

GUIDELINES FOR WRITING THE PRESIDENT'S LETTER - 2023



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

“B. To write and send an annual letter to the president of state chapter in February and send a copy to the organizer of state chapter.”

After your chapter has voted to approve your letter, please send an electronic copy via email (Word or PDF are preferred) using the Colorado State chapter email: costatechapter@gmail.com

Please name your file using the following: your chapter letters – year – President Letter

Example: **IF 2022-2023 President Letter**

If you are unable to email your letter, you may mail a paper copy of your letter to the State Organizer using the address below.

Whether you are sending the letter via email or a paper copy, only one copy needs to be sent. The Organizer will copy your letter which will be included in a “memory book” presented to the Colorado State Chapter President. A copy of your President's Letter will be included as a reference for your next official visit.

Your chapter's President's Letter, addressed to the State President, Paisley Huntoon, is a summary of significant events that happened during the previous fiscal year, March 1, 2022, through February 28, 2023. Remember, after reading it at your chapter's February meeting, a copy is saved and is placed in your Chapter's archives. Please be sure to send your letter **NO LATER than April 1st**. *Thank you!*

The letter may be written in terms of the state theme for the year, or in language that celebrates your 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

Paper copies may be mailed to:

Patty Fry, Organizer
Colorado State Chapter
757 Blue Ridge Road
Silverthorne, CO 80498

