



# *Reaching New Heights*

May 3 – 4, 2007

*Radisson Paper Valley Hotel  
333 West College Avenue  
Appleton*

*37<sup>th</sup> Annual Wisconsin Volunteer  
Coordinators Training Institute*

*Featuring Workshops for Nonprofit and  
Corporate Employee Volunteer Managers*

## 2007 Conference Contributors and Sponsors

### *Major Contributors*



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*Wisconsin Volunteer  
Coordinators Association*

### **Contributors**

Community Foundation of the Fox Valley Region  
Community Foundation of the Greater Green Bay Area  
United Way Fox Cities  
Volunteer Center Association of Wisconsin  
Wisconsin Public Service Corporation

A very warm thank you to the above and to all who have helped make this, the 37<sup>th</sup> Annual WVCTI conference, a success.

**WVCTI**  
**Volunteer Center**  
**984 9<sup>th</sup> Street**  
**Green Bay WI 54304**

## 2007 WVCTI Schedule

### Wednesday, May 2, 2007

4:00 p.m. – 9:00 p.m. Early Bird Registration / Hospitality Suite

### Thursday, May 3, 2007

7:30 a.m. – 9:00 a.m. Registration / Breakfast Buffet

9:00 a.m. – 9:15 a.m. Welcome

9:15 a.m. – 10:45 a.m. General Session – Dawn Schalow

11:00 a.m. – 12:15 p.m. Breakout Series #1

12:30 p.m. – 1:15 p.m. Lunch/ Professional Achievement Award

1:15 p.m. – 1:45 p.m. Break

1:45 p.m. – 2:45 p.m. Keynote Speaker – Jeff McMullen

3:00 p.m. – 4:30 p.m. Breakout Series #2

4:45 p.m. – 5:30 p.m. Association Meetings

6:00 p.m. “Dinner Matches” to Downtown  
Restaurants

8:00 p.m. - 10:00 p.m. Hospitality Room – Desserts and  
Networking – Entertainment

### Friday, May 4, 2007

7:30 a.m. – 8:30 a.m. Breakfast Buffet

8:30 a.m. – 8:45 a.m. Announcements

8:45 a.m. – 10:00 a.m. Keynote Speaker – Vicki Clark

10:15 a.m. – 11:45 p.m. Breakout Series #3

12:00 Noon Lunch, Door Prizes, Silent Auction,

**Exhibits** – There will be an exhibit area on Thursday and Friday. If you or your organization is interested in having an exhibit table, please contact Anne Strauch at 920.832.5865 or [Anne.strauch@appleton.org](mailto:Anne.strauch@appleton.org).

**Silent Auction** – Once again we will be doing a Silent Auction to raise money for scholarships for the 2008 conference. Bring your check book!! If you are able to bring an item for auction, contact: Sherry Oja at [sherry@namifoxvalley.org](mailto:sherry@namifoxvalley.org)

## Keynoters



**Vicki Clark** has devoted the past 20 years of her life to building capacity in volunteer organizations, state governments, foundations and congregations. Board development, strategic planning, volunteer resource development, effective communications are just a few of the topics she provides to organizations to help them in their efforts to accomplish their missions. She currently serves as a Senior Governance Associate for

BoardSource (formerly the National Center for Nonprofit Boards) and works with a variety of consulting teams. Her clients have included United Way of America, MADD, Chattanooga Community Foundation and the Association of African American Museums. For more than 11 years, she served in a variety of positions with the Points of Light Foundation. She lives in Memphis, TN and has two grandchildren.



**Jeffrey McMullen:** As an author and veteran speaker, trainer, seminar leader and entertainer, Jeffrey McMullen's dynamic style and strong message reaches audiences ranging from top corporate executives to homemakers. He is a leading international speaker, with extensive experience in motivating people to tap the creativity and potential

within them. For more than 15 years, he has brought his wealth of business, teaching and entertainment experience to audiences from all walks of life, including working with Ringling Brothers and as THE Ronald McDonald. His work has appeared in Chicken Soup for the Soul at Work. Jeffrey's last keynote to WVCTI in 1994 received a standing ovation and our highest evaluations ever! Don't miss this life-changing speaker!



