



Lambda State Growing, Changing, Standing Strong

Checklist for Chapter Presidents, Lambda State Officers, Chairs, and Personnel and Past State Presidents:

- _____ **April 1 – DUE** – Convention registrations due to Registrar Mary Ann Pollitt, 13836 Bluffs Road, Carlinville, IL 62626-2201; late fee will be applied and no refunds will be made after April 1, 2016
- _____ **April 4 – DUE** – Mansions and Museums pre-convention tour registrations to **Dr. Debra LeBlanc**, 111 39th Street, Downers Grove, IL 60515
- _____ **April 15 – DUE** – Lambda State chairs submit article/information for *Newscaster* to Lambda State President Sylvia Olson
- _____ **April 20 – DUE** – Lambda State chairs email information for May mailing to Lambda State President Sylvia Olson
- _____ **May 1 – DUE** – Submit chapter news for *Newscaster* to Lambda State Editor Pat DeWitt
- _____ **May 1 – DUE** – Foundation Stipend Applications to Lambda State Foundation Secretary Dr. Joan Rog

Prepare to attend the Lambda State Convention

- **Plan** to arrive early to participate in the Mansions and Museums pre-convention tour
- **Send** in your convention/hotel registrations and join your DKG sisters at the 3 convention meals
- **Visit** website for synopsis of convention workshops; plan your convention workshop schedule
- **Read** and plan to attend at least 1 of the 2 book discussions planned at convention.
- **Prepare** your chapter donation to the Art Mart
- **Bring** your copy of the motions for changes in Bylaws/Standing Rules from the *Newscaster*

Chapter and Past State Presidents – Send your “tree” statement to President Sylvia Olson for your Rose Ceremony introduction (form sent in the February mailing)

Send Training for Chapter Leaders (TCL) registration forms for the 2016-2018 chapter president, educational excellence (program) chair, membership chair, treasurer, finance chair and communications and publicity chair to Registrar Judy Heckel; \$11.00/person registration fee (late fee of \$1.00/person after May 13; no refunds after June 1)

Encourage members and plan to attend the Leadership Management Seminar “Leadership Skills for Changing Times” on June 21-22 at Bradley University in Peoria

In this mailing:

- 1) **Cover letter** – read and follow instructions

- 2a) President's Letter** – read and file under President
- 2b) April Checklist** – meet deadlines; follow instructions/forward to chapter counterparts
- 3) Proposed Lambda State Budget** – sent to you as a courtesy so you have the opportunity to study it before convention
- 4) Available Fund** – also sent to you as a courtesy so you have the opportunity to study it before convention (a condensed version is printed in the convention program book)
- 5) Motions to be Considered** – these are motions in addition to those published in the *Newscaster*
- 6a) Visitation Letter to Chapter Presidents** – Share with 2016-2018 incoming president
- 6b) Visitation Scheduling Form** – Complete and return to Sue Dion, Visitation Chair
- 6c) Visitation Letter to Lambda State Visitors** – read; file under Visitation
- 6d) List of Lambda State Visitors**
- 6e) Chapter Visitation Schedule** – List of Lambda State visitors and the chapters to which they are assigned
- 7) International Form 110 List of Chapter Officers** – sent as an example; go to www.dkg.org to download the original form; complete and return one copy to International and one copy to Lambda State President Sylvia Olson by May 15, 2016