



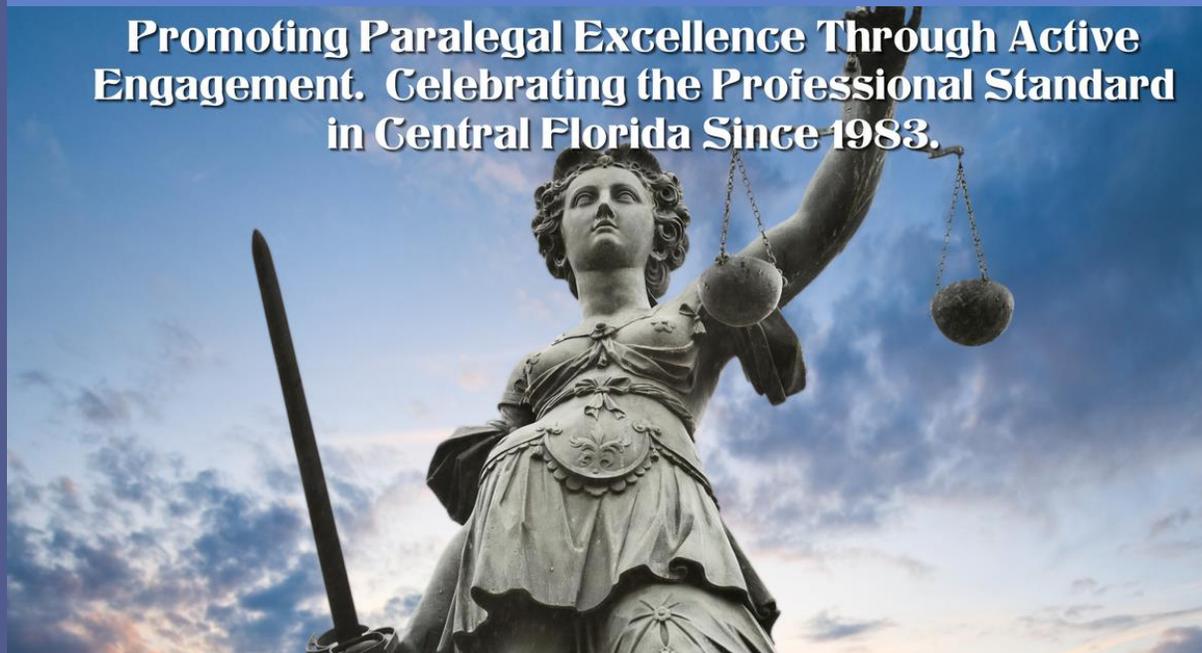
**Central Florida Paralegal  
Association, Inc.**

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(407) 672-6372

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**Promoting Paralegal Excellence Through Active  
Engagement. Celebrating the Professional Standard  
in Central Florida Since 1983.**



**CENTRAL FLORIDA PARALEGAL  
ASSOCIATION, INC.  
Monthly E-Newsletter**

**CARPE DIEM - MARCH 2021**

Hello fellow CFPA Members:



Spring has almost sprung! Can you believe that we have been dealing with the COVID 19 pandemic for a YEAR! Normally people would be planning their Spring Break vacations with their kids. Probably not so much this year. Hopefully, we will see greater progress on the vaccine homefront so that more people can be vaccinated soon.

CFPA has a lot of virtual events planned for March so be sure to mark your calendars to attend. The Public Relations Committee is working on organizing a virtual trivia night mixer so stay tuned to the CFPA Group for more information on that as soon as all the details are finalized we will make an announcement.

Hope you all have a great March and a Happy St. Patrick's Day!

