Illinois, Lambda State Organization

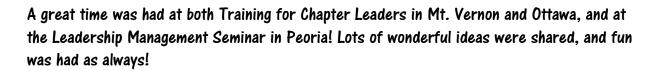
To: Members of Lambda State Executive Board

From: Dr. Kammie Richter, Lambda State Executive Assistant

Re: Cover letter for monthly mailing

July 2016

Ladies,



The following documents are included in this mailing:

- 1) Cover letter and filing 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 to add to your calendar
- 3) Minutes of General Business Meeting to be saved to your folder or flash drive, or make a hard copy to store in your data manual
- 4) DKG dates and sites to add to your calendar and share with your yearbook chair
- 5) Membership Committee letter to read and share with your membership chair

Sincerely,

Dr. Kammie Richter, Lambda State Executive Assistant

ExecAssistLambdaSt@gmail.com

