

EdVantages



Fundamentals of **Management & Supervision** See Page 3 For More Information



Cake Decorating Basics See Page 14 For More Information

Table of Contents

Enhance Knowledge and Skills	3
Special Interest Certificate Programs	4
Registration Form	5
Frequently Asked Questions	6
Occupational Certification	7
Online Classes	8 - 12
Healthcare Certificate Programs	8
6-Week, Instructor-Led Courses	9
Teacher Recertification	10
Career Training Certificate Programs	11
Paralegal & Legal Support Certificates	12
Travel at Home & Abroad	13
Arts & Leisure	14 - 15

229.245.6484 • 903 N Patterson Street, Valdosta • www.valdosta.edu/ce

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Mission Statement

The Continuing Education Program enhances the quality of life in the region by providing educational, artistic, cultural, technological, and economic development activites and programs. Continuing Education at Valdosta State University develops and presents programs and activities for professional and personal enrichment.



Check our website for additional classes that may be added to our program.

www.valdosta.edu/ce

Enhance Knowledge & Skills



Project Management Fundamentals

Master the essentials of project management to become an indispensable member of your project team. Discover and master the critical concepts you need to plan, implement, control and close any type of project.

ONLINE \$109

See page 8 for online course start dates.

Organizations registering & paying for 3 or more attendees receive a \$15/person discount for the 4 workshops below. Call 229-245-6484 for information.

Fundamentals of Management & Supervision 18ABPD07

This course will provide you the answers and build your management and supervision skills in such areas as earning respect, setting the example, visioning, delegating, coaching, influencing, motivating and team-building. Instructor is **Ashley Cooper**.

Thurs, Sept 28 • 1 - 4 PM • \$89 • University Center Rose Room *VSU employees must register throught the Employee Development website.*



Conflict Management for Leaders 18ABPD05

Learn how to enhance your collaborative problem-solving skills. Explore conflict analysis, individual responses to conflict, and strategic managerial intervention in non-productive conflict situations. Discover methods for effectively handling both the supervisor's and employee's emotions during dialogue. Instructor is **Timothy Hedee**.

Wed, Sept 27 • 1 - 4 PM • \$89 • University Center Rose Room *VSU employees must register throught the Employee Development website.*

Who Moved My Cheese? 18FBPD06

Learn how to see change within an organization differently and do the things that will make the biggest positive impact. Discover simple ideas and gain practical change skills to benefit yourself and your organization during times of change. Instructor is **Ashley Cooper**.

Wed, Oct 25 • 9 AM - 12 PM • \$89 • University Center Rose Room *VSU employees must register throught the Employee Development website.*

Leading a Diverse Workforce 18FBPD07

Explore how as a leader you can empower people through understanding, valuing, and capitalizing on all the strengths of each individual to enhance teamwork and increase effectiveness. Diversity is a collection of individual experiences, backgrounds, and cultures that enables examination of problems and challenges from a wide variety of lenses. This is what builds teams. Instructor is **Rebecca Murphy**.

Wed, Nov 15 • 1:30 - 4:30 PM • \$89 • University Center Rose Room *VSU employees must register throught the Employee Development website.*

Special Interest Certificate Programs

To earn a certificate:

- Complete and submit the Certificate Program Agreement Form before beginning your classes.
- Complete all required and elective courses within 18 months.
- Earn 75% or higher in each course.
- Submit the Course Tracking & Certificate **Request Form** to receive your program certificate.

Certificate Program Agreement and Course Tracking Forms available at www.valdosta.edu/ce or by calling 229.245.6484.



Grant Writing Certificate

Gain foundational skills and knowledge to write effective grant proposals. Minimum 120 hours. All courses are online.

CORE COURSES

- A to Z Grant Writing
- Writing Effective Grant Proposals
- Grammar Refresher

ELECTIVE COURSES Minimum of Two

- Advanced Grant Proposal Writing
- Get Grants!
- Become a Grant Writing Consultant
- A to Z Grant Writing II Beyond the Basics

Creative Writing Certificate

Define, develop, and explore your writing abilities and enhance your writing skills and techniques on your way to becoming a published writer. Minimum 140 hours. All courses are online.

