



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 March mailing



March 2017

Ladies,

Spring is on the way, especially if you recall those wonderful warm days we had in the past week, followed by snow flurries! Illinois weather is definitely always a surprise. We have lots of wonderful surprises in store for you at our Lambda State Convention. I was recently at the Hilton Frontenac as part of the Event Planning and Management Committee, and it is a beautiful and perfect setting for our convention. Make plans now to attend! The form is in the Lambda State Newscaster or on the Lambda State website.

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) **March Checklist** of due dates and upcoming events and activities in checklist form to add to your calendar
- 3) **Membership Chair letter** for you to share with your membership chair and be aware of the recognition of 40, 45, 50, 55, 60, and 70 year members at the convention
- 4a) **Malawi Wells form** to share with your international projects chair to complete and send to International Projects Chair Margie Barban by the due date for recognition at the convention
- 4b) **Schools for Africa form** to share with your international projects chair to complete and send to International Projects Chair Margie Barban by the due date for recognition at the convention
- 5a) **T-Shirt form** for you to share with your chapter and send in by the due date if shirts will be ordered for convention
- 5b) **Northeast Regional Music letter** to be shared with music chair to give to members who may wish to participate in the NERC chorus
- 6) **Educational Excellence letter about the pre-convention tour, workshops, doctoral degrees, and professional development** to share with your educational excellence chair to share with members
- 7a) **NERC shuttle information from NE Regional Director, Carol Hughes** to share with your chapter members who are attending NE Regional
- 7b) **Transportation from Detroit to Windsor** to share with members who are attending NE Regional
- 8) **Get Connected** to read and share with members from International Communications and Publicity Committee