



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



July 2016

Ladies,

A great time was had at both Training for Chapter Leaders in Mt. Vernon and Ottawa, and at the Leadership Management Seminar in Peoria! Lots of wonderful ideas were shared, and fun was had as always!

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](mailto:ExecAssistLambdaSt@gmail.com)