



Louisiana Chapter President's Checklist

2022-2024

Leslie Koenck, President
LA Alpha Delta Kappa
181 Koenck Lane
Leesville LA 71446 Cell: 337-208-7456
lkoenckadk@gmail.com
www.laalphadeltakappa.org

Alpha Delta Kappa Headquarters
1615 W. 92nd Street
Kansas City, MO 64114
headquarters@alphadeltakappa.org
www.alphadeltakappa.org
800.247.2311

The monthly state newsletter will have the links for reports and other opportunities provides by the state and International.

The AΔK PEARLS of Achievement criteria is italicized within the checklist below.

July 2022

- Conduct an Executive Board Meeting #1 of 3 for first year (select your program for entry in Distinguished Program Award)

August 2022

- Ensure that officers have information from President's Packet (emailed & on website)
- Review information for Chapter Need Assessment (CNA) due online by October 15, 2022. Discuss how the chapter will meet the goals written in the CNA and how the chapter will financially support the sister attending AΔK functions.
- Distinguished Program Award application for chapter programs from previous year may be filed online between August 1-31
- Check on progress of chapter yearbook (Make sure all changes are updated in the International Directory)
- Finalize AΔK Month & Founders' Day plans. **This year is Louisiana's 70th Anniversary. Let us celebrate!**
- Remind members of the Innovation Grant of \$200 for non-members which is available via Kaleidoscope August 15 with a deadline November 15. Recommendation by a member is required.
- Send a monthly chapter newsletter that was emailed to all members State President Leslie Koenck at lkoenckadk@gmail.com)
- Submit meeting minutes (if a meeting is held) to President-Elect Angie McEachern at acdmor@gmail.com.
- Forward pictures of chapter activities when applicable to Historian Leana Benoit at leonab@cox.net.
- Send Omega sister information when deemed needed to Chaplain Holly Wood at hollyhwood@comcast.net.

September 2022

- **State Membership Campaign Begins (with initiation beginning in January 2023)**

- Apply for the Louisiana AAK Mildred McCormick Memorial Scholarship of \$600 per semester for a full-time Jr or Sr enrolled in education. The applicant must be sponsored by a local chapter. Submit the application by October 15 to Scholarship Chairman Jane Crews at janecrews@prodigy.net.
- Report on any summer activities if this is your first meeting of the year
- Discuss Pearls Achievement criteria and discuss how your chapter can earn the seven Pearls
- Encourage members to apply for Gulf Region Mini Scholarship of \$500 due by October 15
- Discuss the final Chapter Needs Assessment due online by October 15
- Start collecting state, district, and chapter dues
- Remind members on how to pay International dues online by January 1. Late fees apply on February 1 (Paying dues online is OPTIONAL)
- Apply for the Classroom Grant Application of \$400 via Kaleidoscope deadline September 15
- Send a monthly chapter newsletter that was emailed to all members State President Leslie Koenck at lkoenckadk@gmail.com)
- Submit meeting minutes (if a meeting is held) to President-Elect Angie McEachern at acdmor@gmail.com.
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October 2022

- **State Membership Campaign (with initiation beginning in January 2023)**
- Apply for the Louisiana AAK Mildred McCormick Memorial Scholarship of \$600 per semester for a full-time Jr or Sr enrolled in education. The applicant must be sponsored by a local chapter. Submit the application by October 15 to Scholarship Chairman Jane Crews at janecrews@prodigy.net.
- Attend AAK Month & Founders' Day Activities – Celebrate Louisiana's 70th Anniversary
- Chapter Yearbooks are emailed to the State President Leslie Koenck at lkoenckadk@gmail.com by October 1
- *Chapter Needs Assessment filed online by October 15 and a copy emailed to Brendy Guillory at brendyguillory@yahoo.com.*
- Proposed International Resolutions and International Bylaws Amendments should be received by the respective International Committees by October 15
- *IRS deadline for 990n e-postcard filed online by chapter treasurer, please send copy to State Treasurer Karen Bush at kbushymama@gmail.com by October 15*
- Gulf Region Mini Scholarship of \$500 due by October 15
- Send a monthly chapter newsletter that was emailed to all members State President Leslie Koenck at lkoenckadk@gmail.com)
- Submit meeting minutes (if a meeting is held) to President-Elect Angie McEachern at acdmor@gmail.com.
- Forward pictures of chapter activities when applicable to Historian Leana Benoit at leonab@cox.net.
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November 2022

- **State Membership Campaign (with initiation beginning in January 2023)**
- Conduct Executive Board meeting #2 of 3 for first year
- Louisiana AAK Month Report due by November 30 to Bridget Link at blink-nbr@att.net.
- Work on amendments to Chapter Bylaws. Updated Chapter Bylaws are due to State Bylaws Chairman Karen Evans at karenpevans1@gmail.com by March 15, 2023
- Innovation Grant of \$200 (non-members) available via Kaleidoscope deadline November 15. Recommendation by a member is required.