Sincerely,  
Cassie D. Snyder, ACP, FRP  
Editor



**New Student  
Member:**

**Lindsey Carter**

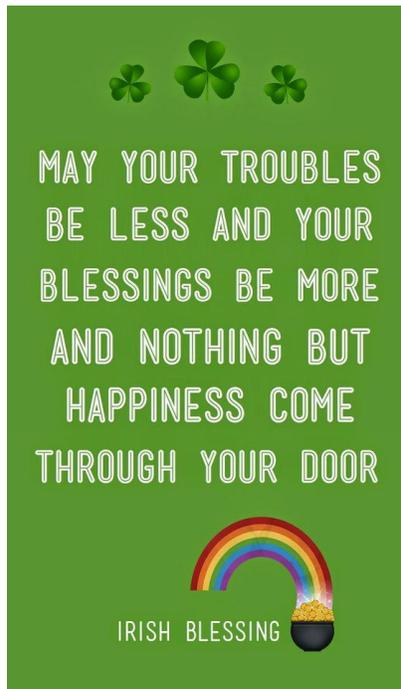
For Membership  
Information and  
Application [CLICK  
HERE](#)

**ALREADY A  
MEMBER??**

If you have recently  
changed jobs, moved or  
just have a new email  
address, PLEASE  
make sure that you  
update your  
membership records by  
notifying the  
Membership  
Committee so that you  
stay up-to-date with all  
events :

[Email Us](#)

**3/9/21 Virtual  
Roundtable  
3/17/21 CLE Lunch &  
Learn  
3/26/21 Virtual Lunch  
Bingo**



4/13/21 Virtual Roundtable  
4/21/21 CLE Lunch & Learn  
4/30/21 Virtual Lunch Bingo  
7/22/21 NALA Convention  
12/4/2021 CFPA Holiday Social

### 2021 BOARD OF DIRECTORS

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## 10 Ways to Make a Positive First Impression at a New Job

By: **Hank Boyer**

Thursday, February 11, 2021

First impressions are lasting impressions. So, your first few seconds in a new job, meeting a new client, or networking in person may be much more critical than you think.

### Why are First Impressions So Powerful?

Most interviewers will tell you that they have already made up their mind about a candidate within scant moments of meeting him or her for the first time. Even before a candidate opens his or her mouth, the interviewer has mentally recorded hundreds of impressions of the candidate as a result of observing body language, shaking his or her hand, and seeing the emotions and intelligence reflected in a candidate's eyes.

Bestselling author Malcolm Gladwell, in his 2005 bestseller “Blink: The Power of Thinking Without Thinking,” believes a **first impression is formed in less than two seconds!** Right or wrong, it’s hard to shake that first impression because our minds have been trained to unconsciously make judgments by what Gladwell calls thin slicing. Often, we never get a second chance to make a first impression or overcome the first impression the other person has of us.

Consider the implications of first impressions for:

- Candidates meeting prospective employers for the first time;
- A new employee on his or her first day on the job;
- A teacher meeting students on the first day of classes;
- Salespeople meeting a new prospect or decision-maker for the first time;
- Meeting someone new at a networking or social event; and
- Speaking to an unfamiliar audience.

This article will explore ways new employees can make a positive first impression when starting a job, although many of the principles are applicable to all five situations above.

### **Get Off to a Fast Start in a New Job**

Every new employee is under intense scrutiny as hiring managers and HR attempt to evaluate each new hire’s potential. Impressing in a series of interviews and during the selection process was only the preliminaries.

Every new employee starts out at exactly the same place in the job since there is no performance track record to view, no known bad habits, and an equal opportunity to excel. Each new employee has one chance to make a great first impression, and that first impression is a lasting one.

**Treasurer:**  
Roger Smith, FRP  
[Treasurer@cfpainc.org](mailto:Treasurer@cfpainc.org)



**NALA Liaison:**  
Deborah Kallas, ACP,  
FRP  
[Nalaliason@cfpainc.org](mailto:Nalaliason@cfpainc.org)



**Parliamentarian:**  
Sylvia McMillon  
[Parliamentarian@cfpainc.org](mailto:Parliamentarian@cfpainc.org)

### **DIRECTORS**

Here are ten ways to stand out and make a great first impression during your onboarding period:

1. A positive attitude with positive energy. People are always attracted to positive people, folks with a smile on their faces and always something positive to say. No negatives, complaining, or whining; just a “can do” attitude.

2. A positive work ethic. It means arriving early, staying late, minimizing break times, and focusing on doing whatever is assigned, to the absolute best of your ability, regardless of who, if anyone, is watching.

3. Getting to know the players. Who are the people you need to know, what do they do, and how can you build a positive relationship with them? Learn their names, remember their names, and greet them by name with a genuine smile and positive eye contact.

