

What is The SOURCE?

The SOURCE is a not-for-profit employee support organization designed to help employees keep their jobs, receive training to enhance their employment, and help employees move into better positions within or across companies. The SOURCE works with employees from:

- American Seating Co.
- Butterball Farms, Inc.
- Cascade Fresh Cleaning Co.
- The Decc Co.
- Grand Rapids Foam Technologies
- GR Spring & Stamping
- Imperial CRS, Inc.
- Michigan Family Resources
- Oliver Products
- Pridgeon & Clay
- Richwood Industries
- Ridgeview Industries
- Spectrum Industries
- TAS Solutions
- TrimQuest
- Vi-Chem Corp.
- Wolverine Coil Spring

Our location is:

1409 Buchanan Ave. SW
Grand Rapids, MI 49507

Please call us at 452-5295 for more information or feel free to stop by the office at any time. Our office is open 8am to 5pm Monday through Friday, but special arrangements may be made for after hour appointments.

Email: info@grsource.org



In this Issue:

- Mitten Tree
- Coat Drive
- Meet the Staff: Amy Kelly
- Holiday Craft



The SOURCE

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Have Your Taxes Done For FREE at The SOURCE!

Beginning Monday, January 12th, The SOURCE will begin scheduling appointments for free preparation of tax returns.

Appointments will be offered on Mondays from 6-9 p.m. and Saturdays from 9 a.m. to noon starting Monday, January 26th.

This tax season marks the sixth straight year that The SOURCE has provided this service as one of 15 Volunteer Income Tax Assistance (VITA) sites in the Grand Rapids area. VITA sites are run by volunteer professionals from the community who are trained to help you claim all the tax credits for which you qualify.

Last year tax refunds that were processed at The SOURCE amounted to over \$700,000 for almost 400 individuals and families.

To qualify for free tax preparation at The SOURCE, you must meet the following income guidelines:

»Single individuals and fami-

lies with no children that earn less than \$22,000

»Families with one or more children that earn less than \$42,000

For-profit tax preparation locations charge anywhere from \$60 to \$300 for the same services that The SOURCE will offer for FREE!

The SOURCE will not be taking walk-ins, so make sure you call in advance to schedule an appointment. When you arrive for your appointment, please bring the following :

«All your W-2 forms

«A valid social security card or resident card for each person in the household

«Documentation showing the amount you paid in rent or mortgage for the year. If you rent, know your landlord's name and address.

«If you own your home, know its taxable value

«Know how much you paid in heating expenses from

November 2007 to October 31, 2008. This should be listed on your bill or call DTE at 800-477-4747.

«Any other tax forms you received from your bank, Unemployment, Social Security, or other assistance.

«A copy of last year's return, if possible.

«Bank routing numbers and account numbers for direct deposit.

Call The SOURCE starting January 12th at 452-5295 to schedule your appointment.



Spanish For Neighbors Classes at The SOURCE

Spanish for Neighbors I is a basic Spanish language class that is designed for individuals who have little to no knowledge of the language. The class will focus on basic vocabulary, sentence structure, and pronunciation. There is a \$35 charge for the class, which includes a book that students may keep.

The class will be held Mon-

day evenings, 5:30 to 7:30 p.m. beginning January 26th and will run for 8

weeks. Priority will be given to employees of SOURCE Member Companies, for

which registration will begin on December 15th. Registration will open to members of the community on January 12th. Payment is due at registration, which can be dropped off in person or

mailed to the address below. If mailing, please include the name of the student and a phone number. Sorry, credit cards not accepted.

Call 452-5295 for more information.

The SOURCE
Attn: Spanish Classes
1409 Buchanan Ave. SW
Grand Rapids, MI 49507

Keep Warm This Winter

If you or your family are in need of a hat, scarf, and/or gloves to stay warm this winter season, stop by The SOURCE beginning December 1st and visit our mitten tree. We will have various sizes available for men, women and children.



We are also looking for more donations, specially scarves, men's hats and men's gloves, so feel free to drop off any of these items at The SOURCE and place your donations under the tree in the lobby. Thank you!