CORE COURSES

- Beginning Writer's Workshop
 Research Methods for Writers
- Grammar Refresher
- Advanced Fiction Writing

*ELECTIVE COURSES Minimum of Two

- Mystery Writing
- Travel Writing
- The Craft of Magazine Writing Guide to Getting Published

Additional electives for the Creative Writing Certificate can be found online at www.valdosta. edu/ce under "Certificate Programs."

Digital Photography Certificate

Build foundational knowledge and skills in digital photography and camera operation. Minimum 106 hours. All Courses are online except Fundamentals of Digital Photography.

CORE COURSES

- Fundamentals of Digital Photography 10 Hours, See Page 15
- Mastering Your Digital SLR Camera
- · One of the following:
 - · Photoshop CC for the Digital Photographer
- Photoshop 12 or 13 for the Digital Photographer
- Intro to Lightroom 5 or CC

ELECTIVE COURSES Minimum of Two

- Travel Photography for the Digital Photographer
- Photographing Nature with Your Digital Camera
- Photographing People with Your Digital Camera

Info is available at www.valdosta.edu/ce for these additional certificate programs:

- Administrative Assistant I & II
- Internet & Social Media Marketing

Registration Form

FALL 2017

			IAI	_L ZUII
	Legal Name	Preferred I	Name	
F				
PRINT	Mailing Address			
EASE	City	State	Zip	
PL	Phone: Primary	Phone: Secondary	у	
	E-mail	SSN (Last 4 Digits)	VSU Faculty/Staff/Student ID#	
		ters with course announcements and	·	
the Co refund	ontinuing Education office at 229.245.6484 s will be given for cancellations less than th	at least three working days (excludes Saturday	5%, whichever is greater, will be given by contact ay & Sunday) prior to the beginning of the programs, but registrants may send a substitute. No pastrants will be issued a full refund.	am. No
Со	urse Title	Starting Date	Fee	
			TOTAL	
	N CH	Cook Doggint #	4	
_		Cash Receipt #	t	
	CHECK #	uing Education		
_ (CREDIT CARD MasterCard	/ VISA / Discover		
Or	ganization - If Paying for Registration	n		
Ca	rd Holder Print Name - Exactly as it app	ears on card	Sec Code 3 Extra Digits on Reverse	
Bill	Same As Above? If Not, Pr	rint Address Here		
Ca	rd #	E	Exp. Date	

Frequently Asked Questions

Do I have to formally apply through VSU to take Continuing **Education classes?**

No. All of our classes are open to the public and our registration process is simple.

How will I know if a class is confirmed or cancelled?

A confirmation receipt will be mailed or emailed upon processing your registration. If a course is cancelled, you will be notified by email or phone.

What is our refund / cancellation / transfer policy?

Unless otherwise stated, full refunds minus \$5 or 5%, whichever is greater, will be given by calling 229.245.6484 at least three working days (Sat/Sun not included) prior to the beginning of the program. No refunds for cancellations less than three working days prior to the beginning of a class, but registrants may send a substitute. No partial refunds for classes missed. Full refunds for classes cancelled by VSU.

What is a CEU?

A Continuing Education Unit (CEU) is a standardized method of recording participation in continuing education classes designed to improve occupational skills or knowledge. Check with your occupation's licensing agency to find out if a particular course will meet your requirements.

Are there financial aid opportunities available?

Participants in certain career and professional development courses may be eligible for financial aid from private lenders. Call our office at 229.245.6484 for more information. The Hope Scholarship and Federal Financial Aid are not applicable to non-credit courses.

Where will my course be held? What about parking?

Except where noted, classes are held at the Regional Center for Continuing Education, 903 N Patterson Street, Valdosta or in the Annex classrooms adjacent to our building. Temporary parking passes will be provided.

