



*Lambda State Growing, Changing, Standing Strong*

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

\_\_\_\_\_ **June 10 – DUE** – Remind chapter treasurers to send Spring initiate fees to Lambda State Treasurer, Sharon Vinson

\_\_\_\_\_ **June 20 – DUE** – Lambda State chairs email information for July mailing to Lambda State President Sylvia Olson

**Complete and** send chapter history to Lambda State Historian, Lou Ann Jacobs

**Attend Training for Chapter Leaders** in Mt. Vernon on June 11 or in Ottawa on June 18

**Encourage** members and non-members to register and attend the Leadership Management Seminar “Leadership Skills for Changing Times: June 21-22 at Bradley University in Peoria, IL.

**Schedule** Lambda State Committee meetings with Sylvia as soon as possible

**Plan** to attend the International Convention in Nashville, Tennessee. Information can be found on the DKG website

**Mail** completed Form 6, Report of the Death of a Member to Lambda State Membership Chair Pam Painter, Lambda State Treasurer Sharon Vinson, and International Membership Services Administrator, PO Bos 1589, Austin, TX 78767.

**In this mailing:**

**1) Cover letter** – read and follow instructions

**2a) President’s Letter** – read and file under President

**2b) June Checklist** – meet deadlines; follow instructions/forward to chapter counterparts

**3) Chapter History Letter** – follow instructions from Lambda State Historian, Lou Ann Jacobs to complete your chapter history

**4) Women in the Arts Letter** – forward to chapter WIA chair; file under Women in the Arts

**5a, b, c) Lambda State Bylaws, Standing Rules, and Standing Rules Index** – Copy to your flash drive

**5c-v)** – Print and replace pages in your hard copy of the Lambda State Bylaws, Standing Rules, and Standing Rules Index