



Chapter Guide



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Foreword

This information is offered for use as a guideline for establishing and sustaining your Chapter. If you have any questions, please feel free to contact L.I.F.E. advocates, Dennis and Joyce Kaplan, at: chapterpres@lowrey.com. We are here to help.

Preamble

The Lowrey Is Fun and Easy™ group (L.I.F.E.™) is an organization founded and sponsored by Lowrey Organ Company™. The group was established to offer music making benefits and services to Lowrey enthusiasts throughout the world, and to develop a close relationship between the Lowrey owner, the Lowrey dealer and Lowrey Organ Company. The opportunity to start an independent Chapter affiliated with the L.I.F.E. group is offered to bring Members together for the common interest of promoting music making activities. The goal of each Chapter is to generate an increased level of enthusiasm for the music making lifestyle and for playing Lowrey product(s). The Chapter will be a not-for-profit organization.

Mission Statement

L.I.F.E. (Lowrey Is Fun and Easy) is a music making lifestyle club that brings together people who share the desire to make music, meet new people, make new friends, and become part of the fun-filled Lowrey music making lifestyle. L.I.F.E. Members promote and raise awareness of the recreational music making lifestyle through community events and playing for others. Membership in L.I.F.E. is open to all who wish to join, from the experienced music maker to the person that always wished they could play.

1. All About L.I.F.E. Chapters

The purposes for forming a L.I.F.E. Chapter are several, but the most important is the gathering together of people just like yourself - people who enjoy playing music and who like meeting new people, keeping active and having fun!

Each Chapter is really its own community. It is a group of like-minded music lovers who enjoy each other's company and getting together for activities. As a community, you can accomplish more. You can create your own events and activities, participate in nationwide L.I.F.E. programs, launch volunteer drives, socialize with a greater number of people – in short, as a community, you have the power of many to stay active and get more enjoyment out of your music-making hobby.

As a result of the Chapter activities and events, Chapter Members will benefit by meeting new people, making new friends, staying mentally and physically active, extending their music-making passion and hobby, and creating a sense of well-being and joy that comes from helping the community in which they live.



A. Membership Requirements

Joining a Chapter is easy. First, check with your fellow classmates, class leader, or the manager of the store where you take classes, to see if a Chapter has already formed or is forming. If you're not involved in classes, check with the manager of the Lowrey dealer closest to you – the store will always have the most up-to-date information.

Chapter Membership is limited to L.I.F.E. Members. In other words, the only requirement for joining or starting a Chapter is that you are a registered member of L.I.F.E. (Please refer to the member application form.) You don't need to take classes, and you don't even need to own a Lowrey. You just need to enjoy getting together with people who like music as much as you do. That's it! There is room for everyone in the chapter, whether they play a musical instrument or not!

You need to be a member in the National L.I.F.E. Program to be eligible for local Chapter membership. Express your desire to join the local Chapter to the Chapter President or Sponsoring Dealer so they can relay your information to the L.I.F.E. Coordinator. Membership requirements, if any, will be explained to you. Some Chapters require annual dues to cover Chapter expenses for Chapter functions.

If you aren't a member of L.I.F.E. yet, you will need to join first before attending Chapter meetings and events. You can go online at www.lowrey.com and print out a L.I.F.E. Membership application form, or pick up an application at your local dealer, or contact the Lowrey L.I.F.E. Coordinator, at: 1.800.451.5939 x 230; or by mail at: Lowrey L.I.F.E. 989 Aec Drive, Wood Dale, Illinois 60191.

That's all it takes to join a Chapter. Easy? YES!!

B. Chapter Size

You will want to have enough members so your Chapter has a variety of interest and experience. It is also great to have enough members to help with any workload. That can be as few as two (2) or three (3) people or as many as 100!

Don't limit yourself to a number. If there are people who want to participate, who want to be active and have fun, then by all means – start a Chapter. After all, fun is infectious and as time goes by, more and more people will want to belong to your Chapter! If it's just you and a friend, then go for it – register your Chapter name and you're off to a spectacular start! (See page 5 about 'Registering Your Chapter')

Remember, it's not about size, but about quality and how active you want to be! A busy Chapter becomes a successful Chapter.