Camp**DISCOVERY**

AFTER SCHOOL EDITION Coming Fall 2017

Art and STEM (Science, Technology, Engineering, Math) classes. Visit www.valdosta.edu/ce for updates. Email sewing@valdosta.edu or call Suzanne Ewing at <u>229-245-6484</u> for more information.

Learning in Retirement

Member-led organization for individuals 50+ years of age offering a wide variety of classes for cultural growth, lifelong learning, and recreation. For information or to be put on our mailing list, call 229.245.6484.

4 Ways to Register...

MAIL

Registration form & payment to:

Continuing Education Valdosta State University 1500 N. Patterson St. Valdosta, GA 31698-0435

Make your check or money order payable to "VSU Continuing Education."

ONLINE

www.valdosta.edu/ce

PHONE

229.245.6484

IN PERSON

Regional Center for Continuing Education Building at 903 N Patterson Street, Valdosta (across from The Crescent)

Connect with us on social media!

Search "VSU ContEd"







OFFICE HOURS:

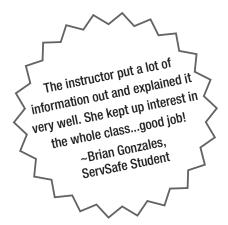
MONDAY - THURSDAY

8 AM - 5:30 PM

FRIDAY

8 AM - 3 PM

Occupational Certification





Registered trademark of the National Restaurant Association Education Foundation

Exam-Only Sessions

For those who are:

- Seeking a proctor after completing the ServSafe[®] online course.
- Retaking the ServSafe[®] Exam.
- Non-English speakers doing selfstudy in their preferred language.

Online exams are available in English, Spanish, and Chinese.

Exam-Only Registration Fee: \$75

Study and test materials not included. Registrants must purchase textbook & exam voucher from www.servsafe.com.

Register with payment by Thursday at 4 PM the week before the exam date.

Start Time
4:30 рм
9 AM
9 AM
9 ам



ServSafe® Classes can be offered on a Contract Basis for Your Food Service Establishment! Call Sue Bailey at **229.245.6484** for details.

Food Safety Manager Certification 18ABPD02

- One Day Training Session by a Certified Instructor (.85 CEU)
- Class Concludes with Administration of the Certification Exam
- eCertificates now available for download from ServSafe.com
- Textbook and Exam Materials Included (multilingual materials available)

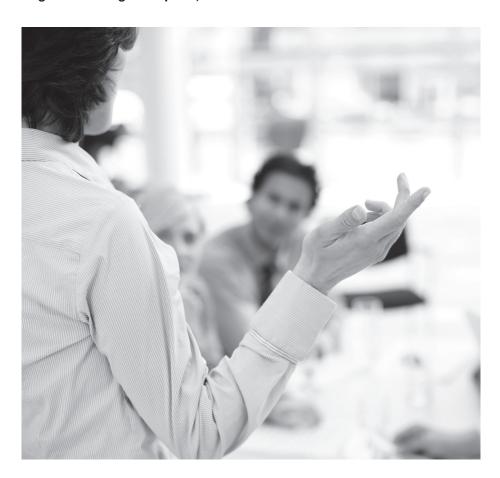
Mon, Sept 18 • 9 AM - 6:30 PM • \$189 After Sept 4, \$229

Preparation for PHR/SPHR Certification 18ABPD01

Earn your PHR/SPHR designation to keep up-to-date, demonstrate your commitment to the HR profession, and set yourself apart as an expert in your field. Training materials not included. Email subailey@valdosta.edu or call 229-245-6484 for information on purchasing materials. (3.5 CEUs)

ONLINE • Sept 11 - Dec 22 • \$395 After Sept 4, \$465

Winter Session Jan 22 - April 27, 2018 Spring Session May 21 - August 24, 2018 Registration begins Sept 18, 2017



Healthcare Certificate Programs

6-Week Online Course Schedule

MONTH	START
September	9/13/17
October	10/18/17
November	11/08/17
December	12/13/17
January	1/17/18

Additional spring dates available, see www.valdosta.edu/ce.