- Agnes Robertson Global Outreach (ARGO) formally Living Memorial Scholarship application of \$2,500 available November 15 with February 15 deadline
- Fine Arts Grant application of up to \$10,000 available November 15 with February 15 deadline
- Send a monthly chapter newsletter that was emailed to all members State President Leslie Koenck at lkoenckadk@gmail.com)
- Submit meeting minutes (if a meeting is held) to President-Elect Angie McEachern at acdmor@gmail.com.
- Forward pictures of chapter activities when applicable to Historian Leana Benoit at leonab@cox.net.
- Send Omega sister information when deemed needed to Chaplain Holly Wood at hollyhwood@comcast.net.

December 2022

- **State Membership Campaign (with initiation beginning in January 2023)**
- Remind members about dues payments by January 1 for International dues, District, and chapter dues. Chapter treasurer submits state dues to State Treasurer Karen Bush at 1520 Ramberlyn Way, Shreveport, LA 71105 District dues to district treasurer.
- Share the information about the Regional Professional Development (RPD) Scholarship of \$1500 deadline January 31 via Kaleidoscope
- Send a monthly chapter newsletter that was emailed to all members State President Leslie Koenck at lkoenckadk@gmail.com)
- Submit meeting minutes (if a meeting is held) to President-Elect Angie McEachern at acdmor@gmail.com.
- Forward pictures of chapter activities when applicable to Historian Leana Benoit at leonab@cox.net.
- Send Omega sister information when deemed needed to Chaplain Holly Wood at hollyhwood@comcast.net.

January 2023

- **State Membership Campaign (with initiation beginning in January 2023)**
- International and State dues must be paid by January 31 to avoid late fees
- Distribute Chapter Bylaws changes for chapter review
- Regional Professional Development (RPD) Scholarship of \$1500 deadline January 31 via Kaleidoscope
- Send a monthly chapter newsletter that was emailed to all members State President Leslie Koenck at lkoenckadk@gmail.com)
- Submit meeting minutes (if a meeting is held) to President-Elect Angie McEachern at acdmor@gmail.com.
- Forward pictures of chapter activities when applicable to Historian Leana Benoit at leonab@cox.net.
- Send Omega sister information when deemed needed to Chaplain Holly Wood at hollyhwood@comcast.net.

February 2023

- **State Membership Campaign**
- Louisiana Agnes Miller Memorial Mini Scholarship of \$250 Deadline April 15 to State Scholarship Chairman Jane Crews at [janecrews@prodigy.net](mailto:jane crews@prodigy.net)
- Apply for the Louisiana AΔK Mildred McCormick Memorial Scholarship of \$600 per semester for a full-time Jr or Sr enrolled in education. The applicant must be sponsored by a local chapter. Submit the application by April 15 to Scholarship Chairman Jane Crews at [janecrews@prodigy.net](mailto:jane crews@prodigy.net).
- Late fees now apply to any unpaid International and state dues

- Conduct executive board meeting #3/3 for first year
- Agnes Robertson Global Outreach (ARGO) formally Living Memorial Scholarship application of \$2,500 Deadline February 15
- Fine Arts Grant application of up to \$10,000 deadline February 15
- Vote on chapter bylaws amendment to submit to state bylaws chairman Karen Evans at karenpevans1@gmail.com by March 15
- Collect information for chapter altruistic report due March 15 file online. Contact Barbara Stainback at babsmc1973@gmail.com with any questions.
- Send a monthly chapter newsletter that was emailed to all members State President Leslie Koenck at lkoenckadk@gmail.com)
- Submit meeting minutes (if a meeting is held) to President-Elect Angie McEachern at acdmor@gmail.com.
- Forward pictures of chapter activities when applicable to Historian Leana Benoit at leonab@cox.net.
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March 2023

- **State Membership Campaign**
- Plan to attend Louisiana Fun Day
- Submit by March 15 Chapter Bylaws for certification to State Bylaws Chairman Karen Evans at karenpevans1@gmail.com
- *File online chapter altruistic report by March 15. Contact Barbara Stainback at babsmc1973@gmail.com with any questions*
- Mini Regional Scholarship of \$500 for non-Alpha Delta Kappa sponsored conferences, classes, or workshops via Kaleidoscope deadline April 15
- Send a monthly chapter newsletter that was emailed to all members State President Leslie Koenck at lkoenckadk@gmail.com)
- Submit meeting minutes (if a meeting is held) to President-Elect Angie McEachern at acdmor@gmail.com.
- Forward pictures of chapter activities when applicable to Historian Leana Benoit at leonab@cox.net.
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April 2023