C. Chapter Officers

Each Chapter will need to have someone help to lead the activities, to get the word out about meetings, take meeting notes, register the Chapter with the L.I.F.E. Coordinator. Send Chapter 'goings-on' to L.I.F.E. advocates, Dennis and Joyce Kaplan, for possible inclusion in the Chapter Update. This can be just one person, or can be several people. Chapter Members can be as much involved or as little involved, as they want to be. Don't discourage anyone from taking an active role in getting things done.

Having said that, each Chapter should have someone who fulfills the following four (4) roles. Often these roles can be combined, so if you don't have enough people yet in your Chapter, or enough people who want to volunteer for the roles, just combine them. For instance the Secretary/Co-Leader and Reporter can be one in the same.

The roles that will help your Chapter run smoothly are:

- Chapter President
- Chapter Secretary/Co-Leader
- Chapter 'Reporter'
- Chapter Treasurer

1. **Chapter President**

The President is responsible for helping to organize and promote the meetings to all Members. The President also presides at all meetings of the Chapter. He or she helps guide the meetings (keeping meetings on track, asking for actions and commitments, and putting issues up for a vote.) Additionally, the President is responsible for any dues collected by the group in the absence of a Chapter Treasurer. The President will be knowledgeable and responsible for Chapter finances. The President's position is not a paid position.

2. **Chapter Secretary/Co-Leader**

The Chapter Secretary/Co-Leader helps to co-lead meetings, as well as take the meeting notes. It's important to take notes at each meeting so you know what was agreed to and who agreed to do it! Note taking is very informal and can just be the highlights of the meeting put down into a spiral notepad. As Co-Leader, this person will help organize, promote and run the meetings along with the President, and submits the Monthly Chapter Progress Report to Dennis and Joyce Kaplan. The Secretary/Co-Leader position is not a paid position.



3. Chapter Reporter

FIRST RULE OF A REPORTER: Try to have a camera at every event. In the absence of the Reporter, another Chapter Member should volunteer to take the pictures. We want to hear from you! To help with production of the Chapter Update we're eager to know what's going on in your Chapter. Are you doing volunteer or community service work? Throwing a party? Celebrating an anniversary? Plus, you might want to publicize activities you're doing in the Chapter Meeting. The Chapter Reporter will be asked to send in articles of interest on events and photos of Chapter activities and Members to Dennis and Joyce Kaplan. The Reporter is the eyes and ears of your Chapter letting all of L.I.F.E. Members around the world know what you're doing! The Reporter position is not a paid position.

4. Chapter Treasurer

The Chapter Treasurer would collect dues, maintain meticulous financial records, pay expenses and provide the Chapter President with an accurate and fully itemized monthly report. This position may be combined with another officer, such as Secretary. Please note that money collected for charities must be kept separate from dues, and the Chapter is not to accept any money when the members go out to play in the community. The Treasurer is not a paid position.

D. Naming Your Chapter

This is the fun part. You can name your Chapter whatever you want! It can represent your state, your Chapter's favorite interests or favorite song. Be as creative and as individual as you are!

The only thing we ask is that it has L.I.F.E. somewhere in the title – such as L.I.F.E. – Longhorn Ladies (for a state); or Naples L.I.F.E. Music Group (for a city); – or The L.I.F.E. Buffet Bunch (for a favorite activity); or L.I.F.E – Retired and Lovin' It! (For fun!) If you're not sure whether or not your selected Chapter name has already been chosen, contact the Lowrey L.I.F.E. Coordinator or L.I.F.E. advocates, Dennis and Joyce Kaplan.

E. Registering Your Chapter with L.I.F.E.

So now you have a few people or a group of people who want to get a Chapter going, but you don't know how to make it an official Chapter of L.I.F.E. It's actually quite easy! Just contact the Lowrey L.I.F.E. Coordinator and we will help you register your Chapter and make it 'official'.



The step-by-step procedure to registering your Chapter is as follows:

1. **Establish the Name of your Chapter.**
2. **Contact the L.I.F.E. Coordinator and let us know what you're up to.**
Now is a good time to discuss the pros and cons of L.I.F.E. Chapter Membership and resolve any questions. Also, we'll immediately register you under the Chapter Name you've chosen.
3. **Forward a complete Chapter Roster to L.I.F.E. Coordinator.** We've attached a Chapter Roster form at the back of this Guide. On it, we'll need:
 - a. A list of everyone in the Chapter
 - b. Contact names, addresses, phone and email addresses of your Officers – President, Secretary/Co-Leader, Reporter, etc.
 - c. Name of the store that sponsors your Chapter

Once you've registered your Chapter with us, we will post it on the L.I.F.E. website along with your Officer information. This way if any other Chapters want to contact you, they can do so directly.



F. Contacting L.I.F.E.

You can contact Dennis and Joyce Kaplan, long time L.I.F.E. Advocates, at the following:

Email: chapterpres@lowrey.com
Mail: 989 Aec Drive
Wood Dale, IL 60191

Or you can contact Jacqueline Mavros, the L.I.F.E. Coordinator, at the following:

Phone: 1.800.451.5939 x230 (toll-free)
Email: jacquelinem@lowrey.com
Mail: 989 Aec Drive
Wood Dale, IL 60191

Email is often the best way to contact the L.I.F.E. Team, particularly if your time zone conflicts with normal office hours (9-5 Central).



2. Running Your Chapter

A. Establishing a Time and Place to Meet

The Time

A Chapter should meet once each month. This will keep everyone up-to-date on what's going on in the Chapter and at the National level. Most likely there will be several Members who can't make all the meetings because of travel or other commitments, or sometimes the weather may not be conducive to driving to meetings. **If the weather is bad, by all means postpone the meeting until another time.**

However, it is your Chapter and you can meet as often or seldom as you like. Remember, once you've gone over Chapter ideas and business, you may want to turn the opportunity of getting together socially into an event like a Chapter 'Friends Play for Friends' activity or even a poker or card game! In that case, Chapter Members may want to get together more often for more fun!

The Chapter should meet at a time of the day that will allow the most number of people to attend, as well as a time that promotes easy access. For instance, some Members don't like driving at night, so they wouldn't be able to attend a meeting in the evening. Try to find a time that works best for everyone involved. However, if there are only one or two Members out of a large group who can't make it, you're going to have to go with the will of the larger group. You may not be able to accommodate everyone with meeting times and days. In that case, just make sure the other Members don't feel left out – be sure to see that they are supplied with the minutes of the meetings, the Chapter newsletter, a call from the phone committee or email, etc.

How Long Should the Meeting Run?

A good meeting can take anywhere from 1-2 hours. Of course it won't be all Chapter business for 2 hours. That would make most people never want to come back. Most Chapter meetings will take care of business in 30 minutes or so – the rest of the time is for socializing and making music! It's a good time to learn a new song or approach, make new friends or share stories and pictures.

The Place

You can meet at any one of several suggested locations. Your first choice may be at the store where you are taking classes, because most of the Chapter Members will know the store and be comfortable with meeting there. Check with your store manager or class leader to see if you can meet there, what space you can use, and what day and time would



be available. Most store managers are sponsoring Chapters, so you should have no problem meeting at the store; in fact, most store managers will probably suggest it to you.

Other places to meet:

- Your local community activity center.
- At a local restaurant (yum!).
- An individual Member's home.

And since we mention food - (one of our favorite topics!) - if you're meeting at the store or in a Member's home, you might want to try a pot luck. Food is a good way to keep everyone happy and coming back to your meetings!