Career Training Programs Self-Paced. Instructor-Facilitated

- Start When You Are Ready
- One-on-One Mentor Assistance
- Programs for Today's Markets
- All Books & Materials Included

Last minute registrations accepted for online courses. For a full listing of Online Healthcare Certificate & Career Training Programs, visit www.valdosta.edu/ce under "Certificate Programs."

Allegra Accredited Programs

6-WEEK CERTIFICATE PROGRAMS

Certificate in Healthy Aging, 25 hrs \$69 Certificate in Stress Management, 14 hrs \$89 Certificate in Food, Nutrition & Health, 16 hrs \$99

Certificates in Holistic & Integrative Programs

Foundations 1, 14 hrs \$89 | Foundations 2, 10 hrs \$69 | Foundations 3, 9 hrs \$59

Career Training Programs

HEALTHCARE CERTIFICATE PROGRAMS WITH CERTIFICATION TEST VOUCHERS INCLUDED Certification test vouchers available upon successful completion of the program.

Programs without exam vouchers are also available.

Medical Office Manager CPPM Vouchers Included

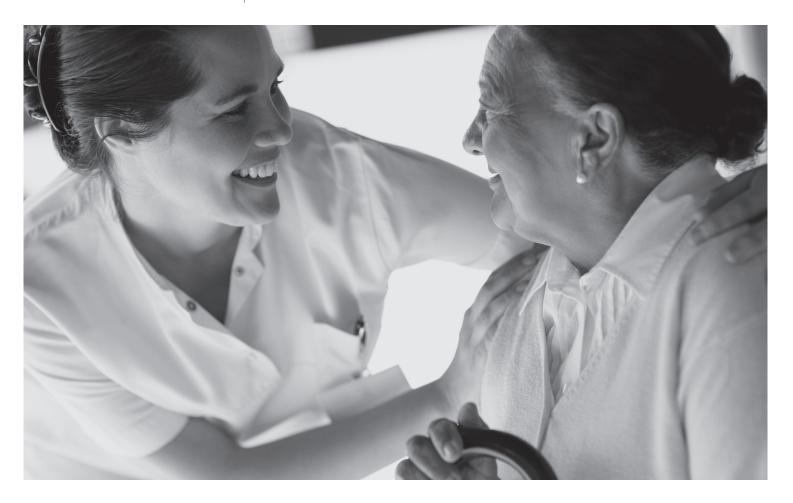
GES152 | 555 hours | 18 months | \$3895

CBCS Certified Medical Administrative Assistant with Medical Billing & Coding Vouchers Included

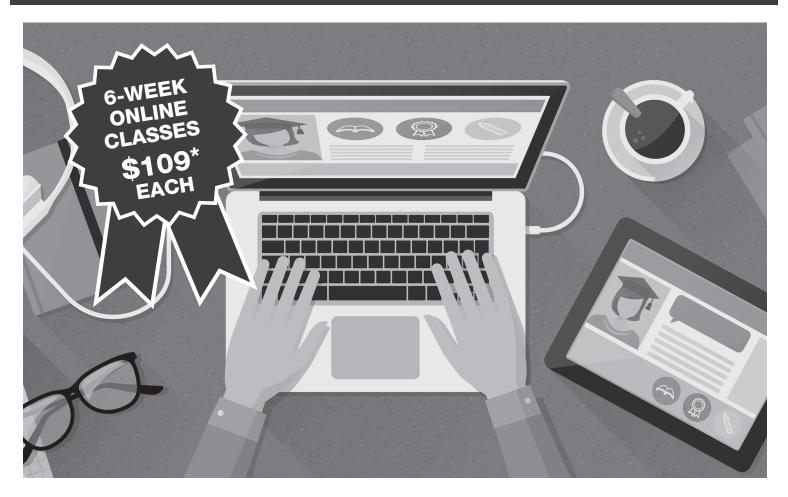
GES149 | 500 hours | 12 months |

Certified Medical Administrative Assistant CMAA Vouchers Included

GES147 | 160 hours | 6 months | \$1495



6-Week, Instructor-Led - Online



Over 400 ways to Expand Your Horizons Online...

