

2023 - 2024 Instruction Page for Chapter Information Form

Due to Joyce Victor by April 15th, please!

Please use these instructions to create your own chapters' information form.

In most cases you already have a form from the previous year that just needs to be updated and then sent.

The page that follows is an example only. The format that your chapter uses **DOES NOT** have to be exactly as the sample sheet below. As long as you provide the information that is what is most important.

Section 1. Type Current Year, City, and Chapter Letters – **Please be sure your chapter letters are on each page of the document that is sent.**

Section 2. Meetings Format:

Example: Chapter XY meetings will be held the fourth Monday of each month (except second Monday in November). This information is found in your local chapter bylaws.

Section 3. Regular Meeting Dates:

List the date and time of each regular business meeting. Put each date and time on a separate line.

Example: Monday, March 18, 2023, 7p.m.

Section 4. Tell the number of resident members as of 3/1/2023.

Section 5. Tell the number of non-resident members as of 3/1/2023.

Section 6. Chapter Officer/ Chair Section:

Please list each officer including first and last name, telephone number including area code, and email address.

Note: This does not need to be in the old "Box" format.

Resident Members:

Please list each resident member as of March 1, 2023.

Please include first & last name, mailing address, town, Zip, phone number (including area code), & email address.

Please have your member's double check before sending to Joyce to avoid errors being passed along.

If you have the resident members as a separate file and want to send that it would be acceptable.

Nonresident Members:

This is a separate section from the one above.

Please provide a list your Nonresident members as of March 1, 2023.

Please include first & last name, mailing address, town, zip, phone including area code, & email if possible.

If you have **college students** they can be listed below the Nonresident members in a separate section.

Please email to: jovictor@outlook.com by April 15th.

If you have questions please contact Joyce Victor at the email address listed above or call 308-380-7107.

(CIF) Chapter Information Form (PLEASE TYPE if possible)

1. Year: 2023-2024
City:
Chapter Letters:

2. Meetings Format: (found in your local chapter bylaws and standing rules.)

3. Regular Meeting Dates: (date and time)

4. Number of Resident Members (March 1, 2023) _____

5. Number of Nonresident Members (March 1, 2023) _____

6. Chapter Officers including Phone and Email (after election and installation in March 2023)
 - a. President:
 - b. Vice President:
 - c. Recording Secretary:
 - d. Corresponding Secretary:
 - e. Treasurer:
 - f. Chaplain:
 - g. Guard:
 - h. Tech Contact:
 - i. Cottey Chairman:
 - j. Nebraska P.E.O. Home Chairman:
 - k. Membership Chairman:

RESIDENT MEMBERS

Last name; First name; Mailing address; Town; Zip; Phone (including area code); Email Address

NONRESIDENT MEMBERS

(Last name; First name; Mailing address; Town; Zip)

COLLEGE STUDENTS – Same Information as above if possible.

Thank you for getting this typed and sent to Joyce Victor by April 15, 2023!