

ShopTalk

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The Post's 2002 Fall Giving Campaign

Publisher **BO JONES** announced last week that The Post will continue to support the United Way of the National Capital Area, as well as provide employees with the opportunity to use locally based America's Charities to process designated contributions, during the upcoming fall employee giving campaign.

According to campaign co-chair and Vice President/Affiliates **LIONEL NEPTUNE**, this year's fall giving campaign is scheduled to kick-off on Nov. 18 and conclude in mid-December. Twenty-six depart-

ment chairpeople have been chosen and will be trained on the process prior to the campaign kickoff. The department chairs will be contacting employees within the next two weeks with details of this year's campaign. A complete list of the department chairpeople and their extensions will be available on *IntraNED* prior to the kickoff.

In addition to Neptune, **ELAINE GOODEN-BOOKER**, director of accounting and administration systems, and **GEORGE WATHEN**, operating services director, will also serve as co-chairs of this year's giving campaign.

As in years past, each week during the campaign a drawing will be held to award prizes to employees who have handed in either a United Way or America's Charities response form. A list of each week's drawing winners will appear on *IntraNED*.



This year's employee giving campaign will be led by co-chairs (in back row) **GEORGE WATHEN**, operating services director; **LIONEL NEPTUNE**, vice president/affiliates, **ELAINE GOODEN-BOOKER**, director of accounting and administration systems, with administrative support from (front row) **ANGELA SOMERS**, Accounting, and **ADRIENNE TAYLOR**, Administration.



The extensive effort of processing the employee payroll deductions from the fall campaign will be handled by the Payroll Unit team in the Accounting Department including **JAIME REBUENO**, **SHONTAI BOONE**, **JERRY COLEMAN**, assisting in the IT Department, **CHRIS BROOKS**, **JOHN WONG** and **IRENE KNIPP**.

Jones explained in his October 29 letter to employees that the fall employee giving campaign was delayed this year until the United Way of the National Capital Area determined how it would address its internal problems which have been covered by The Post. An article in Metro on Saturday, Nov. 2 noted that in addition to The Post, another large, local company, ExxonMobile is continuing its support of United Way while

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MARK YOUR CALENDAR!

Celebrate

The Post's 125th Anniversary
as we honor the 2002 Eugene Meyer Award Winners

Friday, December 6

Third Floor, Northwest Building

5 to 8 p.m.

Entertainment provided by local award-winning band Last Train Home,
with lead singer and Weekend Section columnist, Eric Brace



MATTHEW WORDEN

All employees are invited to attend this special event!
RSVP to the Public Relations Department at x4-7969.



also offering its employees an alternative charitable giving opportunity. Federal government offices, as well as SunTrust, First Union and Riggs banks will also continue to participate in the United Way Campaign.

"We think United Way's new management should have the chance to succeed; its failure would greatly hurt the region's nonprofits and the people they serve," said Jones.

During the fall giving campaign, Post employees will have the opportunity to designate funds to more than 1,200 nonprofit agencies served by both United Way and America's Charities. Employees may also designate



nate through the United Way Community Service Funds, or write-in other tax exempt nonprofit agencies using either United Way or America's Charities. The United Way administrative fee is limited to 10 percent of all donations and America's Charities incurs an administrative fee of five percent. Employees should note that if funds are designated for the United Way Community Service fund through America's Charities, the administrative fee will be 15 percent: five percent to America's Charities and 10 percent to United Way.

Jones is encouraging employees to consider designating their payroll deductions to one or more of the United Way Community Service Funds managed by volunteer boards in



the eight communities served by the National Capital area communities. "These boards are responsible for assessing the needs in their respective communities and awarding grants to resident agencies that are able to meet those needs. These local Community Service Funds are a unique strength of United Way: many agencies, particularly small ones that don't engage in much fundraising, rely heavily on them."

The Post is designating its \$225,000 corporate donation to the regional community service fund. In addition, The Post will support the United Way Campaign with in-paper advertising and continue to

sponsor long-time volunteer, Tom Camarda, as a loaned executive to United Way.