Academic Learning Support & Test Prep

- GED, GMAT, GRE, LSAT Prep
- SAT / ACT Prep
- Praxis Core Exam
- Writing for ESL
- Grammar Refresher

Personal Enrichment

- Secrets of Better Photography
- Luscious, Low-Fat, Lightning-Quick Meals
- Music Made Easy
- Write Your Life Story

Explore A Career

- Explore a Career in Nursing
- Become a Physical Therapy Aide
- Explore a Career in Medical Coding
- Become a Veterinary Assistant

*Courses on this page \$109 unless otherwise noted. Check our website, www.valdosta.edu/ce, for a complete list of online courses.

Entrepreneurial

- Creating a Successful Business Plan
- How to Get Started in Game Development
- Start and Operate Your Own Home-Based Business
- Using Social Media in Business

Programming & Technical Certification Prep

- A+ Certification (Basic, Intermediate, Advanced) | \$119 ea.
- Introduction to C# Programming
- Introduction to Java Programming
- Mac, iPhone, and iPad Programming

Internet Related

- Creating Mobile Apps with HTML5
- Designing Effective Websites
- Introduction or Intermediate WordPress | \$109 ea
- Introduction to Google Analytics

Languages

- Beginning Conversational French
- Conversational Japanese
- Speed Spanish I, II & III | \$109 ea
- Discover Sign Language

Teacher Recertification - Online

6-WEEK ONLINE Instructor-Facilitated Classes

- 24/7 access
- Courses restart each month
- Lessons released every Wed & Friday
- 50+ courses available

Guided Reading & Writing: Strategies for Maximum Student Achievement

2.4 CEU/2 PLU \$119

About 30% of 6th grade students already have trouble with basic reading and writing, affecting performance across subject areas. Get prepared to improve student literacy by using guided reading strategies as opportunities for teaching writing.

Survival Kit for New Teachers

2.4 CEU/2 PLU \$119

Whether you're already teaching, a newly credentialed graduate, or a substitute looking to transition to full-time, this course will provide you with proven tools, tips, and tricks to make your early years in the classroom a breeze.

Teaching Math: Grades 4 - 6 2.4 CEU/2 PLU

Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and realworld connections into your classroom. Whether you're a new teacher or a seasoned pro, this course will help you get your students excited about math!

6-MONTH ONLINE **Self-Paced Classes**

- 29 classes to choose from
- Pick your own start date
- 24/7 access
- Tablet-compatible

Advanced Classroom Management 3 CEU / PLU \$189

Focus on cognitive and cognitive-behavioral interventions with an emphasis on teaching students how to change and manage their own behavior. An introductory behavior management course is strongly recommended.

Behavior Is Language 4 CEU / PLU \$209

Gain an understanding of what students are trying to tell you through the "language" of their behavior and learn behavioral techniques and intervention strategies that remediate disruptive behaviors, reduce power struggles while increasing classroom control and reduce your workloads and burnout.

