

**Alpha Iota State-Michigan  
of  
The Delta Kappa Gamma Society International**

Dear Chapter President,

As chapter Visitations Chairman, I look forward to working with you as together we make arrangements for a state officer to visit and spend some time with your chapter members.

Each chapter is eligible for an official visit from a state officer or state committee chairman once during the 2013-2015 biennium. The officer or chairman may travel with another state member.

When requesting an official visitation from a state representative, Alpha Iota State Bylaws stipulates that the state will cover transportation and lodging expenses (if needed) for one official visit to your chapter during the biennium. If you request more than one visitation during the biennium, your chapter is then responsible for the expenses (transportation and lodging) for that officer. (State Bylaws and Standing Rules, Finances, E2 and E3). If you have a specific date in mind, such as a special function or anniversary, please send in your request early.

Your 2013-2015 officers are:

President: Liz VanWestenburg  
First vice-president: Nancy Everett  
Second vice-president: Bernice Haglund  
Recording Secretary: Gloria Richards  
Corresponding Secretary: Ranae Beyerlein

To request an official state visitation, please complete and submit the attached form to:

Chapter Visitations Chairman  
Sandy Downs  
Gamma Gamma Chapter  
47755 Visitas Circle N  
Canton, MI 48188

Phone: 734-340-4229

Email: [sandradowns412@gmail.com](mailto:sandradowns412@gmail.com)

All arrangements for official visits are made directly with me. If you have questions concerning official visits, please call me. I appreciate your commitment to the Society and to the state organization and look forward to working with you.

Sincerely,

*Sandy Downs*

Sandy Downs

QuickTime™ and a  
decompressor  
are needed to view this picture.

**Alpha Iota State-Michigan  
of  
The Delta Kappa Gamma Society International  
Request for Official State Visit 2013-2015 Biennium**

Today's Date: \_\_\_\_\_ Chapter: \_\_\_\_\_

From (name): \_\_\_\_\_ Title: \_\_\_\_\_

Requesting visit from: (Name the State officer or chairman you would like to have visit your chapter.)

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

Chapter Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_  
Street/ PO Box/ Apt. #                      City                      State                      Zip

Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Please include only if email is checked regularly.

Month/ Date and Time of meeting:

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

Location of meeting: \_\_\_\_\_  
Please be specific, with a street address and city or provide details on the reverse side.

Nature of the meeting: \_\_\_\_\_

Role of the State Visitor: \_\_\_\_\_

Attire: (formal, professional, casual, etc.) \_\_\_\_\_

On the reverse side, please include some background information about your chapter.  
Your prompt return of this form is appreciated. Please send TWO copies of this completed form to:

Sandy Downs, Chapter Visitation Chairman  
47755 Vistas Circle N  
Canton, MI 48188

Phone: 734-340-4229

Email: [sandradowns412@gmail.com](mailto:sandradowns412@gmail.com)

**Please make ALL arrangements for an official state visit directly with the  
Chapter Visitations Chairman listed above.**