



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



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

April 2017

Ladies,

Convention is almost here! I hope you have already registered and are signed up for the great meals, tours, and workshops!

If you are bringing the Box-tops for Education remember that when you drop them into the small containers that you need to fill out a small piece of paper available on the table so that Bev Madsen, Foundation Chair, will know which chapters are in the running to win from each of the six areas.

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) **Reminder** of due dates and upcoming events and activities in checklist form to add to your calendar
- 3a) **Achievement Award Recommendation Biographies** for you to read
- 3b) **Achievement Award Ballot** in Word vote and return electronically by 11:59 PM April 14, OR
- 3b) **Achievement Award Ballot** in PDF vote and return postal mail, postmarked no later than April 14.
- 4) **DKG Available Fund** for you to read and share with your chapter members before convention
- 5) **Proposed Lambda State Budget for 2017-2018** for you to read and share with your chapter members before convention
- 6) **Convention Motions** for you to read and share with your chapter members before convention
- 7) **DKG Next Application in Word** for you to share with interested chapter members
- 7) **DKG Next Application in PDF** for you to share with interested chapter members

Please remember when you contact me either electronically or through postal mail correspondence, please include both your chapter name and number. Thank you!