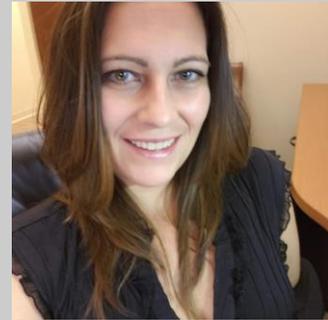
4. Minimize the social chatter. To the inevitable, “How was your day/night/weekend?” resist the urge to chatter and simply respond, “Great, and yours?” And never gossip, because gossip means that no one will ever trust you.

5. Observe how things are done. Every organization has its own way of doing things, and the quicker you can learn this, the better. Do this before you offer opinions!

6. Leave every bad habit behind. You know what things held you back from being an A-player in your last job and an A-player at school. The only person who can repeat or reject those bad habits is you.

7. Model integrity. Always DWYSYWD — do what you said you would do. People who do this build trust and trust is at the foundation of every successful career.

8. Keep your boss informed. Ask him/her how and when he/she would like to be updated, then do it. Volunteer for assignments you can do or that will stretch you.



Jennifer Diminich, CP,  
FRP  
[Director2@cfpainc.org](mailto:Director2@cfpainc.org)



Sara Ferguson, CP, FRP  
[Director1@cfpainc.org](mailto:Director1@cfpainc.org)



Denise Marsters, FRP  
[Director3@cfpainc.org](mailto:Director3@cfpainc.org)

9. Think in terms of company goals. Find out what the goals are, and figure out how what you do can move the company towards those goals.

10. Make no excuses. You will make mistakes, but you should never make an excuse. Your boss will appreciate that you don't make excuses or the same mistake twice.

### **Bottom Line**

You have but one chance to make a positive first impression, and much of that first impression will be under your direct control. Seize the opportunity to start well, from your first moment on the job, and watch as your career path opens up a lot more quickly.

*Article reprinted from:*

<https://exclusive.multibriefs.com/content/10-ways-to-make-a-positive-first-impression-at-a-new-job/business-management-services-risk-management>



Julie A. McLean, CP, FRP  
[Director4@cfpainc.org](mailto:Director4@cfpainc.org)



## **CFPA Committees:**

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Jennifer Finch, ACP, FRP  
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Marisa Green, ACP

# PARALEGALS WITH A PURPOSE

## *Virtual Roundtable*

### DISCUSSIONS



March 9, 2021 at 6:30 p.m.

*Work/Home Life Balance in a Virtual World*

### GUEST PANELIST:

*Sylvia I. McMillon, Litigation Paralegal  
Colling Gilbert Wright & Carter*



RSVP by NOON on March 8th to:  
[Membership@cfpainc.org](mailto:Membership@cfpainc.org)

[WWW.CFPAINC.ORG](http://WWW.CFPAINC.ORG)

[Click Here to RSVP to the Roundtable](#)

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Community Service  
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Peonca Grier, CP, FRP  
[CommunityService@cfpainc.org](mailto:CommunityService@cfpainc.org)

Student Relations  
Chair:

Leslie Norton, ACP, FRP  
Leslie Norton  
[Students@cfpainc.org](mailto:Students@cfpainc.org)

Social Media  
Chair:

Jennifer Diminich, CP, FRP  
[Socialmedia@cfpainc.org](mailto:Socialmedia@cfpainc.org)

Newsletter - Carpe Diem

Cassie Snyder, ACP, FRP  
[Editor@cfpainc.org](mailto:Editor@cfpainc.org)

Paralegal Regulation &  
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Chair:

Deborah Kallas, CP, FRP  
[Nalaliaison@cfpainc.org](mailto:Nalaliaison@cfpainc.org)

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Leslie Norton, ACP, FRP  
[Jobs@cfpainc.org](mailto:Jobs@cfpainc.org)

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Evelyn Quintana

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## We are ready when you are

When you are ready to return to in-person depositions, we are prepared to help.

- ✓ HEPA filters in all conference rooms that remove 99.97% of airborne particles
- ✓ Masks, gloves and sanitizer available
- ✓ Plexiglass partitions available for conference tables
- ✓ Temperature checks upon office entry
- ✓ Conference rooms sanitized before and after every use

We are happy to report that Milestone has had ZERO cases of coronavirus transferred from one employee to another or from an employee to a client.

