7. Bill Smith |
| Ken Hayslette | 8. Julie Ackley |
| Russ Wetherington | 9. Betty Green |
| Jeaniene Jennings | 10. Pat Parker |
| Rey Palma | |
| Nancy Vobornik | |
| Aneth Williams | |
| Patty Hobbs | |
| Barbara Carter | |
| John Murphy | |
| Rebecca Begley | |
| Sue Gullickson | |
| Kate Connor | |
| John O'Brien | |
| Gloria Garcia | |
| Bruce Wampman | |
| Tina Spurlock | |
| Jacqui Perry | |
| Cheryl Olson | |
| Susan Ioder | |
| Bobbi Palmer | |
| Wendy Geltch | |
| Pam Wilsky | |
| Bobbye Marsala | |
| John Schmidt | |
| Joanne Carol | |
| Perry Davis | |
| Jim Schell | |
| Susan Blair | |
| Mike Sokol | |
| Roger Cooper | |
| Charlotte Woolcott | |
| Madeline Northcutt | |
| David Santiago | |

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User Name:

colson

Password:

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Cooperative Purchasing

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Welcome Cheryl Olson

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Membership Status

If your Membership
has not been updated,
please contact
[Debbie Lambert](#)

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Agency List

A total of **4** agencies have registered.
[Seminole County Government](#)
[Utilities Commission City of New Smyrna Beach](#)
[City of Winter Park](#)
[Utilities Commission City of New Smyrna Beach](#)

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Shared Interest
Cooperative Purchasing
What's it all about?
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Vendor List

A total of **4** vendors have registered.
[SafeGuard Dental & Vision](#)
[Hudson](#)
[Encore Broadcast Solutions](#)
[Gulf Coast Commercial Flooring, Inc.](#)

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QUESTIONS
For More Information
Please Visit our Website at:
<http://www.nigp-cfc.org>

or Contact:

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