

President - Donna Beth Blythe's 1989

Prepare beginning of year letter

In the past they have been mailed to all who didn't actually work on campus (didn't trust husbands to get this one home)

Prepare Care Package letter

Attend parents meeting on orientation day to pass out letters

When parents list is available, get labels from Development Office - In the past they have mailed them for us

Change 1989-90

Prepare program card

Type master - reduce in print shop

Get card stock in print shop

~~Photocopy in Development Office (there's is the only machine that will photocopy card stock)~~

Ask print shop to print an extra 25 Student/Staff directories & charge to club - Distribute to members wanting one as a membership list

Ask other officers to help with any of these tasks

Before April meeting, get officers together to nominate officers for next year.

Elect at April meeting; install at May brunch

Check with prog. chair (2nd V.P.) to be sure she's checked with Asa before April meeting