STATE PRESIDENT YEAR-END REPORT

DUE MAY 1st

These are instructions for the State President’s Year-End Report. The format will be a narrative one-page document. Please email your report in MS WORD (.doc/.docx) format to [kappa@galstar.com](mailto:kappa@galstar.com) or mail to 1875 E. 15th ST, TULSA OK 74104-4610.

**Title:** (Arial, 16 Font, Bold, Centered) Example below:

**Alpha/Oklahoma State President (Your Name Here)**

**2020-2021 Year-End Report**

**“Your Theme Here”**

**Body:** Arial, 12 font, full justify, margins: Top/Bottom-1 inch Left/Right – 1 inch

Include the following:

* + State Executive Committee/Board of Directors’ Meetings: dates, city, highlights
  + Special State Meetings: Memorial Service and Events
  + State Convention: date and specific highlights
  + Communications: state visits, newsletters, etc.
  + State Scholarships Awarded
  + State Philanthropic Projects
  + Significant Highlights of the year/Membership Efforts

**Limit report to one page**.