- **State Membership Campaign ends April 30**
- Louisiana Agnes Miller Memorial Mini Scholarship of \$250 Deadline April 15 to State Scholarship Chairman Jane Crews at janecrews@prodigy.net
- Apply for the Louisiana AΔK Mildred McCormick Memorial Scholarship of \$600 per semester for a full-time Jr or Sr enrolled in education. The applicant must be sponsored by a local chapter. Submit the application by April 15 to Scholarship Chairman Jane Crews at janecrews@prodigy.net.
- Mini Regional Scholarship of \$500 for non-Alpha Delta Kappa sponsored conferences, classes, or workshops via Kaleidoscope deadline April 15
- Budget committee work on 2023-2024 budget to present in April/May for adoption
- Plan for June 20 “Longest Day” Alzheimer Association chapter activity. Contact Barbara Stainback at babsmc1973@gmail.com with any questions
- Send a monthly chapter newsletter that was emailed to all members State President Leslie Koenck at lkoenckadk@gmail.com)
- Submit meeting minutes (if a meeting is held) to President-Elect Angie McEachern at acdmor@gmail.com.
- Forward pictures of chapter activities when applicable to Historian Leana Benoit at leonab@cox.net.

- Send Omega sister information when deemed needed to Chaplain Holly Wood at hollyhwood@comcast.net.

May 2023

- Select 2 delegates per chapter for the International Convention
- Register for the International Convention in Kansas City deadline June 15
- Adopt a budget for 2023-2024
- Appoint audit committee to audit books
- Schedule program planning meeting
- Suspension of membership for dues unpaid to HQ by May 1
- Send a monthly chapter newsletter that was emailed to all members State President Leslie Koenck at lkoenckadk@gmail.com)
- Submit meeting minutes (if a meeting is held) to President-Elect Angie McEachern at acdmor@gmail.com.
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June 2023

- Plan to attend Louisiana Fun Day
- *H-114 Annual Chapter Highlights completed online by June 30, 2023*
- International Convention registration deadline June 15
- Annual Cash Flow Report (C-1) to the state treasurer Karen Bush at kbusymama@gmail.com deadline June 30
- Adopt the audit report for the 2022-2023 financial records or at first fall meeting
- Update chapter yearbook during summer (make sure the updates are done in the International Directory)
- “Longest Day” Alzheimer Association June 20. Contact Barbara Stainback at babsmc1973@gmail.com with any questions.
- Send a monthly chapter newsletter that was emailed to all members State President Leslie Koenck at lkoenckadk@gmail.com)
- Submit meeting minutes (if a meeting is held) to President-Elect Angie McEachern at acdmor@gmail.com.
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July 2023

- *Attend the International Convention July 13-16 in Kansas City*
- Conduct executive board meeting #1/3 for second year (select your program for entry in Distinguished Program Award)
- Send a monthly chapter newsletter that was emailed to all members State President Leslie Koenck at lkoenckadk@gmail.com)
- Submit meeting minutes (if a meeting is held) to President-Elect Angie McEachern at acdmor@gmail.com.
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August 2023

- Make sure officers have information from President's Packet (emailed to you)
- Review information for Chapter Need Assessment (CNA) due online by October 15. Discuss how the chapter will meet the goals written in the CNA and how the chapter will financially support the sister attending AΔK functions.
- Finalize AΔK Month & Founders' Day plans
- Distinguished Program Award for programs from previous year to be filed online August 1-31
- Innovation Grant (non-members) available via Kaleidoscope August 15-deadline November 15
- Send a monthly chapter newsletter that was emailed to all members State President Leslie Koenck at lkoenckadk@gmail.com)
- Submit meeting minutes (if a meeting is held) to President-Elect Angie McEachern at acdmor@gmail.com.
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- Report on any summer activities if this is your first meeting of the year
- Discuss Pearls Achievement criteria and discuss how your chapter can earn seven Pearls
- Encourage members to apply by October 15 for Gulf Region Mini Scholarship of \$500
- Discuss the final Chapter Needs Assessment due online by October 15
- Start collecting State, District, and chapter dues (treasurer)
- Remind members on how to pay International dues online by January 1. Late fees apply on February 1 (Paying dues online is OPTIONAL)
- Apply for the Classroom Grant Application of \$400 via Kaleidoscope deadline September 15
- Consider nomination for Excellence in Education Award submitted online by November 1. Contact EiE Chairman Ruby Blackwell at Duchessruby@aol.com with questions.
- Send a monthly chapter newsletter that was emailed to all members State President Leslie Koenck at lkoenckadk@gmail.com)
- Submit meeting minutes (if a meeting is held) to President-Elect Angie McEachern at acdmor@gmail.com.
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- Attend AΔK Month & Founders' Day Activities
- *Chapter Needs Assessment filed online by October 15 and a copy emailed to Brendy Guillory at brendyguillory@yahoo.com.*
- Nomination for Excellence in Education Award must be submitted online by November 1. Contact EiE Chairman Ruby Blackwell at Duchessruby@aol.com with questions.