Through **Dawn Schalow's** 15 years as a training and development professional, she has designed many comprehensive leadership development models. She has also successfully facilitated training and conducted learning interventions for all levels of organizations, using real life and sometimes humorous illustrations of generational differences on a work team. Dawn is certified in the Information

Mapping method of design and documentation and as an Organizational Development professional.



After leading General Electric's award-winning global volunteerism program, **David Warshaw** founded Vistas Volunteer Management Solutions in 2005 to aid businesses and nonprofits build capacity to serve their communities by developing their volunteer programs. While at GE, Mr. Warshaw led a joint corporate/grass roots effort operating in 38 countries that developed more than 1,800 volunteer projects a year. He is a

past board member of Points of Light Foundation and chaired the Foundation's National Council on Corporate Volunteerism. He has made numerous presentations and has facilitated workshops on workplace volunteering in many high-level settings in the United States and abroad.

## ***Reaching New Heights***

**Thursday, May 3, 2007**

**Registration / Breakfast Buffet ..... 7:30 a.m. - 9:00 a.m.**

**Welcome / Announcements..... 9:00 a.m. – 9:15 a.m.**

**General Session: ..... 9:15 a.m. – 10:45 a.m.**

**Dawn Schalow: VP, Inspired Training Institute, Green Bay**

### ***Generational Differences***

Now more than ever, it is important to organizational success to leverage the value each generation brings to the workplace. Despite the obvious differences that age brings, there are other generational factors that have an impact on how things are perceived and interpreted. Each generation has been impacted by their own set of experiences, which forms how they view and react to the world. Through this workshop, learn to:

- ◆ Identify the four generations active in today's workplace
- ◆ Describe the values, assets and characteristic differences between the generations.
- ◆ Create strategies to leverage generational differences
- ◆ Lead each generation cohort most effectively.

**Breakout Series #1 ..... 11:00 a.m. – 12:15 p.m.**

#### **1. *Companies are from Mars . . . Nonprofits are from Venus***

**David Warshaw:** Vistas Volunteer Management Solutions,  
Ho-Ho-Kus, NJ

Workplace volunteering is a growth industry. Nonprofits are looking for resources to fulfill mission-driven objectives. Why, then, are both sides sometimes frustrated when trying to work together? Are companies from Mars and nonprofits from Venus? This workshop will explore the barriers to effective partnerships and suggest processes for more closely aligning goals, objectives and programs that will enhance capacity to create impactful projects and produce sustainable community change.

#### **2. *Grassroots Marketing***

**Dave Willems:** Founder & CEO, Willems Marketing, Inc., Appleton

This session will share dozens of grassroots marketing ideas for nonprofits and volunteers. Ideas will cover many areas and low-cost ideas often utilized by small and start-up businesses. Also will include a brief “elevator speech” exercise for your nonprofit.

**3. *Getting the Basics Covered Well – Volunteer Management 101***

**Betsy Wilcox:** Executive Director, Volunteer Center of Washington County, West Bend

Volunteer managers are responsible for one of their agencies’ most critical resources – volunteers. Managing this resource takes policies, procedures, systems and know-how!! This session offers the fundamentals of volunteer management, including tips, samples and examples of best practice. Become acquainted with resources you can use from your desk, to learn and implement quality volunteer management for your organization.

**4. *If You Think Youth Are the Future, You are Procrastinating***

**Paul Vidas:** United Way Fox Cities

**Megan O’Bright:** AmeriCorp, Volunteer Center of East Central Wisconsin, Appleton

Youth Engagement is the buzzword. Youth that enjoy a positive volunteer experience are far more likely to become life-long supporters of the agency they serve. That’s a fact. How many hours of volunteer service did your school require before you were allowed to graduate? Today in the Fox Valley, six of ten high schools poled tracked volunteer service and include it on transcripts. Service-learning provides a way to bring schools and agencies closer together through the volunteer efforts of youth. Megan O’Bright, AmeriCorps member serving as the Youth Volunteer Coordinator at the Volunteer Center of East Central WI will share some successful service-learning projects that have recently taken place in the Fox Cities. These projects have engaged youth of all ages and abilities in their communities – find out how!

