

<p style="text-align: center;"><b>STATE PRESIDENT YEAR-END REPORT DUE MAY 1st</b></p>
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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. 15<sup>th</sup> ST, TULSA OK 74104-4610.

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

**Alpha/Oklahoma State President (Your Name Here)  
2023-2024 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.**