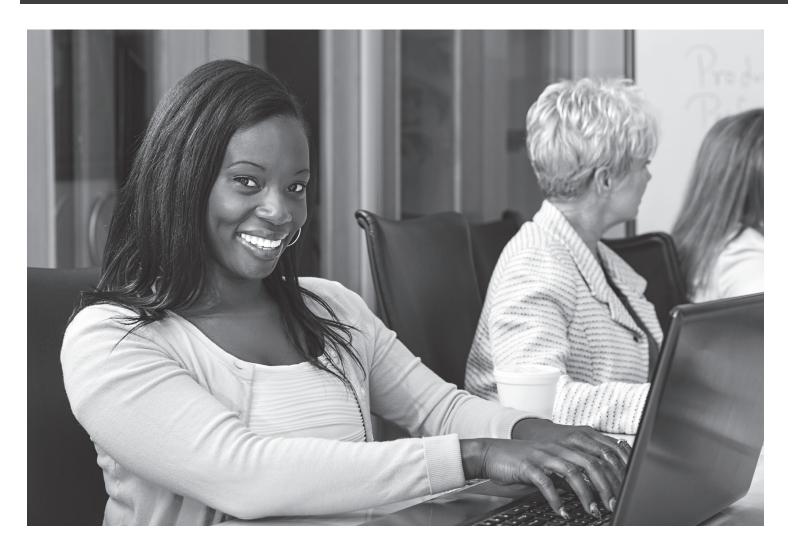
Reading & Writing in Content Area 3 CEU / PLU \$189

Discover methods for teaching reading and writing in various subject matter fields at the secondary level to solidify skills of vocabulary building, comprehension, and writing. Explore issues such as recognizing reading difficulties, assessing textbooks, and the integration of reading strategies within a content area.

These are a few of our MOST POPULAR PLU/CEU-approved courses. Find many more at www.valdosta.edu/ce under "Teacher Recertification."



Career Training Certificate Programs



Prepare for employment in the high demand career fields related to Information Technology, Healthcare, Project Management, and Cyber-Security.

- Begin these programs at any time and learn at your own pace.
- Exam voucher included with many of these programs.
- Receive your voucher upon successful completion of the program.

Certified Electronic Health Records

Specialist WITH VOUCHER

Get hands-on practice using real EHR software as you prepare to take the National Healthcareer Association's (NHA) CEHRS certification exam.

6 Months | 134 hours | \$1695 GES136

Certified Information Security Manager CISM

Become proficient in data protection, risk assessment and management, life cycle processes and a variety of information security threats. (Registration fee for the Certified Information System Manager exam included.)

6 Months | 120 hours

\$1295 GES345 WITH VOUCHER

\$795 GES343 WITHOUT VOUCHER

Event Management & Design

Achieve a foundation that you can use to build a career in special events or start your own special event business.

6 Months | 300 hours | \$1895 GES402

Video Game Design & Development

This is the place to start if you're seeking a professional career as a video game designer and developer. The program is also well-suited for enthusiastic amateurs and gamers looking to explore this exciting field as a recreational endeavor.

12 months | **500 hours** | **\$1895** GES605

For complete information on these and other Career Training Certificate Programs visit:

http://careertraining.ed2go.com/valdosta/

Course hours and prices subject to change.

Paralegal & Legal Support Programs

VSU Continuing Education partners with The Center for Legal Studies to bring you high quality and up-to-date Paralegal and Legal Support training programs! CLS online programs are awarded top honors by Thomson West Publishing International.

0	Available in Multiple Formats		
	Online, DVD, Text-Only, & Live Lecture		

- Online courses are one 7-week session.
- Highly qualified law and test preparation instructors.
- 24/7 Access for Online Courses
- 6 months access to DVD & Text-only course formats.

Upcoming Session Dates

2017 Session 5	Aug 25 - Oct 6
2017 Session 6	Oct 16 - Dec 1
2018 Session 1	Jan 8 - Feb 23
2018 Session 2	Mar 5 - Apr 20
2018 Session 3	Apr 30 - Jun 15

Employment Law NEW!

ONLINE - \$729

Law School Preparation Course NEW!

ONLINE - \$300

Legal Nurse Consultant Training

ONLINE - \$895

Legal Secretary Certificate

ONLINE - \$645 | DVD - \$685 | TEXT - \$645

Personal Injury for Paralegals

ONLINE - \$729

Victim Advocacy Certificate Course

ONLINE - \$645 | DVD - \$685 | TEXT - \$645

Paralegal Certificate®

ONLINE \$1,289, DVD \$1,329, TEXT \$1,289, LIVE \$1,289

Includes both Paralegal 1 and Paralegal 2, each a 7-week session. Sessions must be taken consecutively.

