



UNITED STATES POWER SQUADRONS®

SAIL AND POWER BOATING

Come for the Boating Education ... Stay for the FriendsSM



District 2

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To: 2019 Spring Conference Attendees
From: Susan L. Darcy, JN
Subject: How to Print the Seat Packet and the Contents as of **04/01/19**.

How to Print the entire Seat Packet or individual pages:

Click on the Seat Packet filename which will open the file. The filename will be ***“Complete_2019_Spring_Conference_Seat_Packet.pdf”***.

When the next window is displayed, under the top menu, select **Print**. When this menu is displayed, you will be able to **Print All** pages or only selected pages using the **Contents Table** enclosed.

To only print selected pages like the **Attendance Form** on the **Print** menu, select **Page Range** and enter the pages you want to print. Ex. 3-4.

There are Bookmarks included in the Seat Packet, clicking on a plus (+) sign will display other Bookmarks under that title.

This **Contents Table** enclosed will be updated as more material is added to the Seat Packet so if you print part of the Seat Packet now, you will be able to print any additional pages using the updated table below

Remember, this is a new venture and if you have any problems or need an additional information, please don't hesitate to let me know.

Thanks for your help in advance for proofing this process. Looking forward to seeing you at the Fall Conference

Susan L. Darcy

D/C Susan L. Darcy, JN



As of **04/01/2019**, the contents of the Seat Packet contain Documents. The content pages are list below.

The file name is: "**Complete_2019_Spring_Conference_Seat_Packet.pdf**",

Starting Page	Ending Page	Subject
1	2	Call to the D2 Spring Conference Saturday 06 April 2019
		Attendance & Proxy Cover – (Instructions, & Forms)
3	4	2019 Spring Conference Attendance Form and Instructions
5	6	2019 Spring Conference Proxy Form and Instructions
7	7	2019-02-28 District 2 Statistics
8	8	Directions to The Hampton Inn and Suites, Elmsford, NY
9	9	Proposal for Advertising Funds for Squadrons
10	12	2019-04-06 Spring Conference Preliminary Agenda (5 March 2019)
13	17	Minutes of the District 2 Fall Conference - 27 October 2018
		District 2 Bridge Reports Cover
18	18	District Commander Report – D/C Susan L. Darcy, JN
19	19	District Executive Officer Report – D/Lt/C Andy Papademetriou, N
20	20	District Administrative Officer Report – D/Lt/C Robert Terry, P
		District 2 Committee Reports
21	21	D2 VSC Report – D/Lt/C Robert J. Terry, P
22	22	Sea Scout Liaison Report – P/C Robert Owen, P
		Meeting Handouts
23	24	Quick Reference Meeting Guide – Trifold
		Youth Poster Theme: “America’s Boating Club Saves Lives”
25	25	2019 Youth Poster Contest Theme
26	26	2019 USPS Poster Guidelines
27	27	2019 Youth Poster Contest Submission Form
28	29	Youth Activity Ideas for Your Squadron or District
30	31	ABClub Education Brochure
32	33	ABClub Trifold
		Job Descriptions
34	47	Squadron Job Descriptions – November 2016
48	57	District Job Descriptions – November 2016
58	84	Marketing Guidebook – February 2019

