



Lambda State Growing, Changing, Standing Strong

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

- _____ **May 1 – DUE** – Foundation Stipend Applications to Lambda State Foundation Secretary Dr. Joan Rog
- _____ **May 1 – DUE** – Submit chapter news for *Newscaster* to Lambda State Editor Pat DeWitt
- _____ **May 13 – DUE** – Registration for Training For Chapter Leaders (TCL) for 2016-18 chapter president, educational excellence chair, membership chair, treasurer, finance chair, and communications and publicity chairs
- _____ **May 15 – DUE** – Form 110, chapter officers report to International and Lambda State President Sylvia Olson
- _____ **May 16 – DUE** – TCL presenter information due to Lambda State President Sylvia Olson
- _____ **May 20 – DUE** – Lambda State chairs email information for June mailing to Lambda State President Sylvia Olson

Encourage members and non-members to register and attend the Leadership Management Seminar “Leadership Skills for Changing Times: June 21-22 at Bradley University in Peoria, IL

Mail completed Form 6, Report of the Death of a Member to Lambda State Membership Chair Pam Painter, Lambda State Treasurer Sharon Vinson, and International Membership Services Administrator, PO Bos 1589, Austin, TX 78767

In this mailing:

- 1) Cover letter** – read and follow instructions
- 2a) President’s Letter** – read and file under President
- 2b) May Checklist** – meet deadlines; follow instructions/forward to chapter counterparts
- 3) Chapter Professional Development** – discuss the possibility of becoming a subcontractor for professional development and plan programs that meet the standards
- 4) Leadership Management Seminar flyer** – share with members and non-members; distribute at local schools
- 5) Volume IV “Out of Dream” insert** – copy and insert in new history book
- 6) Focus on Finance** – read for information
- 7) Treasurer Wanted Announcement** – read and share with members
- 8) Chapter Literacy Projects Summary** – read, share with literacy chairs; file under literacy