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Inside AICPA, July 1, 1991

American Institute of Certified Public Accountants (AICPA)

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July 1, 1991

**Personal
Appearance**

Those lazy, hazy days of summer are here! As the temperature climbs to uncomfortable Fahrenheits, let's keep in mind the Institute's policy on personal appearance:

"The AICPA is a professional organization and it is important that its staff reflect this image in demeanor and dress. When you were interviewed for your position, your appearance had a bearing on your employment. It is important that everyone maintain a clean, neat, pleasant and business-like appearance in the office."

We welcome many visitors to our offices every year. In large part, our appearance and surroundings reflect our "measure of excellence" to the profession. Your good judgment in personal appearance will enhance our currently high degree of professionalism.

**Staff
Anniversaries**

Congratulations to the following staff members who last week celebrated various anniversaries with the Institute.

Anniversary

Moses Powell	Shipping & Receiving	17th
Frances Amato	Editorial J of A	15th
Mike Tursi	Technical Information	8th

**Staff
Promotions**

Thomas Lucca in CPE Production was promoted from Production Assistant to Production Associate.

Congratulations and Good Luck in your new position.

**New
Hires**

Linda Hauser - Gratis Order Clerk - Order Department. Linda has held various temporary positions as a CRT Operator prior to joining the Institute.

Gregory Salley - Copying Coordinator - Printing Services. Before joining the Institute Gregory worked as a Printer for the Daily News.

We are happy to announce that Rockefeller Center Management Corporation is implementing (at 1211 Avenue of the Americas) a building wide recycling program sometime later this month.

There are three objectives to the program:

1. To set aside white high grade office waste paper and computer printout paper;
2. To set aside redeemable cans for collection by WE CAN, Inc., a not-for-profit organization that aids the homeless; and
3. To set aside discarded laser printer toner cartridges for collection.

Recycling

To accomplish these objectives, we are looking for volunteers to act as recycling "captains". The captains will oversee the program in their area, alert Office Facilities of any issues and provide clarification to those around them. Based on the logistics of our offices, below is a listing of the areas in which we are soliciting volunteers. **We need one captain from each area with exception to CPE where we need two.**

If you are interested, please advise your immediate supervisor and then call Joe Ciccone, Administrator-Office Facilities, on x6329. An educational meeting for the recycling captains is scheduled on Friday, July 19th in the 5th Floor Board Room from 10 a.m. to 12 noon.

Help make the program a success become a volunteer captain!

4TH FLOOR
Quality Review
CPE
Editorial-J of A

6TH FLOOR
Accounting Standards
Technical Information
Relations w/Educators
Text Processing
Order
Customer Service
Executive

5TH FLOOR
Examinations
Human Resources
Library Services
Membership Admin.
Professional Ethics
Programming & Systems
Data Processing Oper.
Public Relations

7TH FLOOR
General Accounting
Prod. & Edit. Services
Internal Audit

More details on the recycling program will appear in upcoming issues of Inside.