



Minnesota Women of Today Secretary Fast Start

Name: _____ District: _____ Year: _____

ALL VERIFICATION IS TO BE SENT TO STATE SECRETARY BY JULY 15

Copies of all information that verifies completion must be included. All items must be DATED.

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. List the date presented and the decision made.