**Lunch Buffet ..... 12:30 p.m. – 1:15 p.m.**

## The Presentation of the Annual Professional Achievement Award

Keynote Presentation..... 1:45 p.m. – 2:45 p.m.

**Jeffrey McMullen:** CSP, The McMullen Group, Inc., Appleton

### ***Living Life at the Pinnacle***

You can live your life today to the fullest or you can make your life a “dress rehearsal” for a tomorrow that may never come. Jeffrey B. McMullen believes in helping people “power up” for today! Jeffrey helps audiences to:

- ◆ Focus on rewards, not setbacks
- ◆ Take advantage of opportunities
- ◆ Create a positive mental image
- ◆ Install a mental “negative filter”
- ◆ Set attainable professional and personal goals
- ◆ Use the power of focused effort
- ◆ Develop ways to manage emotions
- ◆ Generate enthusiasm and unlock hidden talents
- ◆ Define success for themselves
- ◆ Discover ways to control destiny
- ◆ Transform bad habits into productive habits
- ◆ See failure as a learning experience

Breakout Series #2 ..... 3:00 p.m. – 4:30 p.m.

### 1. ***Whose Life Are You Leading, Anyway?***

**Jeffrey B. McMullen:**

Who rules your life? You? Or the people you work around, work for or live with? Jeffrey helps you find out – and shows you simple ways to be in control. To fend off the distracting, demanding forces that push and pull at you in today’s hectic world, you’ve got to understand who you are and who you want to be. You’ve got to realize that you have the tools to shape what you perceive and what you think. Learn the physical and mental benefits of humor, how to build useful habits that “bust blocks” to creativity, simple “rut-breaking” strategies that open new perspectives, and golden rules to motivating yourself and others around you.

**2. Quality Structure = Quality Program: Building a Workplace Volunteer Program for Success**

**David Warshaw:** Vistas Volunteer Management Solutions,  
Ho-Ho-Kus, NJ

Just like building a quality house, successful workplace volunteer programs require sound foundations and a well-designed structure. This workshop will explore how to align a workplace volunteer program structure to company strategy, ways to choose projects for impact and sustainability, and techniques for building effective volunteer teams within the corporate setting.

**3. “Church Chat” – Called to Serve**

**Patricia Jelen:** Communication and Connection Director, Green Bay Community Church, Green Bay

**Pam Mullins:** Pastoral Associate of Ministry Development, St. Bernard Parish, Appleton

**Bonnie Andrews:** Manager, Volunteer Center of Greater Milwaukee

Is God calling you to serve? Do people in your church know what the Bible says about serving? How do we as church leaders encourage others to use their God-given talents and gifts to build the Kingdom of God in their church and community? Learn about giftedness and empowering others to serve with a special focus on leaders. How do we tie to the service organizations in our local and extended community? We will brainstorm ideas that everyone can take back to their respective faith communities.

**4. The “Far Side” of Hospital Volunteering**

**Janis Ackerman:** Volunteer Services Manager, Appleton Medical Center, Appleton / Theda Clark Medical Center

**Renee Trzebiatowski:** Manager of Volunteer Services, Affinity Health System, St. Elizabeth Hospital, Appleton

Recruitment, retention and recognition has its interesting twists and sometimes a *touch of humor* when dealing with today’s volunteers in a hospital environment. Two managers of three hospitals, St. E’s, AMC and Theda Clark Medical Center will give you their perspective on the process of the 3 R’s when supervising over 2,000 volunteers throughout the year.

Association Meetings.....4:45 p.m. – 5:30 p.m.  
“Dinner Matches” to Downtown Restaurants..... 6:00 p.m.  
Hospitality Room – Desserts and Networking ..... 8:00 p.m. – 10:00 p.m.  
The Club House – “The Geezers” Rock Band..... 9:00 p.m. – 11:00 p.m.

