



SECRETARY FAST START
DUE JULY 15

1. Attend LOTS or district orientation. Date Attended_____
2. Write a brief letter of introduction and share your goals and ideas for the year. Send your letter to the State Secretary and your chapter president.
3. List three (3) responsibilities that you have as secretary in your chapter or district.
4. Send a copy of your May or June general or board meeting minutes to the State Secretary.
5. Present the PALS program to your chapter and decide, as a chapter, if you want to participate.
Date presented_____ Decision_____

ALL VERIFICATION IS TO BE SENT TO STATE SECRETARY BY JULY 15th
Copies of all information that verifies completion must be included. All items must be DATED.