Coat Drive

The cost of a winter coat can be an overwhelming expense for families living paycheck to paycheck. Many people in our community rely on public transportation, making the need for warm winter clothes even more critical.

In the Image, a local nonprofit that links gently used clothing, housewares, furniture, and appliances with families in need, gives you the opportunity to participate in a coat drive that directly benefits our own local community.

The coat drive is a winter project geared towards providing needy families with coats for the winter season.

How can you help? Just bring your reusable coats and jackets to one of the collections bins located at several

SOURCE member companies. You will find collection bins at Butterball Farms, The Decc Co., Grand Rapids Foam Technologies, Grand Rapids Spring & Stamping, Imperial CRS, Michigan Family Resources, Oliver Products, Richwood Industries, Spectrum Industries, The SOURCE and Vi-Chem. All donations are tax deductible. See HR or call The SOURCE for a tax form.

Help us give a gift that could save someone's life. The best part is you might already have the gift in your closet.

Meet the Staff: Amy Kelly

Amy has been a Department of Human Services (DHS) Caseworker for 9 years and will be working with DHS eligible employees with a family case from all of the SOURCE companies.

Amy joined The SOURCE in September of this year. Her role as a family independence specialist is to process applications and determine eligibility for DHS programs.

"I am very happy to be part of The SOURCE. I look forward to working with all of the families that we serve."



Holiday Craft: String of Paper Gingerbread



Make a string of paper gingerbread men and women to decorate a room.

Supplies needed:

- Brown grocery bag or brown/tan construction paper
- Crayons or markers
- Scissors
- Glue, tape, or staples
- A long piece of yarn or string

1. Draw a gingerbread man or woman on a piece of construction paper.
2. Make sure to draw a rectangle on the top of the head (your gingerbread person will hang from this rectangle, which will be folded over).
3. Cut out the gingerbread people. Draw a face, clothes, etc. Fold the rectangle at the top of the head over.
4. Attach the gingerbread person to a long string using tape, glue, or staples. Make more gingerbread people and attach them to the string.

The Healthy Corner

5 Healthy New Year's Resolutions for Men & Women

The new year is a time many men and women rethink their lives and make plans to get their health back on track. Are you one of them?

WebMD came up with five resolutions to improve physical and mental well-being. Consider their suggestions, and see what works for you. Good luck!

Healthy Resolutions for Women

1. **Eat, But Don't Pig Out:** Instead of deprivation, practice moderation during the holidays.

2. **Get Fit:** Set fitness goals that are realistic, achievable, and well defined. Make sure to include resistance training.

3. **Guard Against the Bone Thief:** Get at least three servings of dairy a day, such as skim milk, low-fat cheeses, and yogurt.

4. **Take Health Exams:** Tests could help you live longer and healthier. Some of the most important ones are:

- Cholesterol, blood pressure, pap smears, mammograms and colonoscopy.

5. **Put Yourself First:** Create a to-do list for yourself, even if it's just for 10 minutes. Things such as walking, exercising, meditation, or taking a bath can be highly enjoyable and relaxing.

Healthy Resolutions for Men

1. **Get Fit:** Men usually do little cardiovascular exercise and a lot of resistance training which is not the best way to stay healthy. Increase cardiovascular exercise.

2. **Watch What You Eat:** Instead of a beef steak, try tuna or salmon steaks. A well-balanced diet, with emphasis on whole grains, fruits and vegetables is your best option.

3. **Go to the Doctor:** Men make 130 million fewer visits to the doctor than women do. Promise yourself that if something doesn't feel right, you'll go to the doctor. The following are screening tests recommended for men:

- Cholesterol, blood pressure, diabetes, sexually transmitted diseases, colonoscopy (over 50) and depression.

4. **Quit Smoking:** The best way to deal with the problem is to get help. Consider joining a smoking cessation program, medication, or nicotine replacements.

5. **Ease Stress:** Research shows exercise helps relieve tension. Talking about stress with your wife, girlfriend, or minister can help you identify the source of the stress and work through it. If none of these methods work, talk with your doctor or counselor.

Source: www.webmd.com