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**Friday, May 4, 2007**

Breakfast Buffet..... 7:30 a.m. – 8:30 a.m.  
Announcements ..... 8:30 a.m. – 8:45 a.m.  
Keynote Presentation ..... 8:45 a.m. – 10:00 a.m.

**Vicki Clark:** Consultant – Building the Capacity of Organizations,  
Memphis, TN

***Cross Sector Alliances: Businesses and nonprofits Transforming  
Communities and Changing Lives***

Businesses and nonprofits in today’s interconnected world will neither thrive nor survive with visions confined within the walls of their own organizations. Mission-driven strategic alliances offer success and mutual benefit for the company, the nonprofit and the community.

**Breakout Series # 3 ..... 10:15 a.m. – 11:45 a.m.**

***1. Family Volunteers – Unleash the Power***

**Vicki Clark:** Building the Capacity of Organizations, Memphis, TN

A person’s family experiences affect his or her giving and volunteering behavior for life. Family volunteering can and should be an important part of your volunteer engagement strategy. Unleash the power of families to support your mission now and in the future.



*Reaching New Heights*

***Pullout Section***

**Registration Materials**

**PHOTOCOPY AS NECESSARY**

**SCHOLARSHIP INFORMATION for NON-PROFIT**  
**VOLUNTEER MANAGERS**

**Please read the criteria below:**

1. Staff development money is not available to applicant.
2. Scholarship monies cover registration fee only
3. The applicant is a Wisconsin resident.
4. One application per agency or program will be considered.
5. Priority will be given to first time applicants.
6. Scholarship monies are limited, therefore application must be received no later than March 16, 2007 in order to be considered.

**Please answer the following questions:**

Have you previously received a scholarship?       Yes    No  
If yes, what year? \_\_\_\_\_

**Please complete the following information:**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

I read the scholarship criteria and meet the requirements for application:

\_\_\_\_\_      *Signature*      \_\_\_\_\_      *Date*

For more information contact:

Anne Charneski by phone or e-mail:  
920.429.9445 or [acharneski@new.rr.com](mailto:acharneski@new.rr.com)

Please mail scholarship information and registration form to:

Bonnie Klika  
Encompass Early Education and Care, Inc.  
P.O. Box 1627  
Green Bay, WI 54305-1627  
Scholarship Deadline March 16, 2007

Recipients will be notified by phone and/or e-mail by March 30<sup>th</sup>.

**REGISTRATION FORM**

*Please complete this registration and enclose check(s) for appropriate conference fee. Registration fee includes materials, handouts, two luncheons and breakfasts. Refunds not granted after April 13, 2007. However, substitutions will be accepted. Refer to page 18 for hotel reservation information.*

Note your membership status by checking **one** of these three boxes:

- WVCA member: \$80.00    Nonprofit, non-member: \$100.00  
 Business: \$120.00

**To become a WVCA member, send completed application below with a check for \$15.00**

**also include your \$80.00 (separate check) member payment for the conference fee)**

Make check(s) payable to: **WVCTI**

**Mail by April 6<sup>th</sup> to:**

Bonnie Klika  
Encompass Early Education and Care, Inc.  
P.O. Box 1627, Green Bay, WI 54305-1627

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Special accommodations or dietary needs: \_\_\_\_\_

\_\_\_\_\_

**Membership Form** (complete only if sending in membership fee)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

(For information, contact Bonnie Klika at 920.469.1236 or  
BKlika@encompassseec.org)

Please select workshop choices on page 12.

**Workshop Choices**

(Please check one choice for each breakout series.)

