



GUIDELINES FOR WRITING THE PRESIDENT'S LETTER

The President's letter is required by Colorado State Chapter Bylaws Article XII – Duties of Local Chapter Officers, Section 1, B.

Write and send an annual letter to the president of state chapter in February and send a copy to the organizer of state chapter.

Send a paper copy of your letter to the state president and the state organizer after your chapter has voted to approve the letter, these addresses may be found on the current state roster. **Electronic copies are preferred** – use the naming convention of your chapter letters followed by the year – example: **EN 2019-2020** and email it to: costatechapter@gmail.com

The letter is a summary of significant events that happened during the previous fiscal year. Remember a copy is saved by you and goes into your Chapter's archives after reading it at your February meeting; if you are sending the letter via email only one email needs to be sent as the Organizer will copy one so the Colorado State President has it for her memory book and then make an additional copy for insertion into a file folder as a reference for your next official visit.

The letter may be written in terms of the state theme for the year, or in language that celebrates the local chapter's annual theme.

Consider the following topics for inclusion in the letter:

- Outstanding Programs
- Successful Fundraisers
- Social/BIL Events
- Membership Increases: Initiations, Transfers in, Reinstatements
- Membership Decreases: Deaths, Transfers out, New Inactives
- Accomplishments of your members
- Special celebrations: Chapter milestones, weddings, births