B. Letting Everyone Know About Meetings

Once you've settled on a place, try to publicize the meeting at least two or three weeks in advance. Because you'll want to reach everyone who is a L.I.F.E. member, no matter what time of day or week they attend classes, your store manager or class leader can help you do this. Ask them to post the dates and time of the Chapter meeting. They will gladly do this for you. It's also a good idea to have your friends and classmates 'spread the word' to anyone they may know from other classes who would like to attend. You can also contact prospective Members personally or by mail or phone. Perhaps suggest forming a volunteer phone committee to call members with reminders of meetings, special events or announcements, etc.

C. Preparing for the First Meeting

The 'Acting President'

Obviously someone will have to take the initiative and run the first meeting. This can be the Sponsor or the person who pulled everyone together and organized the first meeting. This person will be the 'Acting President'.

The Initial Meeting

A secret to success is to keep things simple and fun. Going into the initial meeting, the Acting President should have a loose agenda covering at least the following points:

1. Statement of the Chapter's purpose
2. Election of a President, Secretary/Co-Leader, Reporter, or whatever officers your Chapter decides are necessary to function well.
3. Choice of a Chapter name
4. Decision on Dues
5. Possible Committees to be established



Someone will be needed to record the minutes, at least until a Secretary/Co-Leader is elected. The Acting President may arrange with a friend before the meeting to handle that chore. These initial records can be very informal, but they are necessary to keep track of what was accomplished and of any action items that were decided.

D. The First Meeting!

The FIRST MEETING will require some immediate and important organizational decisions be made. With the meeting called to order, the Acting President should introduce himself/herself and thank everyone for being present. Then he/she ought to get right to the point, stating the reason the meeting has been called is to establish a local Chapter of L.I.F.E.

- The Acting President should let everyone know that the Chapter will:
 1. Need a Chapter name.
 2. Need to fill Chapter positions of President, Co-Leader, Secretary, Reporter, and Treasurer in whatever configuration the Officers of the Chapter deem necessary. In a small group, combining the duties into a single post can reduce these still further.
 3. Need to determine a regularly scheduled meeting date and time.
 4. Need to determine Dues, if any.
 5. Need to determine if Committees are needed at this time.
- The Acting President should also let everyone know the purpose of having Chapters and that you will be meeting once a month, or sometimes more often, to discuss upcoming activities and events.
- Before going further, you should note that as informal as everyone would like the meetings to be, there will have to be some RULES for each meeting. If everyone knows what is expected from them and how the meetings will run, you will have much more effective meetings.

Some Rules:

- Members should speak one at a time
- Members should raise their hand and wait to be acknowledged
- Focus on issues and not personalities or people
- Stay on the agenda and don't stray from topics
- Everyone will be expected to help with set up and break down (chairs, tables, etc.)
- If playing songs, have limits on the number of songs played so all members have the opportunity to perform.

Nominating the Chapter Officers:



- Accept nominations for each of the Chapter officer positions.
- It's optimal to accept no more than 3-4 nominations for each role. Nominations should be taken openly from their members. Once nominations have been made, the Acting President should be allowed a few minutes for some brief campaigning. The nominees may step forward and explain the qualifications, or if they prefer, the person who nominated them may speak on their behalf. In either case, the talk should be kept short and to the point.
- When only one person has been nominated for an office, the individual can be elected by a simple voice vote or a show of hands. But when two or more are competing, there should be a written, secret ballot to spare any personal feelings involved. Pass around some loose slips of paper and ask that members write the name of the person they choose on them. Then collect the names and have the Acting Secretary tally votes while the Acting President continues on with the meeting.
- Continuing with the agenda, the next order of business is the selection of a Chapter name. The group may choose a simple descriptive one. Be as creative and as individual as you are! The only thing we ask is that it have L.I.F.E. somewhere in the title – such as “Centerville Organ Lovers L.I.F.E. Chapter”, or – “The L.I.F.E. Buffet Bunch” – or “The Eden Prairie Cheesemakers of L.I.F.E.”.

If no one has any really clever ideas, the group should settle for a simple, working designation. If somebody comes up with a better name later, it can always be changed. After reasonable suggestions have been discussed, the matter should be put to a vote. If you decide to change your Chapter name at a later time, please notify the L.I.F.E. Coordinator of that change so the former Chapter name can be retired and the new one registered.