Fall 2017 Live Class: TBA

Advanced Paralegal Certificate*

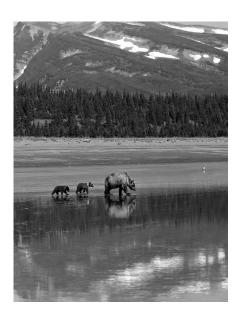
ONLINE - \$1,800 (\$300 per topic)

Requires completion of 6 topics out of 15.

*Prerequisite: Paralegal Certificate Course



Travel at Home & Abroad



What's special about SPOTLIGHT TOURS?

Collette's Spotlight Tours are single-hotel stays that offer travelers:

- freedom to explore on your own
- the benefits of guided travel
- the chance to really get to know your destination
- the flexibility of shorter tours

Itineraries available by calling 229-245-6484 or on our website, www.valdosta.edu/ce under "Programs/Travel at Home & Abroad"

Alaska Cruise Preview Party!

November 6, 2017 at 6 PM

Holland America Line and South GA Travel will be on hand to share information about our next Alaska Cruise. Make plans to be there and bring a friend! Refreshments & entertainment will be provided.

RSVP to 229-245-6484 or 229-244-2324

Location: Regional Center for Continuing Ed., 903 N Patterson Street

Spotlight on Tuscany Departing May 10-18, 2018

HIGHLIGHTS INCLUDE:

- Montecatini Terme
- Florence & Lucca
- Pisa & the Gothic Line
- Winery Tour & Cheese Farm
- San Gimignano

BOOK BEFORE NOV 10, 2017 & SAVE \$100 / PERSON

Double -\$3,499- \$3,399*

Single -\$3,749 \$3,649*

Triple -\$3,469- \$3,369*



Spotlight on New York City Holiday

Departing December 10-14, 2018

HIGHLIGHTS INCLUDE:

- The Christmas Spectacular at Radio City Music Hall
- Greenwich Village, Wall Street & Ellis Island
- A Broadway Show
- The 9/11 Memorial & Museum
- A ferry cruise of New York Harbor

BOOK BEFORE JULY 18, 2018 & SAVE \$200 / PERSON Single \$4,399 \$4,199* | Double \$3,249 \$3,049* | Triple \$3,219 \$3,019* *All rates are per person and subject to change.

Call Jane Shelton at 229.244.2324 or email jane@sgatravel.com for complete details on these trips.

Arts & Leisure

Let's Talk Wine - Intro to Wine Tasting 18FPEL01

Do you become intimidated when people start talking about wine? You don't have to be! We'll help you uncork the mystery of wine-speak. Learn about grape varieties, blends, food pairings and more as you practice proper wine-tasting techniques as you sample red and white wines.

Instructor **John Magnasco** has attended numerous wine institutes and programs in the U.S. and Europe. Please note: The refreshments provided are intended to cleanse the palate between wines. We strongly recommend eating a meal before attending the class.

Wed, Oct 18 • 6 - 8:30 PM • \$35 Per Person, \$59 Per Couple



Cake Decorating Basics 18FPEL04

Learn several different techniques for decorating cakes and cupcakes with fall and Halloween themes. Cakes, cupcakes, and buttercream frosting will be provided. You will need to purchase a Wilton Course 1, Kit 1 cake decorating kit for use in both sessions. Kits are available at Michael's for about \$35. Coupons are available through Michael's. Instructor **Shelley Potter** teaches cake decorating classes in and around the community.

