



*Lambda State Growing, Changing, Standing Strong*



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

**November 2015 Activities/Deadlines**

- \_\_\_\_\_ **November 1 – DUE** - Chapter budgets to LS Finance Chair Carol Beste  
**DUE** - Foundation Stipend Applications to Joan Rog,  
Foundation Secretary  
**DUE** – Chapter news for *Newscaster* to LS Editor Pat DeWitt
  - \_\_\_\_\_ **November 10 – DUE** - Chapter treasurers send **Form 18A**, chapter dues and  
contributions to LS Treasurer Sharon Vinson
  - \_\_\_\_\_ **November 15 – DUE** - Leadership Development fee and State Convention fee  
from chapters to LS Treasurer Sharon Vinson  
**DUE – IRS Form 990N** – Chapter Treasurers must notify LS  
Treasurer Sharon Vinson of acceptance or rejection
  - \_\_\_\_\_ **November 20 – DUE** LS Chairs email information for December mailing to LS  
President Sylvia Olson
- Send** one copy of chapter yearbook to Sylvia Olson, President, Debra LeBlanc,  
Educational Excellence Chair, and Kammie Richter, Executive Assistant  
(December 1)
- Send** Achievement Award Recommendation Form to Mary Zeronas, Achievement  
Award Chair (December 15)
- Send** budgeted LS and International Fund contributions to Sharon Vinson, State  
Treasurer

**The *Newscaster* on the Lambda State Website is now password protected. The password is the fourth word in the sixth line of the DKG song. All future passwords will be from the DKG song with a hint for line # and word # given.**

**In this mailing:**

- 2a) President's Letter** – read and file under President
- 2b) November Checklist** – meet deadlines; follow instructions/forward to chapter counterparts
- 3) Future Dates and Sites** – read and file under Dates and Sites; share upcoming events with chapter members

**4) Achievement Award Recommendation Form** – discuss with chapter members to recommend a deserving sister; complete and return form to Achievement Award Chair Mary Zeronas; file under Achievement Award

**5) GIA and FAC grant reminder** – send to Educational Excellence Chair (or Personal Growth and Services and/or Professional Affairs Chairs); file under Educational Excellence