- The selection of a name is apt to bring up the subject of an emblem for decals and patches, particularly if the designation the group chooses suggests some obvious symbol. The President should invite those present with artistic inclinations to prepare designs for emblems to be presented and voted on at the next meeting. Be aware of the legalities of including registered or trademarked figures or logos.
- At this point, the names of the new Chapter Officers should have been chosen.
- The next order of business to determine is if Dues are necessary. Dues will be used to help pay for Chapter expenses, such as bring food and beverages to the meetings, promoting meetings and upcoming activities. See Dues section.



Time to make out your Chapter Roster! All those present should give their name, address, phone number and email address to the new Secretary, as well as initial dues, if any! Be sure to remind chapter members that being a member of L.I.F.E. is a requirement so have membership forms on hand; if any of the perspective Chapter members are unsure of their membership status they can fill one out immediately. (All member application forms need to be sent to the L.I.F.E. Coordinator.)

E. Committees

As the Chapter grows over the coming months, you will want to be involved in both National L.I.F.E. activities and individual Chapter activities, such as volunteer work etc. To help organize these events, it's a good idea to get a Committee together to help plan the event. This will allow all Members to get involved in your Chapter's activities.

You might want to have one committee devoted to activities, for example, with the assignment of developing a schedule of events. Another committee might be responsible for entertainment -- guest speakers, photos and films and the like -- at meetings. Yet another committee might be devoted to travel. You may think of other committees. It doesn't take a lot of people to form a committee, in fact just 2 people can be the committee -- all it takes is a willingness to organize and accomplish the task at hand. Committees report to the Chapter President.

F. Dues

Members may want to contribute a small amount to cover the cost of running your Chapter -- in particular, covering the cost of food and beverage, postage, etc. A small amount like \$5.00 will most likely make everyone feel comfortable and affordable, and is usually an amount people would be able to contribute. This would be an annual amount. However, as the Chapter develops you may find that amount not enough to cover activities, in which case you may want to increase dues to \$10.00 or \$15.00. Remember, Dues and the amount you settle on, if any, is solely up to the Members of your Chapter. All Dues, if any, remain in the Local Chapter. Again, please note that money collected for charities must be kept separate from dues, and the Chapter is not to accept any money when the members go out to play in the community.

Once again, dues are not mandatory. Each Chapter determines what, if any dues, and where the funds will be used.



G. Sample Chapter Meeting Agenda

The following is a sample meeting agenda that can be used as a guideline for preparing Chapter meeting agendas. Remember, keep the 'Business' side of the meetings on the short side and minimize the 'formal' aspect of the agenda. Focus on having fun and having lively discussions.

- 1. Open with Music**

This is played by the 'Benchwarmers'.

- 2. Bring the Meeting to Order**

This is handled by the Chapter President or Co-Leader, or can be accomplished by any Chapter Member in their absence

- 3. Read Notes from Last Meeting**

This is done by the Chapter Secretary/Co-Leader and usually takes only a minute to review what was accomplished in the last meeting.

- 4. Recognize Birthdays**

This is a nice gesture; it gives all of your members recognition.

- 5. Review Activities to Date with Committees**

This is a review of where you're at with special projects, activities or events. Use this time to discuss any issues or problems.

- 6. Review Old Business**

Use this time to go over any unfinished Chapter business.

- 7. Review New Business**

Discussion of new Chapter business not covered already.

- 8. Discuss New Upcoming Events**

Use this opportunity to discuss any upcoming Chapter or National L.I.F.E. events.

- 9. Close with more 'Benchwarmer' music**

H. We Want to Hear From You!



Let us know what you're up to! We'd love to promote it in the Chapter Update. Send us pictures of your Chapter meetings, Chapter Members, any stories about what you're doing – we'd love all of it. Who knows, maybe another Chapter will love what you're doing so much they'll take it on themselves. Share the fun!

