



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

ExecAssistLambdaSt@gmail.com

Re: Cover letter for monthly mailing

February 2017



Ladies,

I hope many of you are planning to register for the Lambda State Convention, as it will be an exciting time! We have lots of great workshops planned, and professional development credits are available, so please share this information with your chapters. I am eagerly awaiting more convention volunteer forms. I had plenty of super volunteers last year, and know we will have a great time setting things up together at DKG events this year!

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) **Chapter Bazaar Invitation Letter** to share with your chapter WIA chair and chapter members
- 3b) **Chapter Bazaar Information Letter** to share with your chapter WIA chair and chapter members
- 3c) **Chapter Bazaar Form** to complete if participating in the chapter bazaar
- 4a) **Travel Experience Invitation Letter** to share with chapter International Projects chair
- 4b) **Travel Experience Registration Form** to share with chapter International Projects chair and interested members
- 5a) **Chapter Membership** to review with your chapter and report any discrepancies to Sharon Vinson, LS Treasurer sjvins4@gmail.com
- 5b) **Chapter Necrology** to review with your chapter and report any discrepancies to Sharon Vinson, LS Treasurer sjvins4@gmail.com
- 5c) **Chapter Contributions** to review with your chapter and report any discrepancies to Sharon Vinson, LS Treasurer sjvins4@gmail.com
- 6a) **Northeast Regional Information** to share with your chapter members
- 6b) **Breakout Session Proposal for NE Regional** to share with interested chapter members
- 6c) **Ten Minute Takeaway Proposal Form** to share with interested chapter members
- 7) **Get Connected Jan/Feb Letter From International** to share with your chapter

**Address changes for this month:**

Mary Hayes, President of Xi 14 has a new email address- see mailing for new address

I also want to mention that when you email or snail mail correspondence to me, please include both your chapter name and number.