



LOCAL PROGRAM MANAGER FAST START
DUE JULY 15

Complete these steps and send this form along with verification to the Chapter President; the district, and state Programming Vice President and District Program Managers by July 15.

1. Attend an Orientation – district, local, LOTS, or one-on-one with the programming vice president or outgoing local program manager.
Date attended:

2. Write down the goals or plan of action for the year. Send it to the programming vice president or chapter president and the district program manager.
Date sent:

3. Write to your district program manager or district director; introduce yourself, share your goals and ideas for the year.
Date sent:

4. Submit a *preliminary* written Local Programming Trimester report to the chapter president and chapter programming vice president by the Fast Start due date (August 1). Please ensure that trimester reports are completed and sent on time.
Date *preliminary* local programming trimester report sent:

5. Review the Local Program Manager manual to educate yourself on being an LPM.
Date reviewed: