



*Lambda State Growing, Changing, Standing Strong*

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

- \_\_\_\_\_ **February 1 – DUE** – Florence A. Cook Recruitment Grant application to Dr. Barb Blanco; Grant-in-Aid application to Felicia Parsons, Members of Educational Excellence Committee
- \_\_\_\_\_ **February 1 – DUE** – Legislative Certificate of Appreciation and materials to LS Legislation Chair Linda Lucke
- \_\_\_\_\_ **February 1 – DUE** – Submit Chapter News for *Newscaster* to LS Editor Pat DeWitt
- \_\_\_\_\_ **February 1 – DUE** – Application for position of Lambda State Treasurer to LS Personnel Chair Sandy McGaughy
- \_\_\_\_\_ **February 1 – DUE** – Chapter Presidents reports to President Sylvia Olson via this link <http://goo.gl/forms/zea2OycrCV> or use the Word document found on the International website [www.dkg.org](http://www.dkg.org)
- \_\_\_\_\_ **February 10 – DUE** – Send Chapter Convention Responsibilities to LS Executive Assistant Kammie Richter
- \_\_\_\_\_ **February 15 – DUE** – Chapters share literacy projects/activities on Chapter Literacy information Form to LS Literacy Committee Members Suzy Perkins at [perkinss@unit5.org](mailto:perkinss@unit5.org) or 1319 Winterberry Circle, Bloomington, IL 61705
- \_\_\_\_\_ **February 20 – DUE** – Chapters send order form and checks for 50 & 60 year pin(s) to LS Membership Chair Pam Painter
- \_\_\_\_\_ **February 20 – DUE** – LS Chairs send Annual Reports electronically to LS President Sylvia Olson for inclusion in convention booklet
- \_\_\_\_\_ **February 20 – DUE** – LS Chairs email information for March mailing to LS President Sylvia Olson

**In this mailing:**

- 1) **Cover letter** – read and follow instructions
- 2a) **President's Letter** – read and file under President
- 2b) **February Checklist** – meet deadlines; follow instructions/forward to chapter counterparts
- 2c) **President Banquet Introduction Statement** – complete and return to Sylvia Olson, LS President, 8 Oakwood Rd., Indian Creek, IL 60061 or electronically at [sylviaeolson@gmail.com](mailto:sylviaeolson@gmail.com)
- 3a) **Necrology 2015 list** – read and contact Sharon Vinson, LS Treasurer if you have find discrepancies
- 3b) **Chapter Contributions** – read and contact Sharon Vinson, LS Treasurer if you have find discrepancies

**3c) DKG Membership 2015-16** – read and contact Sharon Vinson, LS Treasurer if you have find discrepancies

**4) Lambda State Communications and Publicity Letter** – read and file under Communications and Publicity; forward to chapter communication and publicity chairs

**5a) Lambda State Preconvention Tour Registration** – share with members

**5b) Card Workshop Registration** – share with members