

The Torch

The official newsletter for Indiana state employees



Wellness Consumer Driven Health Plan incentive information still to come

We have received a lot of feedback from the release of the Wellness Consumer Driven Health Plan (CDHP). Though the details are still being finalized, we do know the new Wellness Consumer Driven Health Plan (CDHP) will offer lower premiums to those who qualify. Once all of the incentive details are finalized, we will notify all employees through our newsletters. This information is being released early to let plan holders know that they can qualify for the upgrade and give everyone plenty of time to complete the steps. Use the image below as a quick reminder as we continue through the qualification period. To find a list of FAQs associated with the eligibility requirements or the Upgrade program overall, visit www.investinyourhealthindiana.com/Upgrade.

By upgrading your health, you have the opportunity to upgrade your plan during Open Enrollment this fall.

Complete three easy steps to qualify for the new Wellness CDHP.

Complete the WBA

Know Your Numbers

- Step One is completing the Well-Being Assessment (WBA) at MyHealthyLifestyles.com. This confidential assessment identifies health risks and creates an action plan.
- Step Two is completing a confidential biometric screening with your primary care physician or attending a free screening event in May, June or July.
- Challenge yourself

 Step Three is logging at least 200,000 steps in the Healthy
 Lifestyles Steps Challenge in July OR earning 2,500 points (in
 addtion to WBA points) in MyHealthyLifestyles.com between
 June 1 and Aug. 31.

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The Torch is published monthly by the State Personnel Department and is available online at www.in.gov/spd

Got a story?

Submit your story ideas to: spdcommunications@spd.in.gov

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May is Motorcycle Safety and Awareness Month

Governor Mike Pence has proclaimed May as Motorcycle Safety and Awareness Month, reminding all motorists and motorcyclists to share Indiana roads and practice safe driving habits. The warm weather of spring brings increased motorcycle traffic with Hoosiers riding for recreation and transportation.

Many serious and fatal crashes occur when motorists turn in front of motorcyclists. Be aware of motorcycles, especially at intersections and while turning and changing lanes. It is difficult to accurately judge the time, speed and distance of an approaching motorcycle. Before you drive through an intersection or make a turn, check the position of oncoming motorcycles at least one or two times.



- Watch attentively for motorcycles. Check blinds spots before changing lanes and look twice at intersections before you turn or pull out into traffic.
- Use your turn signals when changing lanes.
- Anticipate hazards that may confront a motorcyclist like large pot holes, debris, or generally poor road conditions.
- Allow at least two seconds of following distance between your vehicle and a motorcycle.
- Be cautious when turning left. This is a primary cause of crashes between vehicles and motorcycles.
- Share the road, motorcyclists are entitled to operate in a full lane.
- Obey all traffic laws.

All motorcycle riders should wear helmets. According to the Indiana Criminal Justice Institute, 151 motorcycle fatalities occurred in Indiana during 2012. Of those



In October 2013, Governor Mike Pence leads a ride across Eastern Indiana about 100 miles to Whitewater Memorial State Park. The event benefits the Indiana National Guard Relief Fund, which helps soldiers and their families.

fatalities, 122 people were not wearing helmets. Not wearing a helmet might save you two seconds, but it could cost you the rest of your life.

Construction zones and uneven road surfaces can also be a deadly area for motorcyclists. Indiana State Police (ISP) and the Indiana Department of Transportation (INDOT) encourage all motorcyclists to be extra vigilant while riding through these sites. Many roadways will be resurfaced over the next several months and motorcyclists should be aware of "edge traps," which occur when one lane is higher than the other. An inexperienced or inattentive motorcyclist can easily lose control when encountering these "edge traps."

Safety tips for motorcycle riders:

- Wear a DOT approved helmet and riding safety gear.
- Don't consume alcohol while riding. During 2012, 36 motorcycle fatalities occurred in Indiana involving alcohol.
- Be visible. Ensure your headlight, taillight and brake light work properly.

- Wear high visibility clothing.
- Use lane positioning to increase visibility and watch for turning vehicles.
- Avoid riding in blind spots.

For more information, go to the ISP web page for motorcycle safety at www.in.gov/isp/2962.htm

Take this survey for a chance to win!

Do you like free stuff? Take a quick survey for a chance to win an Indiana State Museum general admission pass or a 2014 annual state park pass! The survey takes about 5 minutes to collect information on how Indiana state residents perceive the Indiana Department of Correction. Thanks for your participation!





Take Step Two to upgrade your plan, upgrade your health

The Upgrade program information applies to employees covered by a medical plan and employed by the State of Indiana by May 1, 2014, and does not apply to conservation officers, excise officers, Indiana State Police plan participants, parttime, temporary employees or contractors.

If you have finished your Healthy
Lifestyles Well-Being Assessment, and
are ready for the next step in upgrading
your plan, Step Two is completing
your biometric screening. A biometric
screening is a short health exam that
provides information about your
risk for certain diseases and medical
conditions. Completing a biometric
screening is a great way to be proactive
in your well-being, because you receive
detailed health results and find out
your numbers. Knowing your numbers
can help you understand where to take
action to improve your overall health.

The biometric screening is similar to tests ordered at an annual physical and includes body measurements and a simple finger stick to obtain a small blood sample. The following measurements are collected:

- Total cholesterol, HDL, LDL, and total cholesterol to HDL ratio
- Fasting glucose, Triglycerides
- Systolic and diastolic blood pressure
- Height, weight, BMI (body mass index), blood pressure
- Waist size/circumference (because abdominal fat is a predictor of or risk for obesity-related diseases)

Even if you are not enrolled in our medical plan, it is still important to obtain these health numbers so you can assess your own risk of developing certain diseases or conditions. These specific biometric measurements have been chosen because they are leading indicators for diabetes, heart

disease and obesity. If you have already finished Step One of qualifying for the new Wellness CDHP by completing your Healthy Lifestyles Well-Being Assessment but were unable to fill in all of the numbers in the questionnaire, you can go back after completing your biometric screening and enter updated data.

There are two ways to complete your biometric screening for Step Two of the Wellness CDHP. The first is to schedule an appointment at one of the State's free screening events.

These are scheduled at various locations across the state and are free to plan members. If you work at a Department of Corrections Facility or State Hospital, please contact your on-site State Personnel staff to schedule your screening appointment. All other employees may make an appointment using the online scheduling system.

To schedule your biometric screening appointment, please visit www. investinyourhealthindiana.com/ upgrade, scroll to the middle of the page and click the yellow Schedule Your Biometric Screening box. On the scheduling tool, sites are designated as open or closed. Closed site screenings are available only to employees working at those locations, but any eligible employee may schedule a screening at an open location. If a biometric screening event is at your location, you are allowed up to 30 minutes paid time to complete the test, but the actual screening should only take 15-20 minutes. Please bring your Anthem medical card and a photo ID to the screening, and make sure you have fasted for 9-12 hours prior to your





appointment—water, black coffee and tea are fine.

If you are unable to attend one of our free screening events, the second option to complete Step Two of the Wellness CDHP is to schedule a biometric screening with your doctor. After completing your screening, please have your doctor fill out the Physician Option Form for State Employees and fax it in using the instructions on the form. If your doctor has already completed these tests between January 1 and August 31, 2014, those results will be accepted on the form.

If you have questions regarding your biometric screening, please check out our Biometric Screening FAQ's, How to Schedule a Biometric Screening, or How to Prepare for a Biometric Screening pages online. If you have additional questions, please contact the Benefits Hotline toll-free at (877) 248-0007 or locally at (317) 232-1167. More information about the new Wellness CDHP can be found at www.InvestInYourHealthIndiana.com/Upgrade.



Reward yourself with Healthy Lifestyles in more ways than one

Healthy Lifestyles is an online wellness tool that offers resources and incentives to help improve and maintain your overall health. Available to State employees enrolled in our medical benefits, Healthy Lifestyles offers you a personalized well-being plan based on your Well-Being Assessment. This plan allows you to choose three focus areas including exercise and fitness, weight management, tobacco cessation, stress management and more. Within these focus areas you can utilize trackers, set personal goals, find recipes or keep a journal.

Along with the opportunity to improve your overall well-being,

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Activity	Points
Complete Well-Being Assessment	2,500
Set up a Well-Being Plan	500
Advancing Focus Areas	250
Complete Lifestyle Profile	250
Complete Progress Check	250
Create an Inspiration	250
Update your Well-Being Assessment	250
Update your Lifestyle Profile	250
Track your weight	50
Track exercise, food, goals, etc.	25
Track medication adherence	10
Complete a Journal Entry or Action Item	10
Read or rate an article or resource	5

Healthy Lifestyles gives you points for each activity you track and log. These points can accumulate and be redeemed in their online Rewards Center. Rewards are broken into three levels and range from 5,000 to 15,000 points. They include cooking tools and appliances, healthy cookbooks, workout DVDs, and fitness equipment. The more active you are in Healthy Lifestyles, the more points you earn.

Planning, beginning and maintaining a wellness plan can be intimidating and overwhelming, but Healthy Lifestyles helps you streamline all of your goals while rewarding you for your effort. To register with Healthy Lifestyles, you must be enrolled in one of the State's medical plans. Also, your benefits must have been effective for at least 30 days. To begin earning Healthy Lifestyle points, visit www.MyHealthyLifestyles.com. First-time users must register and complete the Well-Being Assessment to begin earning points.

June is Musculoskeletal Month Nutrition for strong bones and muscles

Strenuous and repetitive motions can cause damage to your body's ligaments, joints, tendons, muscles and bones, otherwise known as the musculoskeletal system. These body parts are used every day in a variety of ways, whether you are standing, sitting, walking, lifting or carrying things, your musculoskeletal system is engaged. A lot of these actions are completed while at work and when done constantly or incorrectly, they can lead to pain, discomfort, and, in some cases, musculoskeletal disorders.

Musculoskeletal disorders are an umbrella term for a number of injuries including muscle strain, Carpal Tunnel Syndrome, shoulder or back pain, and tennis elbow. If your job includes fixed or unnatural postures, repetitive movements, or forceful lifting and

carrying, you are at risk of developing a musculoskeletal disorder. Symptoms include pain, muscle fatigue, sleep disturbances, total body aches, feelings of pulled or overworked muscles, and twitching or burning muscles.

Conditions and disorders related to the musculoskeletal system are usually chronic and there is currently no cure. Treatments vary, but include physical or occupational therapy, relaxation techniques, and massage. Some ergonomic techniques may also help improve your posture or daily activities like keeping your keyboard at elbow height, supporting your feet by the floor or a foot rest, and adjusting the back of your chair so that it supports your lower back.

Employees and dependents covered under one of our medical plans can access Anthem's Musculoskeletal ConditionCare program to help improve your health and well-being. The program coordinates with your physician's prognosis by providing support from a team of nurses and health care professionals to help you better understand conditions, physician's orders and how to better self-manage your condition. If your or a covered family member are interested in joining the Musculoskeletal ConditionCare Program, please call (888) 279-5449.



Start planning for Step Three of the Wellness CDHP

The Upgrade program information applies to employees covered by a medical plan and employed by the State of Indiana by May 1, 2014, and does not apply to conservation officers, excise officers, Indiana State Police plan participants, part-time, temporary employees or contractors.

As you probably already know, Step Three is completing the Healthy Lifestyles Steps Challenge in July or earning 2,500 points in MyHealthyLifestyles. com. If you chose the Steps Challenge, you must log at least 200,000 steps in the Steps

June 16.

The Steps Challenge starts on July 1. Sign up between June 16 -30.

Here are some tips to get you started:



Join the challenge now at MyHealthyLifestyles.com. You can join a team or compete on your own. Either way, you'll get support from other challenge participants.



Request your free pedometer. After you've signed up, we'll send you a link to request a pedometer. Wear it every day to count your steps. It can help remind you to move, and it promotes weight loss.



Track your steps and activities each day. Enter your daily pedometer steps into the online tracker. Plus, every activity counts! Whether you're playing golf, working out or cleaning, you can convert your activities into steps.

Have you registered for Healthy Lifestyles?

Healthy Lifestyles has the tools and resources to help you reach your goals. Sign up today, it's free!

- 1. Go to MyHealthyLifestyles.com and click Sign Up.
- 2. After entering your information, take the Well-Being Assessment.
- To join the Steps Challenge, select the Groups & Challenges tab, scroll to Steps Challenge and click Join.



The Healthy Lifestyles Steps Challenge

Challenge during July. Sign up begins

is a friendly competition that's fun and good for your waistline! Compete to see which team or individual can rack the most steps in this race to the top. Use the Steps Tracker to report steps right from a pedometer or convert activities to steps - both will add steps to your step's total. You'll also be able to post messages to teammates, share your tracker updates and keep tabs on the competition. If you are unfamiliar with how to use a pedometer, come visit the Benefits table at the Statehouse Market or contact the Benefits hotline for assistance.

It's easy to join the fun. Start by logging in or registering for Healthy Lifestyles. Then simply join the challenge under the "Groups & Challenges" tab. Once you join, you can request your free pedometer by following the pedometer ordering instructions. Plan to join the challenge and get moving! Still have questions? Click here to view the Steps Challenge FAQs.

If you have any additional questions about the Wellness CDHP, please do not hesitate to contact the Benefits Hotline toll-free at (877) 248-0007, locally at (317) 232-1167, or email the Benefits inbox at SPDBenefits@spd.in.gov. Also, all of this information can be found at www.InvestInYourHealthIndiana.com/Upgrade.

Get outside and move more this summer!

As warm weather draws near and schools are breaking for the summer, start planning outdoor acitives to keep moving! Here are a few ideas to try in Indiana's State Parks & Reservoirs

- Try the <u>Fitness Challenge</u>. Run, walk, ride or swim to better health and prizes like annual passes and Inn gift cards.
- Canoe the Tippecanoe.
 Purchase a waterproof
 Tippecanoe River Water Trails
 Map with mileage, locations
 and pictures of 10 access sites
 in Pulaski County. Available at
 the Tippecanoe River State Park
 office for \$6.
- First Saturday Hike at Versailles
 State Park at 9 a.m. on June 7.

 Hosted by Friends of Versailles
 State Park. Meet at Oak Grove
 Parking Lot, Leashed Dogs
 welcome.
- Yoga on the Beach at Indiana
 <u>Dunes State Park</u>, 10 a.m. every

 Thursday through Aug. 28 in front of beach pavilion, \$10/
 session fee. Co-sponsored by
 Bleu Lotus Yoga.
- Women's Only Hike, 10 a.m. at Versailles State Park on June 14, with the Friends of Versailles State Park. Call Katherine Taul to reserve a spot (812) 689-7431.
- Tri-State Six-Hour Mountain Bike Race on June 22 at Versailles State Park.

More activities are listed at www. interpretiveservices.IN.gov. Get outdoors and have a great time! Also visit <u>Visit Indiana</u> for a list of fun things to-do in and around Indiana!



Good nutrition helps build strong bones and muscles

It's no secret that good nutrition is a cornerstone of a healthy body. Registered Dietitians have been shouting for years about the importance of a healthy diet to maintain an ideal body weight and manage chronic diseases like diabetes and hypertension. But we'd like you to know there's more to it than that. What we eat effects bone and muscle growth as well.

Strong Bones

Bones are the body's foundation and creating strong ones are essential. Calcium and Vitamin D are the rock stars of bone health and necessary to building healthy bones. Foods like milk, yogurt, fortified soy milk and fortified orange juice can be quick ways to get in your daily Calcium needs. Other foods like canned salmon or sardines, white

beans and leafy greens (kale, spinach, mustard, etc) provide Calcium as well in smaller doses. Vitamin D is important to assist with Calcium absorption and can be easily obtained by eating fishes like halibut, catfish, canned salmon and tuna as well as fortified foods such as milk, soy milk and orange juice. Vitamin D can

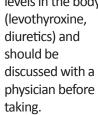
also be created by our body through sun exposure; however it's less likely that enough can be produced this way, particularly due to use of sun screen to protect our skin.

It's important to maintain appropriate levels of Calcium and Vitamin D throughout our life to ward off osteoporosis, a bone disease caused when too little bone is created or has been lost due to inadequate diet and exercise.

