



INTERNATIONAL SOCIETY FOR KEY WOMEN EDUCATORS
DELTA KAPPA GAMMA



Illinois, Lambda State Organization

To: Members of Lambda State Executive Board
From: Dr. Kammie Richter, Lambda State Executive Assistant
Re: Cover letter for monthly mailing

June 2017

Ladies,

Summer is nearly here! I hope you have lots of events planned, and that DKG plays a part in what you will be doing in the upcoming biennium.

Much of what follows contains information for pages in your Data Manual or for you to add to your USB drive. The following documents are included in this mailing:

- 1) **Cover letter** and filing instruction checklist from Executive Assistant
- 2a) **President's letter** to read and file on your computer or behind President's tab in data manual
- 2b) **Reminder** of due dates and upcoming events and activities in checklist form to add to your calendar
- 3a-e) **Professional Development Information and Application** for you to share with your Program Chair
- 4a) **Lambda State Bylaws** for you to copy to your USB drive
- 4b) **Standing Rules Index** for you to copy to your USB drive/print for your hard copy
- 4c) **Lambda State Standing Rules** to copy to your USB drive
- 4d-m) **Bylaws and Standing Rules Replacement pages** to print and replace in your hard copy
- 5) **Lambda State Budget 2017-2018** to copy to your USB drive
- 6) **Results of Executive Board ballot** to share with your chapter members and file under Executive Board
- 7) **Publicity for NERC - May Newsletter** to share with members who will attend

Sincerely,

Dr. Kammie Richter, Lambda State Executive Assistant, ExecAssistLambdaSt@gmail.com