Your Chapter Reporter will be responsible for getting all the activities, photos and event information to the National L.I.F.E. Chapter Presidents. A "Reporter Kit" is attached to these Chapter Guidelines. The Reporter Kit explains what to expect and what L.I.F.E. will be looking for from them.

In the event you don't have a designated Chapter Reporter or if they are unable to get us your information, just send photos and stories to Dennis & Joyce Kaplan, by email at: chapterpres@lowrey.com, or mail them to:
Lowrey L.I.F.E. 989 Aec Drive, Wood Dale, Illinois 60191

3. Chapter Meeting Checklist

Below is a quick checklist for your **First Meeting**.

Getting Started

- Establish a Time and Place for the First Meeting
- Chapters should do their own publicity by word of mouth, newsletter, fliers, telephone committees or email
- Prepare an agenda
- Bring a notepad for taking meeting notes, and pencils and slips of paper for ballots

Holding the First Meeting

- State the Chapter's purpose and summarize the rules for meetings
- Determine Chapter Officers (President, Co-Leader, Secretary, Reporter, etc.)
- Determine a Chapter Name
- Locate a regular Chapter meeting place
 - Your Store Manager will most likely 'sponsor' the Chapter so you can meet in the store. Ask what room would be available for you to use for a meeting.
- Determine a regularly scheduled meeting date and time
 - Consider some people may not drive at night
 - Keep the maximum time to 1 - 2 hours (when possible)
- Determine if Dues will be asked of members
 - For food and future events
 - Keep them as low as you can
- Determine if Committees are needed
- Collect the information on your members
 - Take contact information (phone number, email address) from everyone at the meeting



- Register your Chapter with L.I.F.E. by submitting an attached Chapter Application to the L.I.F.E. Coordinator
- Collect Dues, if decided dues are needed.

After the First Meeting

- Let everyone who didn't attend know what a great time you had!
- Print out the Chapter Roster and post it in your store meeting room – that will get more people motivated to join
- Post the time, date, and place of the next meeting
 - Adding a short note about the upcoming meeting would increase interest
 - Feel free to mention that visitors are welcome
- When beginning the formation of your Chapter it is suggested that you contact L.I.F.E. advocates Dennis and Joyce Kaplan at chapterpres@lowrey.com. They stand ready to assist you in any way you need.

4. Chapter Application Form

To REGISTER your Chapter with L.I.F.E., please fill out the following and return to the address below. Upon receipt of your Chapter Application Form, we will immediately post your new Chapter name and contact information on the L.I.F.E. website. Send the Application Form to:

Lowrey L.I.F.E. 989 Aec Drive, Wood Dale, Illinois 60191

Chapter Name:

(must include the word 'L.I.F.E.')

Store Name (if one):

Address: _____

City: _____

State: _____

Zip: _____

Chapter President: _____

Phone: _____

E-mail address (if any): _____



Chapter Secretary/Co-Leader: _____

Phone: _____

E-mail address (if any): _____

Chapter Reporter: _____

Phone: _____

E-mail address (if any): _____

Number of Chapter Members: _____

Submitted by: _____ **Date:** _____

** Feel free to include any additional officer information, which isn't offered above, on the back of this form*

Submit this form with the Chapter Roster Form



Chapter Roster Form

Chapter Name _____

Member Name

Phone Number/Email



Submit this form with the Chapter Registration Form



6. Chapter ‘Reporter Kit’

L.I.F.E. wants to know what great things are going on in its Chapters, so we need our Chapter Reporters to tell us! We want to highlight all the fun and exciting things you’re doing in your meetings, so we can share those with other Chapter Members around the world. We may be posting your stories and photos in the L.I.F.E. Chapter Update for everyone to enjoy and get ideas.