**Breakout Series # 1** .....Thursday, 11:00 a.m. – 12:15 p.m.

- 1. *Companies Are from Mars. . .*; David Warshaw
- 2. *Grass Roots Marketing . . .*; David Willems
- 3. *Getting the Basics Covered Well – Volunteer Management 101*;  
Betsy Wilcox
- 4. *If You Think Youth Are in the Future, You are Procrastinating*;  
Paul Vidas

**Breakout Series #2** ..... Thursday, 3:00 p.m. – 4:30 p.m.

- 1. *Whose Life Are You Leading, Anyway*; Jeff McMullen
- 2. *Quality Structure = Quality Programs . . .*; David Warshaw
- 3. *“Church Chat” - Called to Serve*; Patricia Jelen,  
Pam Mullins, Bonnie Andrews
- 4. *The “Far Side” of Hospital Volunteering*; Janis Ackerman,  
Renee Trzebiatowski

**Breakout Series # 3**..... Friday, 10:15 a.m. – 11:45 a.m.

- 1. *Family Volunteers – Unleash the Power*; Vicki Clark
- 2. *Background Checks: Fad or Necessity*; Lonnie Wolf,  
Stu Driessen, Anne Strauch
- 3. *Moving from Good Intentions to Great Execution in Workplace  
Programs*; David Warshaw
- 4. *The Five-Trick Card Game – An Activity on Diversity*;  
Maurice Washington

## **2. *Background Checks: Fad or Necessity***

**Stu Driessen:** Director of Volunteers in Offender Services,  
Outagamie County, Appleton

**Anne Strauch:** Community Engagement Coordinator, Appleton  
Police Department, Appleton

**Lonnie Wolf:** Outagamie County Clerk of Courts, Outagamie  
County, Appleton

This interactive session will present relative scenarios for the nonprofit volunteer manager on conducting background checks.

Topics to be addressed are:

- ◆ Risk factors: To Do or Not To Do
- ◆ How far to go? – Nation/State/Local – Check for D.L./Sex Registry
- ◆ Fees

The goal of the workshop will be to help sort out the confusion over what information is out there. The participants will be provided with current resource materials.

## **3. *Moving from Good Intentions to Great Execution in Workplace Volunteering Programs***

**David Warshaw:** Vistas Volunteer Management Solutions,  
Ho-Ho-Kus, NJ

Your workplace volunteer strategy is sound. It's aligned to company objectives. But the heavy lifting of program's implementation demands ongoing attention from workplace volunteer leaders. Learn from peer-to-peer examples how to make sure projects move from planning to quality execution; techniques to gain meaningful publicity for projects so the light of success is not hidden under a bushel; and ways to "say thanks" to volunteers and program partners to assure they come back for a second (and third, fourth . . . etc.) time.

## **4. *The Five-Trick Card Game — An Activity in Diversity***

**Maurice Washington:** Green Bay Public School District, Green Bay

The Five-Trick card game is an interactive exercise that examines issues of diversity, cultural competency, and is an effective method of addressing issues such as inclusion and giving a voice to all participants that agencies service. A thoughtful look at the implications for managers of volunteer programs, which include volunteers and the clients they serve, along with the subtle bias we all may foster thru prior encounters and experiences that dwell below our conscious radar.

**Lunch / Silent Auction / Door Prizes..... 12:00 noon**



## Speakers

**Janis Ackerman** has been working in volunteer services for 10 years and is a lifelong volunteer; an experience she feels has helped her relate to the dedication and occasional concerns of hospital volunteers. If you were to ask Janis about her job as the manager of Volunteer Services for two hospitals, she would tell you, “It’s a joy. . . knowing there are 1,300 community servants who care deeply about their hospitals, the guests and patients, is heartwarming . . . you can’t ask for a nicer population to work with.

**Bonnie Andrews** has managed the Volunteer Center of Greater Milwaukee for six years. Prior to that, she managed volunteers at a large nonprofit and help positions both in banking and manufacturing. She holds a degree in Communication from the UW-Milwaukee and has completed courses in nonprofit management from the Helen Bader Institute at the University. Bonnie serves on a nonprofit board of directors and several nonprofit and volunteer committees.

**Stu Driessen** has been with Volunteers in Offender Services for twenty-five years and worked as supervisor of first-time offenders. He recruits and trains volunteers to serve as mentors helping others make better life choices. Stu also works with Community Service and directs clients to appropriate worksites to help them fulfill their court obligations.