Employees at The Post have a long tradition of supporting the community with charitable giving going back several decades to newspaper-wide campaigns to support the United Givers Fund, which merged with another organization in 1974 to become the United Way of the National Capital Area. Last year, employees, retirees and independent agents contributed \$400,000 to the United Way Campaign.

For more information about the fall giving campaign, contact George Wathen at x4-7103, Elaine Gooden-Booker at x4-7246, or **ADRIENNE TAYLOR** at x4-7101.

Education Opportunities

Post employees and their families are eligible for a 10 percent discount on all Kaplan Test Prep courses. A subsidiary of The Washington Post Company, Kaplan has four local educational centers with locations in the District at 2025 M Street NW; in Bethes-



da at the White Flint Mall; in College Park next to the University of Maryland campus, and in Arlington near the Ballston Metro station.

Kaplan is the world leader in test preparation and offers live courses and online courses to help employees and members of their immediate families prepare for the SAT, LSAT, GMAT, GRE, DAT, MCAT, TOEFL, USMLE, NCLEX and NBDE exams.

It is easy to enroll and take advantage of this employee benefit. Call 1-800-KAP-TEST and tell the student advisor that you work for The Washington Post and you qualify for promotional code 809.9110. You can also enroll online at www.kaptest.com. When you check out use promotional code 809.9110 and the 10 percent discount will automatically be applied. For more information, call 1-800-KAP-TEST.

There are also several opportunities to learn at work through the Organization Development & Training (OD&T) Department. Some of the upcoming course offerings through the middle of the November include:

How to Interview for the Job You Want

Tues., Nov. 12, 9 a.m. - 5 p.m.

Participants will learn how to prepare for a job interview at The Washington Post. They will learn how to assess their strengths and developmental needs against the stated job requirements and how to handle interview questions. There will be opportunities to practice an interview and receive feedback.

Adapting in a Changing Environment

Thurs., Nov. 14, 9 a.m. - 1 p.m.

This course helps you effectively explore opportunities created by change and assist others in overcoming resistance. Participants learn when to coach and how effective coaching discussions minimize the negative effects of morale, processes, and productivity.

TWP Financial Process

Wed., Nov. 13, 9 a.m. - 5 p.m.

The financial planning and budgeting process can be diffi-

cult to follow, if you don't clearly understand the process. This course provides managers with a working understanding of the components of The Washington Post's financial process and systems.

Look for more course offerings on the Human Resources Department home page on *IntraNED*. For more information or to register for a course, send an email to ODandT@washpost.com or call the OD&T Training Hotline at x4-5425.

POST SCRIPTS



It was lunchtime on Friday, November 22, 1963 when news reports began coming into The Post's Newsroom that President Kennedy had been shot by an assassin. Within a matter of hours in a newspaper-wide effort that Katharine Graham, who was named president of The Washington Post only two months before, called "magnificent," the newspaper produced an extra edition with news of the President's death. According to an article in the December 1963 issue of ShopTalk, the order to publish

an extra was given shortly before 2 p.m. The eight-page issue was on the street by 5 p.m. "Thousands of words, an editorial on the assassination and 24 photographs (including a full color portrait of the dead President) were produced in this short period of time," noted the article.

The sold out extra edition was the first extra produced by The Post in more than two decades - since the bombing of Pearl Harbor in 1941.

During the six-month celebration of the 125th Anniversary, ShopTalk is taking a look back at the events and people that shaped the history of the newspaper.

CALLING ALL BOOK AUTHORS!

ShopTalk is gathering information for a future issue that will include a list of newly published and soon to be published books written by Post staff. If you have written a book that has been published since February 2001 (when the last book issue was published) or have a book scheduled to be published by Spring 2003, please send the following information via e-mail to ShopTalk@washpost.com: author and co-authors names,

name of book, publisher, number of pages, hardcover or paperback, retail price, short explanation of what the book is about, and if not available in chain bookstores (i.e., Borders), where/how the book can be purchased. If you have any questions, contact Lisa Connors, ShopTalk Editor at x4-6803.