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**Newsletter  
Recognition:**



**CFPA's 2021  
Charity**

FLORIDA  
REGISTERED  
PARALEGAL



## The Florida Registered Paralegal of the Year Award

Nominations are now being accepted. The Florida Registered Paralegal of the year award recognizes exemplary performance and outstanding leadership of an individual by their peers.

The Florida Registered Paralegal of the Year award recognizes exemplary performance and outstanding leadership of an individual by their peers.

**The deadline to nominate is March 5th.**



**pace**  
Center for Girls

### Pace Mission:

Pace provides girls and young women an opportunity for a better future through education, counseling, training and advocacy.

### Pace History

Pace began in 1985 with one Center in Jacksonville, Florida serving 10 girls. Today Pace includes 21 Centers throughout Florida that serve over 3,000 girls each year and Pace has changed the life trajectory of over 40,000 girls since its inception. Pace began as a community response to the realization that girls involved with the justice system were either being placed in programs designed for boys or placed further into the system for their own protection. There were no effective alternatives.

Started by Vicki Burke and guided by the

**2021 FLORIDA Registered Paralegal of the Year Award Nominations**

The road to this award begins now, with the call for nominations. Nominations must be received no later than March 5th, 2021.

**Accepting Nominations**

The Florida Bar's Florida Registered Paralegal Enrichment Committee are accepting nominations from legal aid groups, civic organizations, lawyers, and fellow paralegals for candidates for the 2021 Florida Registered Paralegal of the Year Award.

**Nominees Qualifications**

Nominees must be in good standing with The Florida Bar and should demonstrate exemplary leadership skills, provide extraordinary commitment to the goals of the Florida Registered Paralegal Program, and contribute to the profession and to their team.

The selected Florida Registered Paralegal will be presented the Florida Registered Paralegal of the Year Award at the 2021 Annual Bar Convention Orlando, FL (June 9-12, 2021). In addition to the award, the recipient will also receive travel and meal expenses for attendance at the Convention, including a one night stay at the Hilton Orlando Bonnet Creek on June 11th, 2021.

The Nomination form is available at: [FLORIDA REGISTERED PARALEGAL OF THE YEAR AWARD.](#)

research-based recommendations which called for gender responsive programming, Pace created a new alternative to institutionalization or incarceration for girls.

Pace is now recognized as a national model for reducing recidivism and improving school success, employment and self-sufficiency amongst girls by the Annie E. Casey Foundation, Children's Defense Fund, National Mental Health Association, National Council on Crime and Delinquency, and the Office of Juvenile Justice and Delinquency Prevention.

[Click Here to Make a Nomination for FRP Paralegal of the Year](#)



**Mentoring Opportunity to Legal Studies Students at UCF**



Marc Consalo in the Legal Studies Department at the University of Central Florida is the Professionalism Ambassador this semester between the students and the legal community. Students are required to take a course on professionalism before doing an internship. In this course, they learn skills such as interacting with the public, professionals, and overall, just putting their best foot forward. To accomplish this, we will pair a student with a legal mentor who has no grading authority at all. Instead, the mentor will provide input on the student's resume and conduct a mock interview with the

All he needs from you is help with those 2 interactions.

- A mentor provides input on the student's resume
  - Via e-mail or telephone
  - Approximate time for completion is 30 minutes
  - Feedback occurs in March
- A mentor conducts a "mock interview" for a legal assistant position with the student
  - Via telephone or video conference (e.g. Zoom)
- UCF provides "job description" for legal assistant position
  - Approximate time for completion is 30 minutes
  - Interview takes place in April

This year they are hoping to do pairing one on one, meaning that each mentor only mentors one student, which means they have to find 120 legal professionals willing to volunteer. If you know of legal professionals such as attorneys, judges, paralegals, legal secretaries, etc. that may be willing to volunteer one hour over the course of two months to help UCF Legal Studies students become stronger professionals once they reach the legal community, we would greatly appreciate you forwarding this flyer to them. In closing, we could not provide our students an A+ education without the generosity of our legal community.

