

January 20, 2005

Dear Chapters:

Please find enclosed your annual chapter report form. This form is to record and report chapter activities during 2004. This report is required by the SPA constitution and is necessary every year. If your chapter is inactive or of limited activity (*Please refer to Constitutional Amendment for Dissolution of Chapters-September 1996 Newsletter*), please complete the information to the best of your ability. If possible, include plans for reactivation of all chapter activities. A list of members along with addresses, telephone numbers and email addresses is requested, if possible. Inclusion of meeting date, time and place will be used to refer inquiries for possible new members. The forms should be returned to the Secretary no later than April 10, 2005. Please retain a copy for your records.

In addition, **all chapters are required to notify the Secretary of their officers at the beginning of each year.** This is to be done annually whether there have been new elections or no change in officers. This is vital to the communications within the Society. **Please remember that officers in any chapter must be members in good standing in the Society for Pennsylvania Archaeology.**

Please note the **annual awards nominations** will be sent to all chapters. Please consider your nominations and return to the Awards Committee by the stated deadline. The Shrader/George youth award was put in place in 1997. Consider nominating a young person in your chapter.

Please remember that the **SPA Newsletter** is meant for the distribution of chapter news as well as announcements to the society members. Check for deadlines posted on each newsletter. This is true also of the *Chapters* section of [The Pennsylvania Archaeologist](#). Feel free to submit information for publication to either site.

Thank you all for your help and cooperation throughout the year. I look forward to seeing all of you at the Annual Meeting in Morgantown, PA.

Sincerely,

Judy M. Duritsa
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