

<p style="text-align: center;">STATE PRESIDENT YEAR-END REPORT DUE MAY 1st</p>

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 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)
2022-2023 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
- How have you reached your goals for the Strategic Plan? (See page 17b)

Limit report to one page.