If this is something you are interested in, email [marc.consalo@ucf.edu](mailto:marc.consalo@ucf.edu) to sign up.  
If you have questions, you are also welcome to give him a call at 407-304-6454.

## Continuing Legal Education Corner



CFPA will be having virtual lunch and learn seminars that will begin in 2021. Keep your eyes open for more information through CFPA's [Groups.io](#) forum and on CFPA's Social Media.

If you have any questions, feel free to email the CLE Committee at [CLE@cfpainc.org](mailto:CLE@cfpainc.org).

**To register for the March CLE please go to CFPA's website: [www.cfpainc.org/cle](http://www.cfpainc.org/cle)**

## VIRTUAL CLE LUNCH AND LEARN SE



Speaker:

Honorable Robert J. Egan

March 17, 2021

12:00 p.m. - Via Zoom

CFPA Members: FREE

Non-Members: \$15.00

RSVP and Pay online:  
[www.cfpainc.org/cle](http://www.cfpainc.org/cle)

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### UPCOMING SEMINARS:

4/21/2021 - Time Entry Strategies for Paralegal Superstars



## NALA Awards

### *President's Award*

**Purpose:** To recognize the outstanding accomplishments of NALA members and their contribution to the future of the paralegal profession.

**Award Benefits Include:**

- Recognition during Annual Membership Meeting at Conference
- Travel expenses paid by NALA - per diem (2 days), 1-night hotel, round- trip coach airfare, and Day 1 registration fee

**Criteria for Selection:** Significant accomplishment or achievement through their leadership activities within NALA and NALA Affiliated Associations.

**Eligibility for Nomination:** (1) Current Active type member of NALA, (2) Must have been an Active type member of NALA for at least 2 years; (3) 5 years' experience in the paralegal profession (current NALA Board of Directors and committee members are not eligible)

**Deadline for Nomination Form:** *April 1<sup>st</sup>*.

### **Founder's Award**

**Purpose:** To recognize extraordinary or outstanding contributions to the growth and future of the paralegal profession which impacted or affected the paralegal profession in a positive manner for a significant period of time.

**Award Benefits Include:**

- Recognition during Annual Membership Meeting at Conference.
- Travel expenses paid by NALA - per diem (2 days), 1-night hotel, round- trip coach airfare, and Day 1 registration fee

**Criteria for Selection:** Must have played a significant part in creating, developing, and/or promoting important and distinctive writing or program which positively impacted the paralegal profession nationwide for not less than 3 years. Former recipients include past NALA presidents, law firms that have supported the paralegal profession, attorneys that have contributed to the growth of NALA, paralegal educators, and many more.

**•Eligibility for Nomination:** Individual or organization. Does not have to be a NALA member. (Current NALA board of directors and committee members are not eligible).

**Deadline for Nomination Form: *April 1<sup>st</sup>*.**

To learn more about these new awards, please visit  
NALA's website at:  
[NALA Awards Program.](#)

### **NALA Election 2021**

**Declare your Candidacy!** Make a difference and join the NALA Board of Directors! Submission is due by **March 15, 2021.**

**WHY YOU SHOULD RUN FOR OFFICE!** If you are passionate about the paralegal field and want to impact the future of NALA, a Board position might be the right fit for you. The NALA Board of Directors recognizes the importance of exceptional board leadership and believes that a strong and effective board is needed for continual success in reaching its mission (“Advancing paralegals through certification and professional development”). Our Board members are active advocates and ambassadors for the organization and for the paralegal profession.

On behalf of the Board, the Nomination Committee extends an invitation to qualified members to get involved in your GREAT association. Serving on the Board is a rewarding, gratifying, and enjoyable way to be engaged in your association. Open Board Positions include Vice President, Secretary, Treasurer, At Large Directors.

To learn more about the Nala Board of Directors, go to NALA’s website at: <https://www.nala.org/about-nala/nala-board-directors/nala-election>.

#### **Upcoming Live Webinars**

**March 3, 2021 at 12:00 p.m. CT/1:00 p.m. EST – Become the Most Valuable Paralegal in the Office.** To

learn more about this webinar or to register, go to NALA’s website at:

<https://www.nala.org/courses/become-most-valuable-paralegal-office>.

