



INTERNATIONAL SOCIETY FOR KEY WOMEN EDUCATORS  
**DELTA KAPPA GAMMA**



DKG - Illinois  
Expect Great Things

Illinois Lambda State Organization

To: Members of Lambda State Executive Board  
From: Dr. Kammie Richter, Lambda State Executive Assistant  
Re: Cover letter for monthly mailing

September 2017

It is back to school time! I hope all of you had a restful summer and are ready for an exciting year! Lambda State expects great things in the upcoming biennium! Come to Executive Board to see what that means!

Pay particular attention to this mailing and the upcoming activities and the due dates for registration of events such as Executive Board in September, and the Creative Arts Retreat in October. Note that there will be no Reminder of due dates page as all of the information you need (item or event, due date, and whom to contact) is contained below.

Don't forget to bring items for the new teachers and enter yourself into the drawing for your area. If you win you get to take the items home to your chapter for distribution among new teachers in your area. Also, bring your Box Tops for education.

Items for Executive Board will be sent in the coming week. Everything will need to be printed at your home or you can bring your laptop to follow along at the meeting. The only items you will be receiving are the agenda and the Lambda State Directory. Debbie's pins will be on sale, as well as some chapter paraphernalia items for a donation, along with ten-year Lambda State history books for \$10.

The following documents are included in this mailing:

- 1) **Cover letter and filing instruction checklist** from Executive Assistant
- 2a) **President's letter** to read and file on your computer or behind President's tab in data manual
- 2b) **2016-2018 Administrative Board and Society Headquarters Contacts** for you to read and file on your computer under International Contacts
- 2c) **Lambda State Officers and Committee Chairs** to read and file on your computer behind Lambda State contacts
- 2d) **Strategic Action Plan draft** to be read and voted on at the Executive Board meeting
- 3) **Northeast regional update** of members to be filed under Regional contacts on your computer
- 4) **Advertisement for a Lambda State** treasurer to be shared with members
- 5) **A letter from the LS Rules Chair** to be read and shared with Chapter Rules Chairs. Note that a copy of Chapter Rules should be brought to Executive Board.
- 6a) **A letter from the LS Achievement Award Chair** to the Executive Board concerning the Nomination Form to be read and acted upon.
- 6b) **Achievement Award Nomination Form** due Dec. 15. Send to Pam Painter at [achieve.lambda.ilstate@gmail.com](mailto:achieve.lambda.ilstate@gmail.com).
- 7) **A letter from the LS International Projects Chair** about events for the coming year including Schools for Africa due March 1, 2018, Malawi wells due March 1, 2018, and the Emergency Fund due Feb. 1, 2018. Send to Teresa Maguire at [internproj.lambda.ilst@gmail.com](mailto:internproj.lambda.ilst@gmail.com).
- 8) **A letter from the LS Scholarship Chair** about scholarships and stipends due Jan. 9, 2018. Send to Delores Jones at [scholcomm.lambda.ilstate@gmail.com](mailto:scholcomm.lambda.ilstate@gmail.com).
- 9) **Lambda State survey of Published Authors** to be sent in if any of your members have been published, and due by March 1, 2018. Send to Mary Jane Sterling at [commpubl.lambda.ilstate@gmail.com](mailto:commpubl.lambda.ilstate@gmail.com).
- 10) **A letter from the LS Foundation Chair** to be shared with your chapter about opportunities and applying due Nov 1 and May 1. Send to Jan Shawgo at [chisoxfan\\_13@comcast.net](mailto:chisoxfan_13@comcast.net).
- 11) **A letter from the LS Membership Chair** to share with members about smart goals for the coming biennium.
- 12a) **A letter from the LS Music Chair** concerning musical opportunities.

12b) **The Lambda State Music Requisition Form** to request music from the Lending Library.

13) **The letter from the 2017 Nominations Chair** to Chapter Nomination Chairs reminding them of the *Sept. 15 due date* for **International Committees**, and the names of chapter presidents to Sylvia Olson at [nominations.lambda.ilstate@gmail.com](mailto:nominations.lambda.ilstate@gmail.com) as soon as they are known.

Sincerely,

Dr. Kammie Richter, Lambda State Executive Assistant

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