**Patricia Jelen** started working at non-denominational Green Bay Community Church three years ago as their first Communication and Connection Director. Prior to that, she was vice-president at an area advertising firm. Her job is to oversee all advertising, marketing and communication venues at the church, organize large special events, and create systems and processes that simply and easily plug people into volunteer positions.

**Pam Mullins** has been the Pastoral Associate for Ministry Development at St. Bernard Parish for five years. Prior to her work in church ministry, she held various management roles in manufacturing facilities in the Fox Valley. Her role in ministry is to develop non-paid leaders within the church and encourage all parishioners to respond to their call from God to serve. She also works to develop ministries to meet the needs of the parish and local community.

**Anne Strauch** has served as the Community Engagement Coordinator with the Appleton Police department for the past five years. Her position entails administration of the Volunteer in Policing and Neighborhood Watch programs, as well as coordination of community education and events. Prior to that, Anne worked as a Volunteer Coordinator with the Thompson Community Center, was a business owner, served on the Appleton Board of Education and is presently serving as an Outagamie County Board Supervisor.

**Renee Trzebiatowski** is the Volunteer Services Manager at St. Elizabeth Hospital. With a BS degree from UW-Stout, she has specialized in management in the service industry for over 23 years, the last 12 with the St. E's volunteer program. She is a current board member of the Wisconsin Association of Directors of Volunteer Services. In 2005, Renee achieved national certification through the American Society of Directors of Volunteer Services, a personal membership group of the American Hospital Association. Renee is also an active volunteer in her community. If you were to ask Renee about her job, she would tell you. "I have the best job at St. E's . . . I get to work with a diverse group of people ranging in age from 14 to 96 who truly want to give of their time to help others. It couldn't be better than that."

**Paul Vidas** earned his MS in Education in 1976. For more than 30 years he has worked in Youth Development settings, including a residential treatment center, the YMCA, the Appleton School District, AmeriCorps and United Way. Paul authored grants totaling more than \$2,000,000. He served on the board of directors for the Volunteer Center of East Central Wisconsin, and currently is the chair of the Wisconsin Positive Youth Development board, a member of the Northeast Wisconsin Mentoring Coalition, and chair of the Greater Fox Valley Region Service-Learning Council.

**Maurice Washington** is a licensed Clinical Social Worker with over twenty years experience in the field. He is a knowledgeable presenter in areas of Diversity, Anger Management, Parenting, Stress Reduction, Chemical Dependency, and Leadership Skills Development. He has presented to various community organizations such as Leadership Green Bay. Maurice holds a Masters Degree in Social Work from the University of Illinois at Chicago and has participated in workshops and trainings through UW-Madison Extension and continuing education programs. He is a graduate of Leadership Green Bay and is currently employed by the Green Bay Public School District.

**Betsy Wilcox** as Executive Director of the Volunteer Center in Washington County, works with over 56 organizations annually providing volunteer motivation and referral, volunteer management education, program design, problem-solving and support. Betsy has worked with Volunteer Centers for nine years fostering community involvement and serving the needs of non-profit agencies. As a volunteer herself, she has served in several leadership capacities for United Cerebral Palsy Associations, Inc. and is a graduate of the Volunteer Leadership Institute in Washington, DC.

**Dave Willems** is founder and CEO of Willems Marketing, Inc, a marketing communication firm based in Appleton known as “the un-agency” for its distinctive way of delivering services. During his 25-year marketing career, he has worked for several organizations, including the Green Bay Packers, in addition to founding and owning two companies and co-owning a third. He is most proud, however, of his community work, including board or volunteer roles with more than 20 nonprofit organizations and providing nearly \$1 million of pro bono marketing support over the past eight years through Willems Marketing. (Actually, he is most proud of being a husband and a dad of two . . . and a former big brother to a youngster in Milwaukee.)