**March 16, 2021 at 12:00 p.m. CT/1:00 p.m. EST – Miller Trust Essentials.** To learn more about this

webinar or to register, go to NALA’s website at:

<http://nala.org/courses/miller-trust-essentials>.

**March 23, 2021 at 12:00 p.m. CT/1:00 p.m. EST – Effectively Lead Your Remote Team.** To learn more

about this webinar or to register, go to NALA’s website at:

<http://nala.org/courses/effectively-lead-your-remote-team>.

**Introducing Paralegal Brief**

NALA is thrilled to announce a launch of a new online resource for the paralegal community. To learn more about this online resource, go to NALA's website at: <https://www.paralegalbrief.com>.

**NALA Conference & Expo**

Save the Date! Although we cannot predict how the world will look in the upcoming months, you can rest assured that the 2021 NALA Conference & Expo will take place **July 22-24, 2021** – whether in person in Louisville, Kentucky, or as a virtual conference.

If you have any questions you can contact our NALA Liaison at [NALALiaison@cfpainc.org](mailto:NALALiaison@cfpainc.org).

[Click Here to Register for NALA Seminars](#)



# VIRTUAL LUNCHEON BINGO!!

**March 26**

**11:45am - 12:45pm**

**Event Sponsor:**



**will be sponsoring  
rounds of Bingo**

**This event is FREE  
Members and  
Non-Members**

**COME JOIN THE**

**Zoom login and Bingo  
will ONLY be provided  
to those who RSVP**

**Make sure you  
by 3/24/20**

**Membership@cfpa**

[Click Here to RSVP for Bingo](#)

## 12 Incredibly Useful Gmail Settings you Didn't Know you Needed

BY JR RAPHAEL

Make Gmail more effective than ever with these out-of-the-way advanced settings and adjustments.



Every feature-rich app has its share of easily overlooked settings. But Gmail man, oh man. Gmail has a virtual labyrinth of underappreciated options.

Consider this: Some of Gmail's settings are available only on the Gmail website. Others are only in the mobile apps—or sometimes just in the mobile app on one specific platform. And other Gmail settings, paradoxically, can't even be found within Gmail at all (yes, really!).

It practically requires a recurring spelunking expedition to make sure you're taking advantage of everything Gmail has to offer, particularly since the list of possibilities evolves so often. But not to worry—I'm here to help.

I've dug up and broken down a dozen of Gmail's most helpful yet least visible settings. Consider this your map to some of the service's best-buried treasures—no messy metaphorical cave-crawling required.

### **1. GIVE YOURSELF MORE ROOM TO WRITE**

First things first: Gmail's default compose window for new emails is a small box in the lower-right corner of the screen. That can be nice if you want to keep an eye on your

inbox, I suppose. But it can also be quite distracting when you actually want to focus on what you're writing.

If you find yourself preferring a more full-screen writing experience more often than not, start a new message in the Gmail website and then click the three-dot menu icon in the message's lower-right corner. See the option there called "Default to full screen?" Click it. Then close out of that message entirely, start another new message, and . . .

Ta-da! Your Gmail compose window will now always open up front and center and as large as your current browser window allows. And if you ever want to shrink it back down into that smaller setup, you can just click the icon with two arrows pointing inward in the window's upper-right corner.

## **2. MOVE FROM MESSAGE TO MESSAGE WITHOUT STOPPING**

Are you the type of person who powers through your inbox message by message until you reach the end? If so, take a peek at Gmail's tucked-away auto-advance setting. Once you enable it, you'll automatically be taken to the next email in your list (or the previous email, if you prefer) as soon as you archive or delete a conversation—instead of being taken back out to your inbox, as would typically occur.

In Gmail's desktop version, you'll first need to activate the option by going to the Advanced tab of the Gmail website's main settings area (which you can get to by clicking the gear-shaped icon in the site's upper-right corner and selecting "See all settings" in the panel that comes up). Find the "Auto-advance" line, click on "Enable" next to it, and click the Save Changes button at the bottom of the screen. Once the website reloads, you'll need to go back into Gmail's settings and look for the newly present "Auto-advance" area within the General tab to configure exactly how the option works.

On Android, there's a separate, independent option within the "General settings" section of the Gmail app's settings. No such option seems to be present on iOS, unfortunately.

