

*Members – Shining Stars Build Our Future*



**Checklist for both Chapter Presidents and Lambda State Officers and Chairs:**

**December 2013 Activities/Deadlines**

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- \_\_\_\_\_ **December 1 - DUE** – One copy of chapter yearbooks to LS President LaVonne Chaney, LS Educational Excellence Chair Teresa Maguire, LS Executive Assistant Nancy Polios
- \_\_\_\_\_ **December 15 – Due** - Applications for Achievement Awards due to Diane Kovach, LS Achievement Award Chair
- \_\_\_\_\_ **December 20 - DUE** – LS Chairs – email information for January mailing to LS President LaVonne Chaney



**January Activities/Deadlines**

- \_\_\_\_\_ **January 4 – DUE** -Deadline for motions to be considered at the January Rules Committee Meeting due to LS Rules Chair Carolyn Embody
- \_\_\_\_\_ **January 10 - DUE** – Scholarship/Stipend Applications to LS Scholarships Chair Kristin Sanders
- \_\_\_\_\_ **January 15 - DUE** – LS Chair articles for *Newscaster* sent to LS President LaVonne Chaney
- \_\_\_\_\_ **January 20 - DUE** – LS Chairs – email information for February mailing to LS President LaVonne Chaney



**February Activities/Due Dates**

- \_\_\_\_\_ **February 1 - DUE** – Email or mail International Annual Report of Chapter President to LS President LaVonne Chaney, LS Educational Excellence Report to Chair Teresa Maguire, Communications and Publicity Report to LS Chair Bev Johns and Chapter Necrology and Membership Report to LS Membership Chair Judith Vaughn, Scholarship Report to Scholarship Chair Kristin Sanders and World Fellowship Report to Donna Bowen
- \_\_\_\_\_ **DUE** – F.A.Cook Recruitment Grant application to Dr. Kammie Richter; Grant-in-Aid application to Mary Zeronas, Member of Educational Excellence Committee; Legislative Certificate of Appreciation and materials to LS Legislation Chair Lou Ann Jacobs
- \_\_\_\_\_ **DUE** – Submit Chapter News for *Newscaster* to LS Editor Pat DeWitt
- \_\_\_\_\_ **February 15 - DUE** – Chapter Literacy information to LS Literacy Chair Pam Painter – share your literacy projects/activities