- *IRS deadline for 990n e-postcard filed online by chapter treasurer, please send copy to State Treasurer Karen Bush at kbushymama@gmail.com by October 15*
- Encourage members to apply by October 15 for Gulf Region Mini Scholarship of \$500
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- Louisiana AAK Month Report due by November 30 to Bridget Link at blink-nbr@att.net.
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January 2024

- **State Membership Campaign**
- International and State dues must be paid by January 31 to avoid late fees

- Conduct an election of a chapter nominating committee by chapter members
- Plan for attendance at State convention and elect chapter delegates. State Convention on March 8-9 in Lafayette LA
- Regional Professional Development (RPD) Scholarship of \$1500 deadline January 31 via Kaleidoscope
- Send a monthly chapter newsletter that was emailed to all members State President Leslie Koenck at lkoenckadk@gmail.com)
- Submit meeting minutes (if a meeting is held) to President-Elect Angie McEachern at acdmor@gmail.com.
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February 2024

- **State Membership Campaign**
- Study your State Bylaws amendment and budget proposal for State Convention
- Register for State Convention on March 8-9 in Lafayette LA
- Louisiana Agnes Miller Memorial Mini Scholarship of \$250 Deadline April 15 to State Scholarship Chairman Jane Crews at jane crews@prodigy.net
- Apply for the Louisiana AAK Mildred McCormick Memorial Scholarship of \$600 per semester for a full-time Jr or Sr enrolled in education. The applicant must be sponsored by a local chapter. Submit the application by April 15 to Scholarship Chairman Jane Crews at jane crews@prodigy.net.
- Late fees now apply to any unpaid International and state dues
- Conduct executive board meeting #3/3 for second year
- Agnes Robertson Global Outreach (ARGO) formally Living Memorial Scholarship application of \$2,500 Deadline February 15
- Fine Arts Grant application of up to \$10,000 deadline February 15
- Vote on chapter bylaws amendment to submit to state bylaws chairman Karen Evans at karenpevans1@gmail.com by March 15
- Collect information for chapter altruistic report due March 15 file online. Contact Barbara Stainback at babsmc1973@gmail.com with any questions.
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March 2024

- **State Membership Campaign**
- Attend State Convention March 8-9 in Lafayette, LA
- Present nominating committee report and vote on officers
- *File online chapter altruistic report by March 15 Contact Barbara Stainback at babsmc1973@gmail.com with any questions*
- Mini Regional Scholarship of \$500 for non-Alpha Delta Kappa sponsored conferences, classes, or workshops via Kaleidoscope deadline April 15
- Send a monthly chapter newsletter that was emailed to all members State President Leslie Koenck at lkoenckadk@gmail.com)

- Submit meeting minutes (if a meeting is held) to President-Elect Angie McEachern at acdmor@gmail.com.
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April 2024

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- Mini Regional Scholarship of \$500 for non-Alpha Delta Kappa sponsored conferences, classes, or workshops via Kaleidoscope deadline April 15
- Budget committee work on 2023-2024 budget to present in April/May for adoption
- Plan for June 20 “Longest Day” Alzheimer Association chapter activity. Contact Barbara Stainback at babsmc1973@gmail.com with any questions
- Plan to attend Gulf Conference in Atlanta, Georgia.
- Send a monthly chapter newsletter that was emailed to all members State President Leslie Koenck at lkoenckadk@gmail.com)
- Submit meeting minutes (if a meeting is held) to President-Elect Angie McEachern at acdmor@gmail.com.
- Forward pictures of chapter activities when applicable to Historian Leana Benoit at leonab@cox.net.
- Send Omega sister information when deemed needed to Chaplain Holly Wood at hollyhwood@comcast.net.

May 2024

- Suspension of membership for dues unpaid to HQ by May 1
- Install Chapter Officers for 2024-2026
- Adopt a budget for 2024-2025
- Appoint audit committee to audit books
- Schedule program planning meeting

June 2024

- *H-114 Annual Chapter Highlights completed online by June 30, 2024*
- Deadline for Annual Cash Flow Report (C-1) to the state treasurer is June 30, 2022
- Attend a planning session for yearbook and program planning if not done in May
- Assist with transfer of all officer/committee files from previous officer/committee chairman
- Register for the Gulf Conference in Atlanta, Georgia
- Adopt the audit report for the 2023-2024 financial records or first meeting
- June 20 “Longest Day” Alzheimer Association