### **3. READ MORE, CLICK LESS**

Speaking of reading, one of the simplest and most helpful Gmail settings you can change is the option for "Maximum page size," located in the General tab of the Gmail website's settings.

By default, Gmail shows you just 50 email conversations on each page and requires you to click to a subsequent page in order to see more messages. Maybe such a setup made sense in earlier days of the internet when bandwidth was at a premium. But nowadays, all that extra clicking is little more than an inconvenience.

So save yourself some clicks and also some sanity by changing that setting from 50 to 100. Just be sure to click the Save Changes button at the bottom of the screen when you're done to apply the change.

To get the rest of the article please click the link below:

<https://www.fastcompany.com/90576550/useful-gmail-settings-tips-ios-android>

*Article reprinted from:*

[FastCompany.com](https://www.fastcompany.com)

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CFPA's Charity for 2020 was the USO of Central Florida. Below is some information provided by the USO that shows how we were able to help with our donations. Thank you to all our members for helping support our charities!!



Central Florida

# Operation Stuff a Stocking

Operation Stuff a Stocking was created after receiving calls from the community wanting to show appreciation during the holiday season for the many sacrifices military families make. Through Operation Stuff a Stocking, the public can support military families' "little heroes" selecting and providing gifts from established wish lists.

**Program Details:** Junior Enlisted Service Members and Non-Commissioned Officers throughout Florida complete Registration Forms for their children requesting specific gifts totaling \$50 each program during COVID-19, Central Florida USO created Amazon Wish Lists online with each request. Any individual or organization purchases gifts from the Amazon Wish List, sending USO Staff. Each child's gifts are placed in a large, red Santa bag for delivery.

**Specific Goals Related to the Target Audience:**

- Provide financial relief for junior enlisted and non-commissioned officer families during the holiday season
- Reach service members at military installations throughout our geographic service area
- Communicate appreciation for service members' duties and sacrifices

## 2020 Statistics

**784 military children registered representing 374 military families**

- 45% E6 families
- 37% E5 families
- 11% E4 families
- 5% E3 families
- 2% E2 families
- 48% Air Force
- 24% Coast Guard
- 22% Army
- 3% Navy
- 2% Marine Corps
- 441 Wish Lists picked up in Tallahassee
- 150 Wish Lists picked up in Clearwater
- 118 Wish Lists picked up in Cape Canaveral
- 44 Wish Lists picked up in Orlando
- 31 Wish Lists picked up in Sarasota



### Testimonial

"Operation Stuff a Stocking has helped us be thankful during a difficult time. My wife losing her job a couple months prior to the holidays was a challenge. Thankfully, Operation Stuff a Stocking provided us with gifts for our son and a unicorn bouncer for my daughter. We are grateful for the donors enough for the smiles on our children's faces."

"Operation Stuff a Stocking was a nice event that you all found for my kids. I couldn't have found them myself, the person who picked out these presents spent time and dedication to find them. Thank you for the things you do for us, I for one really appreciate it."

"[The program] lessened the financial strain on our family. My children were very surprised and I was touched by the thoughtfulness and specifics of the gifts."

"Thank you so much for opening your heart to our family. This past year was exceedingly rough for us, but it meant so much to have one special day feel like Christmas again. We celebrated with family and friends and yes, presents!! My kids were all smiles and it's a big thanks to you all!! You truly made a difference."

"This year was rough, we were fortunate to have family support at the same time we worked a lot more than normal. Our funding for our family went to extra daycare for our three children. This program was a blessing for our Christmas financially and when this opportunity came, we were so excited. My children absolutely loved the gifts and were incredibly happy how perfect the gifts matched their wishes. We were truly blessed for sure this year and by your help."

## From the Editor ...



I hope you have enjoyed this issue of the Carpe Diem. We would love to hear from you! Have you written an article that has been published that you would like to have placed in our newsletter? Does your attorney write articles that he or she would like to share with our group for

publishing? If you are interested in writing an article for the newsletter let me know.

***Big THANKS to Milestone Reporting for sponsoring the newsletter for the year!!***

Thank you,  
Cassie Snyder, ACP, FRP  
Editor

[Carpe Diem Archived Issues](#)