2 Thurs, Oct 19 & 26 • 6 - 8 PM • \$55

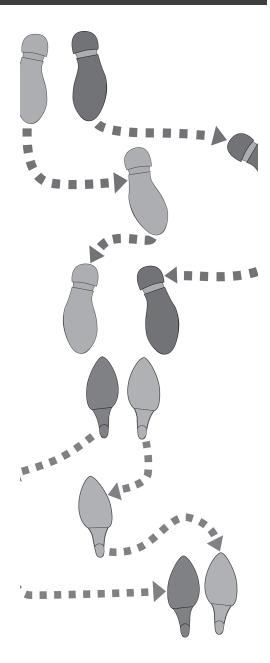
Mindfulness: Managing Stress & Anxiety Relief

18FPEL05

Mindfulness is the practice of being fully aware in the present moment. There are countless benefits of mindfulness meditation: understand your pain; lower stress levels; reduce brain chatter; focus your mind; connect better with others. Explore the basics of mindfulness and complete a "Mindful Map" to assess your strengths and areas for improvement. Instructors are **Chere Peguesse** & **Elizabeth McGuinness**.

VSU employees must register throught the Employee Development website.

Mon, Nov 13 • 9:45 AM - 12 PM • \$29



Ballroom Dance: Waltz & Swing 18APEL01

Learn the steps and patterns of Waltz and Swing so you will be ready to hit the dance floor at your next wedding or other social gathering. Instructor **Janice Blanchard** is a member of USA Dance - Tallahassee and a lifelong teacher of dance.

6 Thurs, Sept 14 - Oct 19 6:30 - 7:45 PM • \$99

Call for information about our discount for couples or any pairs of friends.

Arts & Leisure



Watercolor Landscapes 18APEL04

Learn to paint using color, brush stroke, and texture to capture the emotions behind the landscape. Bring a color photo of a landscape that you took or found online. Be sure it is large and detailed enough to work from. You'll create several paintings from this photo. Call 229-245-6484 for the list of supplies. Instructor **Hunter Pope** is an award winning art student at VSU and plans to work as an art therapist.

6 Mon, Sept 18 - Oct 30 (No class Oct 9) • 6 - 8 PM • \$109 Supplies not included.

Drawing Fundamentals 18FPEL03

Do you think that people either CAN or CAN'T draw? Are you in the CAN'T group? Drawing is a learned skill and YOU can do it! Your instructor will guide you step-by-step through a variety of exercises to build your drawing skills so you can create enjoyable and memorable drawings. Practice technquies and receive critiques to improve your skills. Call 229-245-6484 for the list of supplies. Instructor **David Rodgers** holds master's degrees in interior design and sculpture.

5 Tues, Oct 17 - Nov 14 • 6 - 8 PM • \$109

Fundamentals of Digital Photography 18ABPD08

Learn basic skills to operate your digital SLR camera and take better photos. SLR digital camera with interchangeable lenses is recommended. An advanced digital camera with a zoom lens and aperture and shutter priorities is acceptable. (1.0 CEU) Instructor Paul Leavy is VSU's photographer and a past winner of Photo of the Year from the GA Associated Press. Note: Participants must have basic operational skills for their camera.

5 Tues, Sept 26 - Oct 24 • 6 - 8 PM • \$139

There's An Oil for That! 18APELO3

Learn what they are and explore the differences between single oils and oil blends. Find out about benefits they may provide* and how to apply them. Samples and handouts are included. Instructor **Kate Smith** enjoys sharing her knowledge of essential oils. *The FDA has not established guidelines for the medical or pharmacological efficacy of essential oils.

Wed, Sept 27 • 6 - 8 PM • \$35

There's A Blended Oil For That! 18FPEL02

Take an in-depth look into the safety, blending guidelines & information on how to use essential oil blends for body, mind & spirit. Instructor **Kate Smith** enjoys sharing her knowledge of essential oils. *The FDA has not established guidelines for the medical or pharmacological efficacy of essential oils.

Wed, Oct 11 • 6 - 8 PM • \$42



Continuing Education
Office of Extended Learning
Valdosta State University
1500 N Patterson St
Valdosta GA 31698–0435

Non-Profit Org. U.S.Postage PAID Permit No. 24 Valdosta, GA

