



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



November 2016

Ladies,

If you missed the Creative Arts Retreat a few weeks ago you missed out on...



- a) Sleeping in a bunk bed
 - b) Dancing, acting and story telling
 - c) Crafting
 - d) Beautiful scenery
- And Great food!!! (roast turkey, cinnamon rolls and more)

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
- 3) International Achievement Award Application to be brought to the attention of your chapter, and to be sent in by the due date if you have a recommendation
- 4a) Legislative Seminar Letter to be shared with Legislation Chair to share with chapter members
- 4b) Legislative Seminar Agenda to be used at the Legislative Seminar
- 5) Membership Pin Ordering Information to be shared with Membership Chair
- 6a) Lambda State Bylaws to file on flash drive
- 6b) Lambda State Standing Rules to file on flash drive
- 6c) Standing Rules Index to file on flash drive and print hard copy for your file
- 6d) Bylaws p. 1 to print hard copy for your file
- 6e) Bylaws p. 3 to print hard copy for your file

- 6f) Standing Rules 1.a to print hard copy for your file**
- 6g) Standing Rules 1.b to print hard copy for your file**
- 6h) Standing Rules 1.12c to print hard copy for your file**
- 6i) Standing Rules 3d to print hard copy for your file**
- 6j) Standing Rules 3e to print hard copy for your file**
- 6k) Standing Rules Page 3f Map to print hard copy for your file**

I want to thank two more people who helped me at Executive Board: Mary Hayes and Debbie Lambeth. Thank you so much!

No new address or email changes for this month!

Thank you!

Sincerely,

Dr. Kammie Richter, Lambda State Executive Assistant

ExecAssistLambdaSt@gmail.com