



# CORRESPONDING SECRETARY'S MONTHLY REPORT TO CHAPTER

**Madam President:**

Date: \_\_\_\_\_  
(Mm/dd/yyyy)

**I have:**

(1) Reported on: Change in Membership form to the Membership Department of the P.E.O. Executive Office.

Initiation of: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Transfer Accepted for: \_\_\_\_\_  
\_\_\_\_\_

Reinstatement of: \_\_\_\_\_  
\_\_\_\_\_

Death of: \_\_\_\_\_

Change of Address for: \_\_\_\_\_

Change of Name of: \_\_\_\_\_

(2) Sent Notice of Member in Your Area for: \_\_\_\_\_  
\_\_\_\_\_

(3) Sent Invitation to: \_\_\_\_\_  
\_\_\_\_\_

(4) Written letters to: \_\_\_\_\_ Subject: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Corresponding Secretary**