

**VALLEY SERVICE CENTER PRESENTS:**

# **SECRETARY WORKSHOP**

**FEBRUARY**

**15TH**

**1:30  
PM**

**POTLUCK / DOORS OPEN**

Tri Valley Fellowship - 6500 Dublin Blvd  
Suite B, Dublin, CA

**WORKSHOP STARTS  
INTERACTIVE ICEBREAKER**

Get to know members in a fun and interactive activity

**2-3:30  
PM**

**SECRETARY  
"DATING GAME"**

Members are asked hilarious questions about Secretary  
Etiquette

**ASK IT BASKET  
PANEL**

*Members answer questions about the responsibilities,  
etiquette and duties of a secretary*

**MORE INFO:**

Contact: Lesa G (925) 519-3584

**ENTERED IN RAFFLE JUST  
FOR ATTENDING!**