



CORRESPONDING SECRETARY'S MONTHLY REPORT TO CHAPTER

Madam President:

Date: _____
(mm/dd/yyyy)

I have:

(1) Reported on: Member Update 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