

Date _____ City _____ Chapter _____

CHAPTER YEARBOOK EVALUATION FORM

Please **print** this form, **complete** according to the instructions and **bring** to convention along with **one** current yearbook.

COVER: Check the items you have included

- Chapter Letters
- P.E.O. Insignia
- Town and State
- Chapter Organization Date (Optional)
- Year of Program

CONTENTS: List the page number

- List of Officers
- List of Committees
- Day of week and time of regular business and social meetings / vacation periods
- List of **active resident** members with address, zip code, and telephone number
- Separate list of **active nonresident** members with address and zip code

PROGRAM REQUIREMENTS: Check the items you have included or list the page number

- 12 chapter meetings** per year (Social meetings may be listed, but are not required.)
- Date, hostess, and program** for each regular meeting
- February**, Reading of the President's Letter
- First meeting in **March**,
 - Nomination, Election, and Installation** of Officers
 - Election** of delegate and alternate to state convention
- Exemplification of the **Ceremony of Initiation**-once each year (? if International will still require)
- Founders' Day Program**
- Report of **Convention of Nebraska State Chapter** within 8 weeks following convention
- Report of **Convention of International Chapter** in October or November of odd numbered years
- Reports of **International** projects (Choice of A, B, C, or D)
 - A. **Separate** programs for Cottey, ELF, IPS, PCE, PSA, and STAR
 - B. **Combined** program for all projects giving equal time to each
 - C. **Combined** program with **emphasis on just one project** each year
 - D. **Regular** spot reports at each chapter meeting with no annual program

(Note this in the yearbook if this is chapter's choice)

Reports of Nebraska projects / Nebraska Cottey Scholarships and Nebraska P.E.O. Home

OPTIONAL INFORMATION: List the page number if appropriate

- Opening Ode/Objects & Aims
- Chapter Eternal members
- Names of Founders
- Dates of Birthdays / Initiation dates
- Chapter bylaws / standing rules
- Reciprocity Meeting dates
- Chapter Past Presidents
- State and International Convention dates
- Social Activities

COMMENTS: _____

REQUIRED INFORMATION:

Name _____ Phone _____
Address _____ Email _____

Thank you for completing this form!