



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



October 2016

Ladies,

There is much going on with DKG this fall! It was nice to see you at Executive Board. Please read the rest of this letter so you will be prepared for the many pages that follow, and so you can adjust your directory.

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) Strategic Action Plan to be brought to the attention of your chapter, and to be discussed with your state visitor, then saved to your folder or flash drive, or make a hard copy to store in your data manual**
- 3a) Letter for Chapter Nomination Chairs sent to nominations chair to share with members and acted upon ASAP; file in nominations**
- 3b) Elected Officials Recommendation Form send to nominations chair to share with members and sent in via email by November 20; file in nominations**
- 3c) Recommendation Form for Lambda State Committee Appointments send to chapter nominations chair for discussion with chapter members and sent in via email by November 20; file in nominations**
- 4a) Lambda State Literacy Committee News send to chapter literacy chair; file in literacy**

- 4b) Lambda State Literacy Arts Recognition Program** send to chapter literacy chair to read and share with chapter members, form due March 1; file in literacy
- 4c) Lambda State Student Literary Arts Intent to Participate Form** send to chapter literacy chair; form to be sent in for each participant by March 1, 2017; file in literacy
- 4d) Lambda State Student Literary Recognition Program Release Form** send to chapter literacy chair for use if student work is chosen for display; file in literacy
- 4e) Lambda State Chapter Literacy Information** share with chapter literacy chair to complete and return by February 17, 2017; file in literacy
- 5a) Music News 2016** send to chapter music chair to share with chapter members; then send in ASAP; file in music
- 5b) Chorus registration** send to chapter music chair to share with chapter members for orders by Christmas; file in music
- 5c) Music t-shirt form #1** send to music chair to share with chapter members for orders by Christmas; file in music
- 5d) Music t-shirt form #2** send to chapter music chair for orders to be picked up at the Lambda State Convention; file in music
- 6a) Legislative Seminar Registration Form** send to legislative chair to share with chapter members and be returned by October 28; file in legislation
- 7a) Chapter president Visitation letter** take action prior to your state visitor attending your chapter meeting; file in visitation
- 7b) Chapter Goals Related to the Strategic Action Plan** to read and complete with chapters; Note that this is taking the place of previous committee report forms; share with chapter committee chairs; file in visitation

Thank you to all who assisted me at Executive Board! I want to thank Debbie LeBlanc, Judy Boylan, Sharon Maguire, Cheryl Taylor, Bev Johns, Barb DiGaudio, and Cindy Roder. I know there were quite a few ladies who were there at the table at various times, so if I forgot someone please let me know! I really appreciated the help, as we had a lot to do with registration, history book sales, pin sales, pen sales, DKG item donations, yearbook drop-off tubs, beginning teacher donations, and Box Tops for Education.

I am so glad there were lots of new presidents, and if there was a mix-up in registration and I did not get your chapter number set out I apologize. Next year rest assured that I will set out all chapter numbers and places for co-presidents whether people have registered or not so everyone is sure to have a seat!

As for corrections to the LS Directory please refer to the changes listed in the original mailing as the following cannot be shown online:

Chapter 2 Beta: Change Wendy Iverson's address

Chapter 2 Beta: Change Cyndee Brown's phone and email

Chapter 7 Eta: Pamela Ave Maria. Change the e to an a

Chapter 28 Alpha Delta: Change Donna's phone

Chapter 49 Beta Alpha: Add Patty Walsh as co-president with Gale Andersen and add Patty's info.

Chapter 49 Beta Alpha: Gale Andersen, change the on to en

Chapter 50 Beta Beta: Carol Schaal lives in Oaklawn, not Chicago. The rest is correct.

Chapter 57 Beta Iota: add Chris Albritton as co-president with Sandy Holt. See mailing for Chris's info.

Chapter 58 Beta Kappa: Ursula Sihocky's information is incorrect in the presidents' section, and should be adjusted to be the same as the LS Chair section for all except her email which is the same.

Let me know if you have any questions.

Thank you!

Sincerely,

Dr. Kammie Richter, Lambda State Executive Assistant

[ExecAssistLambdaSt@gmail.com](mailto:ExecAssistLambdaSt@gmail.com)