**Lonnie Wolf** has served Outagamie County as the elected Clerk of Circuit Courts for the past two years. The Clerk of Courts office is custodian of court records, acts as court administrator, staffs court proceedings, handles jury management, does public service, governmental reporting, and is financial manager of millions of dollars in fees and fines. Prior to being elected Clerk of Circuit Courts, Lonnie was Financial Operations Manager of the Clerk of Courts office for 20 years.

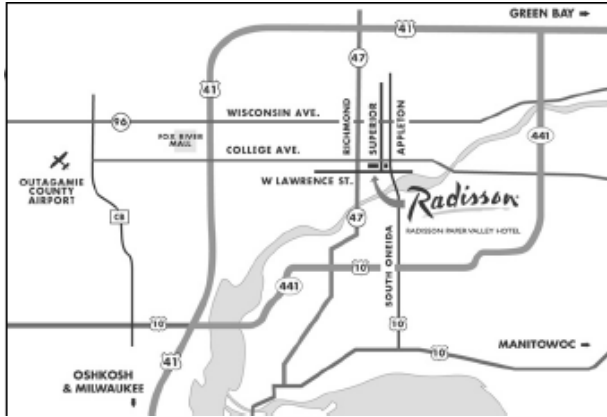
### **Hotel Reservation Information**

You will need to make your own room reservations at **Radisson Paper Valley Hotel**. Reservations can be made by calling the hotel directly at (920) 733-8000. The toll- free Radisson Paper Valley Hotel number at 1-800-333-3333. Tell the hotel that you are with the Wisconsin Volunteer Coordinators Training Institute (WVCTI) Conference. Lodging is at state rates: \$62.00 single; \$89.00 double.

Individual reservations must be accompanied by a full night's deposit per room requested; either by advance payment or guaranteed by a major credit card. Tax exempt status is available with a purchase order with your tax exempt number included or a letter from your employer sent in advance or brought with you to the conference. Reservations not canceled within 24 hours will be billed to the individual making the reservation. Reservations made after the April 6, 2007 cut off date will be on a first come, first serve availability basis. After this date, state rates cannot be guaranteed. Non-smoking and a limited number of smoking rooms are available on a first come - first serve basis.

Check in time is 3:00 p.m. Check out time is 12:00 p.m. Early arrivals will be roomed as soon as possible. You must show tax exempt status at check-in.

Map and directions follow on next page.



**Radisson Paper Valley Hotel**

333 West College Avenue

Appleton, Wisconsin 54911

Phone: 920.733.8000 or Fax: 920.733.9220

**From Green Bay:** Take Hwy 41 South to Appleton. Take Hwy 441 bypass South to College Avenue. Exit on College Avenue and proceed west (right). Travel approximately 3 miles to downtown. After City Center Plaza, take a left on Superior Street Parking on left.

**From Milwaukee:** Take Hwy 45/41 North to Fond du Lac. Continue on 41 North to Appleton. Exit #137/ College Avenue and follow to the right approximately 3.5 miles into downtown. Hotel is on the right, past the skywalk with Radisson logo on it.

**From Madison:** Take Hwy 151 North to Hwy 41 at Fond du Lac. Exit #137/ College Avenue and follow to the right approximately 3.5 miles into downtown. Hotel is on the right, past the skywalk with Radisson logo on it.

**From Eau Claire:** Follow Hwy 29 East, at Bonduel take Hwy 47 South to Appleton. Continue on 47/Richmond until College Avenue and take a left. Hotel is four blocks on right.

**From Stevens Point:** Follow Hwy 10 East, taking Cty CB North-South exit. Take a left at the exit lights and travel north on CB for approximately 3.5 miles. Turn right onto College Avenue (airport on the left) and continue 5 miles into downtown. Hotel is on the right, past skywalk that has Radisson logo on it.

**From Manitowoc:** Follow Hwy 10 West to Appleton. Hwy 10 will turn north and join Oneida Street. Continue on Oneida Street north into downtown. Take left onto College Avenue and travel 2 blocks. Make a left on Superior Street. Parking on left.