Other important factors to consider are the effects of other foods and

medication on calcium absorption. Diets high in sodium have been shown in studies to increase urinary calcium loss and in turn create potential for bone loss. The consumption of soda has also been studied as it pertains to calcium absorption and bone fracture. While research agrees that increased caffeine plays a role in decreased calcium absorption, it is not conclusive that drinking soda in general is responsible. Risks of fracture have been shown to be higher in persons consuming colas, however a common theory for this increased risk is, by drinking more soda, we naturally drink less of the fluids (such as milk) that are high in calcium. In addition, some medications may be less effective if taken with calcium supplements (tetracycline's) or have the opposite effect and increase calcium

levels in the body



Strong Muscles While our bones are the foundation of our bodies,

it's our muscles that keep us moving. Muscle health is affected by our food choice as well and should not be overlooked. In general, a healthy diet is key to maintaining active muscles. Whole grains, fruits and low fat dairy are excellent carbohydrate sources to provide the energy needed to get them moving. However, its protein intake that helps to maintain and build muscle properly in conjunction with regular exercise. Protein builds muscle tissue which is important not only in stages of human growth, but in repair of cells and tissue over our lifetime. Athletes in

Click the picture to view

nutritional facts for daily doses

of calcium, iron, vitamin C & D.

help them determine how much protein they need to maintain lean body muscle and recover properly after a workout. High protein diets do not equate to bigger, stronger muscles.

In addition to protein, Vitamin C and Zinc are critical nutrients when we have a healing injury such as surgical wounds, torn ligaments or tendons. Both can be found readily in a well balanced diet.

Iron also affects muscle health indirectly. Iron creates hemoglobin which carries much needed oxygen to our muscles to work effectively. When iron stores in the body are low, it can leave us tired and weak feeling, and in turn become less active. Activity is imperative to maintaining strong muscles and without it they become weak and deteriorate as a result of muscle wasting. Before considering iron supplements, consult your physician and dietitian as too much iron in the body can lead to other health problems.

In general, consuming a well balanced diet will be essential to maintaining proper health of both our bones and muscles. Following the United States Department of Agriculture's "Choose My Plate" information assists in proper meal planning for most healthy people. Persons with special healthcare concerns should consult their Physician and Registered Dietitian to provide recommended modifications. Click here to find a Registered Dietitian near you.

Additional resources

- Academy of Nutrition and Dietetics
- **Dietary Guidelines for Americans**
- **Dietary Reference Intakes**

Thanks to the Indiana Academy of Nutrition and Dietetics for this submission.

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particular should see their dietitian to The Torch



Living well with Arthritis can happen with lifestyle changes

Musculoskeletal disorders affect the muscles, ligaments and tendons, and bones. These conditions are caused by a variety of reasons. Some are the result of overuse, the wear and tear of daily activities, and others are caused by a trauma or injury to an area. The pain from musculoskeletal problems can make one's entire body ache and cause anxiety, stress, depression, anger and fatigue. There are ways to live well with these challenges, though.

Arthritis is one of the most common musculoskeletal disorders. Arthritis includes all of the diseases and conditions that affect joints and the tissues in and around the joints. Although there are more than 100 different types of arthritis, osteoarthritis and rheumatoid arthritis are the most common. Arthritis is the most common cause of disability in the U.S and affects people of all ages. According to the 2012 Behavioral Risk Factor Surveillance System, nearly 28 percent of Hoosiers were ever told by a doctor, nurse or other health professional that they have some form of arthritis, rheumatoid arthritis, gout, lupus or fibromyalgia.

Pain, aching, stiffness and swelling in or around joints are a few of those symptoms that can limit activity for a person with arthritis. Common joints affected such as the knees, hips, shoulders and the spine, can limit one's mobility and overall quality of life. According to the Centers for Disease Control and Prevention (CDC), arthritis limits the activities of 21 million Americans For one in three adults of working age (18-65 years) with arthritis, it can limit the type or amount of work they do or whether they can work at all.¹ More than 50

percent of Hoosiers with arthritis noted activity limitations.²

Another factor for many of these Americans is that arthritis often occurs with other chronic conditions such as, heart disease, diabetes, high blood pressure and obesity.

Despite the daily challenges of life

with arthritis, there are ways to manage the condition and live well. In making changes to lifestyle to control arthritis, guidance from a healthcare provider is always recommended. Try one of the five suggestions below to prevent or manage arthritis.

- **1. Be active** Research has shown that physical activity decreases pain and improves function. Start slow and don't overdo it!
- Maintain a healthy weight

 Being overweight or obese increases a person's risk of arthritis.
- **3.** Eat a healthy diet Note the foods that may cause flare-ups and those that may help protect your joints.
- **4.** Be tobacco free and limit alcohol consumption Both can weaken the structure of bones.
- 5. Learn arthritis management strategies – Find new techniques to reduce pain and physical limitations. Consider a workshop for people with chronic diseases, such as <u>Living a Healthy Life</u> or <u>Restart Living</u>.