What kind of ‘Reporting’ are we looking for? Nothing professional, for starters, so don’t think you need to have terrific writing skills, be a great storyteller, or be a fantastic photographer. We just want you to be our ‘eyes and ears’. So we’ve listed some areas and ideas to get you started. Once you’ve put together a story or have photos, we’d like you to send them by email to Dennis and Joyce Kaplan at:

<chapterpres@lowrey.com> or by US mail to:

Lowrey L.I.F.E. 989 Aec Drive Wood Dale, Illinois 60191

The attached page will get you started.

Here are some ideas of what would make great ‘copy’!

STORIES

- Story Type:** We want to know if something special is happening in your Chapter. What’s special? It can be anything, like:
- A wedding in the store
 - A 100-year birthday celebration
 - A special activity in which the Chapter is participating, like a charity, or volunteer activity
 - Chapter milestones (reached 50 members, 1-year anniversary, etc.)
 - Chapter outings (BBQ’s, exercise activities, etc)
 - Holiday events
 - Special concerts put on by Members
 - Interesting background stories on Members (War Veterans, Musical, Job Related, etc.)
 - Guest speakers on topics of interest
- Story Format:** Nothing fancy, just remember to get in the “Who, What, When Where, Why” of the story.
- Story Length:** Stories submitted should have a word count of anywhere from *50 to 300 words*. This does not include the Title or your By-line.
- Story Title:** Choose a Title for your story. It can be something clever, fun, or simply straightforward like, ‘**L.I.F.E. Buffet Bunch Volunteers for Toys For Tots**’, or ‘**Happy 100, Loretta!**’
- Story By-line:** Your name and phone number will help us reach you if we



have any questions.

PHOTOS

We're not looking for professional photos; so don't feel intimidated in taking them. We do want to make sure the photos are good quality: focused, well lit, and that we can see faces.

Photo Type: Pictures can be sent as individual prints, or emailed in digital format.

Photo Quality: Make sure your pictures are focused, well lit and we can see faces. If it's a group shot, make sure no one is cut out of the picture.

Photo Composition: What kind of photos is L.I.F.E. looking for? Be creative. We're for shots of our Chapter Members:

- At charitable functions
- Engaged in activities
- In group shots
- Members playing a Lowrey
- Members playing a Lowrey in front of the group
- Bringing in the food!
- At a concert
- With a Lowrey Artist
- Having fun, laughing, being silly, sharing music
- Performing 'Benchwarmer' duties
- At special events, like birthday or anniversary celebrations
- Sporting their L.I.F.E. gear
- Reading the Chapter Update newsletter

Describe Your Photos: Tell us who is in your pictures. If you do not label an event or Name who is in your photo, we won't have any idea of how to describe your shot. Include a short description on a piece of paper and attach it to your photo.

Email Photos/Stories to: <chapterpres@lowrey.com>

(Please call if you'd like to mail your photos and stories) Jacqueline Mavros
800.451.5939 x230

Photo Return: Photos will not be returned, so please make sure, if there is a shot you just love and want for your Chapter, that you send us a copy only!



Chapter Story

Date: _____

Chapter: _____

Chapter Reporter: _____

Store Sponsor (if any): _____

Title of Story: _____

By-line: _____

Story: _____

-

-

-

-

-

-

-

-

-

-



(Please keep word count between 100-300 words)

Monthly Chapter Progress Report

Full Name of Chapter: _____

Sponsor Name/Lowrey Dealer: _____

City/State of Chapter: _____

Please Tell Us What Your Chapter Has Been Doing

(Here's a sampling of what we'd like to know)

- Any Member changes of address or email since last report sent?
- Names, phone number & email of new Chapter Officers since last report sent.
- Names & email of new Chapter Members since last report.
- Highlights of Chapter meeting, special event, music making, special entertainment, etc.
- Has your Chapter been featured in the media?
- What is your current Chapter Charity or Community involvement?



- Any special Chapter or Member stories or acknowledgements?
- If your Chapter publishes a newsletter, please attach a copy.

Submitted By: _____ **DATE:** _____

**SEND THIS COVER SHEET WITH YOUR REPORT, NEWSLETTER, PHOTOS,
STORIES TO: CHAPTERPRES@LOWREY.COM**

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