



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

December 2016

Ladies,

The November Legislative Seminar was well attended and provided participants with a great deal of political discussion about lawmakers in Springfield and around our state.

Lambda State has a great deal to offer in the way of upcoming trips and conventions, so make sure you read on for what is in store! Please pay close attention to due dates so you don't miss any of these important events.

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
- 3) DKG Tour Information** to read and share with your chapter members in your next newsletter or email blast
- 4) WIA letter regarding the M. Josephine O'Neil Arts Award** to be forwarded to your WIA Chair and brought to the attention of your chapter; if you have a recommendation, please note the due date of February 1
- 5a) Lambda State Convention Registration Form** to be completed and returned as soon as possible, but no later than April 3 (Note that info for convention volunteers will be sent next month.)
- 5b) Lambda State Hilton Frontenac Hotel Information** to be used for your convenience to contact the hotel for convention reservations
- 6a) Lambda State Standing Rules in their entirety** to be saved to your electronic folder or jump drive
- 6b) Lambda State Standing Rules one page** correction to print and replace in your Standing Rules document
- 7) DKG Get-Connected** Nov/Dec. issue for you to read and share with members

Please see the mailing sent directly to you for the following:

In the State Directory the phone number for Ursula Sihocky should be the same for her as the Scholarship Chair and as co-president of Beta Kappa 58.

President of Rho 17, Diane Kettelson has a new address and phone number.

Mary Zeronas, Achievement Award Chair, has a new address and phone information.

Thank you!

Sincerely,

Dr. Kammie Richter, Lambda State Executive Assistant

ExecAssistLambdaSt@gmail.com