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American Institute of Certified Public Accountants (AICPA)

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**Staff
Anniversaries**

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

Anniversary

Stacy Kosmides	CPE Program Development - Conferences & Training Schools	18th
Ed Greene	Printing Services	7th
Clare Curran	Programming & Systems	5th
Nicholas Mecca	Distribution Services	5th

Please

Joshua T. Perlett - Writer/Producer - Communications/Public Relations. Before joining us, Joshua worked for Public Image, LTD as a freelance Producer/Director/Cameraman.

Dolores W. Velez - Secretary - Personal Financial Planning. Dolores joins us full-time after being employed on a temporary basis in this division.

Promotion

In Meetings & Travel, Leslie Billera was promoted to Conference Coordinator from Conference Assistant.

Congratulations and much success in your new position!

**Special
Olympics**

Special Olympics International is the world's largest organization providing year-round training and competition for individuals with mental retardation eight years of age and older.

The *New York Special Olympics* is seeking volunteers for their 1995 Metro Tournament, which will be held on Sunday, June 4 from 9:00 a.m. to 5:00 p.m. at St. John's University in Jamaica, Queens. About 1,000 Olympians are expected to participate.

Volunteers are needed for a variety of activities. Due to the large number of volunteers attending this event, the *Special Olympics* requires **all** volunteers to attend a one-hour orientation session the week before the tournament. This orientation session, which is held in Manhattan, must be attended by all volunteers, even if they have participated in the tournament in prior years.

If you or a friend are interested in being a volunteer for the *Special Olympics*, please contact Louise Williamson at ext. 6034 before May 19.

**WordPerfect
For Windows
Hint**

It's time to unlearn an old habit. Most of us were taught to space twice at the end of a sentence when typing. Well, that's fine for a typewriter or a fixed-space font like courier. However, proportionately spaced fonts, like most fonts supported by Windows programs, are designed for a flow of words and spaces that is more pleasing to the eye. Consequently, space only once at the end of each sentence when using a proportionately spaced font; it will make your document appear more like typeset material.

If you find you can't break that space-twice habit, WordPerfect for Windows, Version 6.1 has a QuickCorrect feature that will automatically change the two spaces at the end of a sentence to one space. Under the Tools menu, select QuickCorrect. Then click on the Options button. In the End of Sentence section of the dialog box, choose Two Spaces to Single Space, then click on OK. Click on Close in the QuickCorrect dialog box.

**Organ Donor
Awareness
Week**

April 16 - 22 is **National Organ and Tissue Donor Awareness Week**, the week annually dedicated to the promotion of organ donation. Organ transplantation is one of this century's "medical miracles." Today, for many terminal illnesses, transplantation is the surgical procedure of choice. It can provide a critically ill patient at the end-stages of a disease process a second chance to live a normal, productive life. Patient survival rates are steadily being extended. Last year, two new, more effective anti-rejection drugs with fewer adverse side effects, were approved, improving the prognosis for a normal life expectancy. According to the national computerized registry of the United Network for Organ sharing, as of February, 1995, the transplant candidate waiting list surpassed 38,000.

Organ transplantation is truly a "medical miracle." But, it is impossible to perform this miracle without the enabling, magnanimous - though sometimes inadvertent - gesture of another person, the donor who signs a donor card - along with the eventual concurrence of the next of kin. Organ donation is probably the most precious, life-affirming legacy a person can leave behind. It is the gift of life to another human being at the time when the donor's life has come to an end. The recipient is likely to remember the donor with gratitude every day of his life. In a recent diametric reversal of longstanding policy, the recipient's communication of his gratitude in personal meetings with surviving donor family members is now encouraged by the national procurement program.

Donor cards and brochures are available in Human Resources (New Jersey). Further information can be obtained from Mike Bright at ext. 3539. Members of the Manhattan Chapter of TRIO, Transplant Recipients International Organization, will also be pleased to provide any further assistance you might need, (718) 597-5619.