



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



January 2017

Ladies,

I am so excited for the New Year and what it will bring in the way of exciting new DKG opportunities! We have lots of events planned for you in the coming year!

Please note that there is a survey for chapter presidents to complete, and a volunteer convention form to send in as well.

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
- 2c) **Volunteer form** for LS Convention for you to share with your chapter members; each person should complete it, and send back to me
- 2d) **Minutes of the Executive Board** meeting in September for you to read and file on your jump drive or in your data manual
- 2e) **Chapter President survey** for you to complete and send in by the due date
- 3a) **Announcement of the new slate of officers for the next biennium** for you to read and share with your chapter members; to be voted on at the convention in April
- 3b) **Committee Recommendation Form** for you to share with chapter members; encourage them to complete and send in as soon as possible!
- 4) **Legislative Certificate of Appreciation form** for you to share with legislation chair and recommend a legislator as soon as possible
- 5) **Share Your Story form** to share with your membership chair
- 6) **Information about the Regional in Canada** to share with your chapter and register for as well as for hotel accommodations
- 7) **International Scholarship opportunities letter** to share with your scholarship chair and nominate interested parties by the due date

Sincerely,

Dr. Kammie Richter, Lambda State Executive Assistant

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