



*Lambda State Growing, Changing, Standing Strong*



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

**October 2015 Activities/Deadlines**

- \_\_\_\_\_ **October 1 – DUE** Final date for Registration for Creative Arts Retreat (Late fee applied after September 15)
- \_\_\_\_\_ **October 8-11** – Attend the Creative Arts Retreat at Lorado Taft Campus in Oregon, IL
- \_\_\_\_\_ **October 15 – DUE** Official form for Nominees for International officers and committee chairs/members to International
- \_\_\_\_\_ **October 15 – DUE** LS Chairs send articles for *Winter Newscaster* to LS President Sylvia Olson
- \_\_\_\_\_ **October 20 – DUE** LS Chairs email information for November mailing to LS President Sylvia Olson

**The *Newscaster* on the Lambda State Website is now password protected. The password is the fourth word in the sixth line of the DKG song. All future passwords will be from the DKG song with a hint for line # and word # given.**

**In this mailing:**

- 2a) President's Letter** – read and file under President
- 2b) September Checklist** – meet deadlines; follow instructions/forward to chapter counterparts
- 2c) Strategic Plan** – share with chapter members
- 2d) Chapter Officers and Chairs 2015-16** – resend original list or complete this one and send to Kammie Richter and Sylvia Olson
  
- 3a) 9.19.15.Lambda State Standing Rules** – replace the new pages (1a, 1c, 1d, 2e, 3a, 3d, 3i, 3n, 3o, 7a)
- 3b) Lambda State Standing Rules Index 9-19-15** – replace all pages (new pages have 9-19-15 in the footer)
  
- 4a) Membership Chair Letter** – forward to Chapter Membership Chair
- 4b) DKG prospect card** – forward to Chapter Membership Chair to use for prospective members

- 4c) Prospect Letter** – forward to Chapter Membership Chair to send to prospective members
- 4d) Recommendation for Membership Form 11** – forward to Chapter Membership Chair to use for new members
- 5a) Professional Development Provider Information** – forward all documents to Chapter Educational Excellence Chair or equivalent (Section IV provides information for chapters interested in being a subcontractor to provide PD at chapter meetings; form to complete is at the end of the document; return to Debra LeBlanc, Educational Excellence Chair, 111 39<sup>th</sup> Street, Downers Grove, IL 60515-1611, dleblancedd@gmail.com
- 5b) Chapter Application for approved PD** – use for applying to Lambda State for chapter meeting PD
- 5c) Standards for Professional Learning Summary** – forward to Chapter Educational Excellence Chair or equivalent
- 5d) PD Checklist** – use as a guide
- 5e) Illinois Professional Teaching Standards** – use for information
- 6) Music** – forward to Chapter Music Chair and/or distribute to chapter members
- **6a) C&I Registration Letter**
  - **6b) Chorus Registration**
  - **6c) Instrumental Registration**
- 7) Legislation Update** – forward to Legislation Chair; share with chapter members
- 8) Lambda State Chapter Literacy Information** – forward to Chapter Literacy Chair; complete and return to Cindy Roder, Lambda State Literacy Chair, 5355 W Dakin St., Chicago, IL 60641-2521, cindy.roder@gmail.com
- 9) AD HOC Report Ten Year History** – complete chapter 10-year history and send to Lou Ann Jacobs, Historian, 1705 Sunrise Pt., Normal IL 61761-5628, ljacobs363@aol.com or Carolyn Broadhead, Chair, doug412@gmail.com