For more information on arthritis, visit the <u>CDC Arthritis</u> website or the <u>Arthritis Foundation</u> website. For more information on eating better, moving more and avoiding tobacco, visit the <u>INShape Indiana</u> website. To learn more and get help to quit smoking, visit the <u>QuitNow</u> website. References

- Hootman JM, Helmick CG. Projections of US prevalence of arthritis and associated activity limitations. Arthritis Rheum 2006;54:226–9.
- 2. Indiana State Department of Health. (2012). Behavioral Risk Factor Surveillance System, 2011.
- 3. Theis KA, Murphy L, Hootman JM, Helmick CG, Yelin EH. Prevalence and correlates of arthritis-attributable work limitation in the U.S. population among persons ages 18--64, 2002 NHIS data. Arthritis Care Res 2007;57:355--63.



Thanks to the Indiana Sate Department of Health for this submission.

The Core Supervisor training deadlines have been extended

The State Personnel Department (SPD) is extending the deadline of the Core Supervisor Training Program. The new deadline to complete this program is June 30, 2015. The Core Supervisor Training Program is a 12 course curriculum available to enhance the skill set managers and supervisors need to work effectively and efficiently within our agencies. Topics include: managing conflict, discipline, discrimination, documentation, firing and hiring, performance evaluations, privacy, sexual harassment and violence. After you have completed this program you can print a certificate of completion for your record. A specific quick step guide on how to enroll into this program can be found here.

As of July 1, 2014 these trainings will be available to all state employees for self enrollment. Be sure to check out our other catalog offerings below before these courses are gone!

- Manager and Supervisor Catalog (includes the Core and Enhanced Supervisor Training Programs)
- Customer Service Catalog
- Health & Safety Catalog

Enrollment is limited for each type of training, so enroll today by logging into PeopleSoft ELM. Instructions on how to register <u>can be found here</u>. Questions can be directed to <u>spdtraining@spd.in.gov</u> and additional training information for state employees can be located here.



On May 15, Governor Mike Pence announces HIP 2.0, the State of Indiana's plan to advance private, market-based Medicaid reforms in Indiana. This consumer-driven health care coverage program for low-income adults builds on Indiana's history of consumer-driven health care and would replace traditional Medicaid for all non-disabled adults. To see more pictures of the Governor visit www.in.gov/gov/2387.htm.

Holiday

The 2015 State holidays are available

The following is a list of the 2015 state holidays and the dates on which they will be observed:

New Year's Day: Thursday January 1 Martin Luther King, Jr. Day: Monday, January 19

Good Friday: Friday, April 3

Primary Election Day: Tuesday, May 5 Memorial Day: Monday, May 25 Independence Day: Friday, July 3* Independence Day: Saturday, July 4, ** Labor Day: Monday, September 7 Columbus Day: Monday, October 12 General Election Day: Tuesday,

November 3

Veterans Day: Wednesday, November

11

Thanksgiving Day: Thursday, November

26

Lincoln's Birthday: Friday, November 27 **Washington's Birthday:** Thursday,

December 24

Christmas Day: Friday, December 25

- * Operations regularly scheduled Monday Friday.
- ** Operations regularly scheduled on Saturday/Sunday.
 - Click here to download a copy



PRESENTING SPONSOR:











5K Walk/Run/Wheelchair Roll

Saturday, June 7, 2014 at Victory Field, 8:00 a.m. - rain or shine 501 W. Maryland Street in downtown Indianapolis

Join us at Victory Field for the 11th annual Race Away From Domestic Violence, a 3.1 mile event to benefit the Indiana Coalition Against Domestic Violence.

- Open to all ages and abilities.
- IPICO timing devices.
- Awards for overall finish and age divisions.
- IHSAA athletes approved to participate.
- Kids race and fun activities.
- Convenient parking.
- Register in advance: \$25 with t-shirt, \$20 without \$25 day of event

Visit www.icadvinc.org to register.

Create a page at www.firstgiving.com/icadv to accept pledges from your friends and family!























IN INDIANA'S ECONOMIC DEVELOPMENT



































