

THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL
 Illinois, Lambda State Organization



To: Lambda State Officers, Personnel, Committee Chairs, and Representatives
 From: Sandra McGaughy
 Date: January 2012

Re: Annual Reports for the 2012 Convention Booklets
 Reporting at the Convention Business Meeting

In preparation for our Lambda State Convention you will be completing an annual report for your office or committee. The format is enclosed for this report which will be printed in the convention booklet. You have received by e-mail a copy of your 2010-2011 annual report that was formatted and printed in last year's booklet. Please use that e-mailed version of the form as you update and include new information from your discussions held during your committee meetings this past Summer and Fall.

Those who have further information to share or a motion to present will have your name placed on the agenda and will make an oral report during the meeting. Otherwise, the written report will suffice.

Annual Reports are due to me by February 20. If you can get it to me sooner, that would be helpful. Please let me know by February 20th if you will be making an oral report or making an oral report that includes a motion. Send me a copy of any proposed motion so that I have the wording. A listing of these motions will be included in the March mailing to the Executive Board. Do make oral reports concise. A written copy of the oral report needs to be given to Recording Secretary Pamela Painter, immediately after making the report.

Please note the format and instructions *For Uniformity in Presentation* listed below for your annual report. Send one copy of your report as an attachment to me by February 20, 2012.

Your report should be concise. In order to achieve consistency among the reports, each goal, implementation, and recommendation should begin with a verb - i.e. *Provide a Program of the Month on the Lambda State Web site each month of the year.*

Annual Report of the Lambda State _____ Committee
2011-2012

Goals Established

- A.
- B.
- C.

I. Implementation of Goals

- A.
- B.
- C.

II. Recommendations

- A.
- B.
- C.

_____, _____, Chair, _____
Name Chapter City

Committee Members

Name, Chapter, City

For Uniformity in Presentation

Membership: list Representatives – Necrology, Coordinating Councils, and Expansion, then committee members representing the six areas of the state in numerical order.

Finance and Scholarship: list committee members with the expiration year of their service in parentheses after the chapter name.

All other Committees: list committee members alphabetically.

Include ex officio members in the listing