Dear I²SL Chapter Officers,

We hope you and your families enjoyed a wonderful Thanksgiving holiday! It was great to speak with representatives from each chapter over the last few weeks and hear about the exciting plans you have for the upcoming year.

As we mentioned during the chapter check-in calls, I²SL will begin sending the chapter accounting reporting quarterly instead of monthly. The new schedule is:

- In early January, you will receive a report covering October, November, and December.
- In early April, you will receive a report covering January, February, and March.
- In early July, you will receive a report covering April, May, and June.
- In early October, you will receive a report covering July, August, and September.

We still ask that you submit the [Chapter Event Report Form](mailto:info@i2sl.org) to I²SL HQ within 30 days of a chapter event so that we can add any new event attendees to our master database and properly allocate any funds that were directly deposited into I²SL's account.

Please let us know if you have any questions and thank you for your continued support of I²SL!

Shannon Johnson, Kate Consroe, and Crystal Jones
I²SL Chapter Coordinators