



Grand Bethel of Kansas Job's Daughters International

TO: Bethel Guardians and Current Honored Queens and Past Honored Queens
FROM: Pam Henderson, Grand Bethel Guardian

Letter of Intent: In compliance with the Grand Bethel Bylaws, please find attached your copy of the Grand Bethel Letter of Intent. All current Honored Queens and Past Honored Queens who will not reach their twentieth (20th) birthday or been married prior to becoming twenty (20) years old are eligible to submit a Grand Bethel Letter of Intent. The letter of intent indicates your willingness to serve the Grand Bethel as a line officer. Those daughters submitting letters of intent who will be in attendance at the Annual Session of the Grand Guardian Council and the Grand Bethel will be given preference in the drawing for the Grand Bethel Officers. Please see the Grand Bethel Bylaws for the selection procedures.

The Grand Bethel Letter of Intent must be mailed **certified mail, return receipt request**, by the daughter submitting the forms to the address shown below. All forms must be postmarked no later than April 30, 2011. When mailing, be sure to ask for a "Return Signature Card". This card will be mailed back to you certifying the forms were received. Please keep the receipt and bring it with you to Grand Session. This is your proof the forms were submitted on time.

Release Forms: There are two release forms. If you are 18 years of age or older, the appropriate form must be signed by you. If you are under 18 years of age, the appropriate form must be signed by one of your parents. In either case the form must be notarized and included with your Letter of Intent. Failure to turn in the signed form or failure to have it notarized will void your Letter of Intent.

Code of Ethics: There are three copies of the Code of Ethics for Grand Bethel Line Officers enclosed. You and your parents should read these very carefully, sign all 3 copies and return two copies with your Letter of Intent. Please keep the copy of the Duties of the Grand Bethel Line Officers and your signed copy of the Code of Ethics in a safe place as a reference, if necessary.

Travel Permission Form and Medical Release Form: Please fill out this form, have it notarized and include it with your Letter of Intent.

Media Release Form: Please fill out this form and return it.

If you have any questions regarding any of these forms please contact me as soon as possible. My phone number is 913-306-3087 or my email is henderson_pk@yahoo.com.

Bethel Guardians please make as many copies of this information as needed.

The April 30, 2011 deadline is absolute. Any forms received postmarked after April 30, 2011 will not be accepted.

Bethel Guardians, please see that your current Honored Queen and all Past Honored Queens receive this information as soon as possible. Please encourage these daughters to submit their Letters of Intent. We ask you to make sure that the forms are properly filled out and mailed following the instructions.

Please note that the Bethel Guardian Council Evaluation Form is no longer required. However the Council input is always welcome and could be of assistance. A form for Council evaluation is enclosed for your use if you wish to submit it.

Return by certified mail, return receipt requested to:

Pam Henderson
3713 Lakeview Drive
Leavenworth, KS 66048

Include the following forms:

Letter of Intent – completed and signed
Release Form – signed and notarized
2 copies of Code of Ethics – signed
Transportation and Travel Permission Slip and Medical Release
Media Release Form – signed

Once again, everything **MUST** be postmarked no later than April 30, 2011.

Pam Henderson, PHQ, PGG
Grand Bethel Guardian
2010-2011