HAVE NEWS FOR SHOPTALK?

Make sure contacting ShopTalk is on your to-do list if there are any upcoming special events or notable achievements in your department. Advance notice of at least a week is appreciated. Please note that ShopTalk will not be published Nov. 28, due to the Thanksgiving holiday. Call Lisa Connors at x4-6803, or email ShopTalk@washpost.com.

GET FORMS ONLINE!

Dozens of the forms you need throughout the year are available on *IntraNED*. The *IntraNED* online form site includes expense forms, benefits forms, the matching gifts form, the MetroChek election form, the address and

name change form, among many others. Next time you are in need of a form, type in *IntraNED* on your browser, then click on the online forms site under "Tools," on the left-hand side of your screen.

OPEN ENROLLMENT DEADLINE

The last day for open enrollment for The Post employee benefits package is Sunday, Nov. 10. If you have any questions concerning updating or changing your benefits package for calendar year 2003, contact the Benefits Department at x4-7171. You can also e-mail questions to benefits@washpost.com. The Benefits staff has extended hours during open enrollment and they are available to answer your questions

from 9 a.m. to 8 p.m., Monday through Friday.



MARKETPLACE

FOR SALE: 1990 Dodge Dakota truck, blue & silver with blue bed top, 6 cylinder, 57K miles, auto, long bed, a/c, am/fm radio, w/tape player, excellent condition, \$3,000 Cyndy x4-6162 or (703) 591-9164.

ISO NANNY - Eager to return to work staff writer needs a full-time, live-in nanny, must drive, be legal resident and speak English, for 2 1/2 yr. old and 5 mo. old baby. Call Laura Blumenfeld at (202) 537-1902, or email Laurabl01@aol.com.

FOR RENT: Chevy Chase, D.C. house, 3 BR, 2 BA, LR w/fireplace, A/C, large deck, quiet street, near excellent schools, \$2,500. Call Bob at x4-7479 or (202) 244-3380.

FOR SALE: Coffee table with glass top and wrought iron base. Medium sized. Only a year old; looks like new. \$90/OBO. Lisa Rein, X4-3227 or (202)243-0130.

HOUSESITTER: Going on vacation? Or how about a quick get-away? Housesitter available and reliable. References available. Please call Niki at (301) 526-2989.

FOR SALE: 1999 Black Audi A6 Sedan with dark burgundy leather interior. 45K miles. Well maintained, in great condition. Moving overseas. Must sell, \$22K. Call Diana at (571) 633-0877, or x4-6694.

FOR SALE: Three tickets to Redskins v. Cowboys game in Dallas on Thanksgiving Day, Nov. 28. Cost \$75 each, asking \$60 each. Call Levi at (301) 423-0628.

FOR SALE: Recaro seat, driver's side, black, excellent for long commutes, sport-performance driving, or everyday use. It has inflatable lumbar support & all the features of a luxury car seat. Almost new, only 2 months of use. Will fit any car, truck or SUV. New \$900, will sell for \$500. Please call Enrique at x 4-6195 or at (202) 362-7128.

FREE! FREE! Ads in marketplace are free to employees of The Washington Post. Join thousands of satisfied customers who have bought and sold through Marketplace. The deadline is Friday at noon for the next Thursday's issue of ShopTalk. Send your ad with your extension and home phone number via e-mail to ShopTalk, or fax to x4-4963.

FOR SALE: 1998 Chevrolet Cavalier, 4 cylinder, automatic, AC, power windows, cruise, air bags, ABS, stereo, well maintained, gently driven by original owner, 45,000 miles, \$5,800. Call Av at x4-7734 or (202) 244-8785.

MARKETPLACE DEADLINE: Noon Fridays. Please include your name, extension and home phone number. **ADS ARE FOR POST EMPLOYEES ONLY.** Send ads to Shop Talk, 7th floor, or call x4-6803. To send ads via fax dial x4-4963; via e-mail send to shoptalk. Ads run two issues unless otherwise requested. One ad per employee, please.

THIS NEWSLETTER IS PRINTED ON RECYCLED PAPER

