



# LIST OF SUPPLIES FOR OFFICERS OF LOCAL CHAPTERS

Specific quantities are not required. Reference materials may be read online or selected pages printed as desired.  
**Exception:** The president shall print the Instructions to Officers of Local Chapters (IOLC) in its entirety and place behind the IOLC tab in the President's Book. Refer to Retention Record for each officer, IOLC.

Official P.E.O. website: [peointernational.org](http://peointernational.org)

## SUPPLIES FOR EVERY OFFICER

### Available on Website:

Brand Resource Center  
P.E.O. Brand Tool Kit (10/15)  
P.E.O. Style Guide (09/22)  
Instructions to Officers of Local Chapters (IOLC) (07/22)  
Listings & Directories  
Directory of Presidents  
List of Supplies for Officers of Local Chapters (03/23)  
P.E.O. Constitution (2021)  
Proceedings – Convention of International Chapter (2021)

## PRESIDENT

Constitutions sent from P.E.O. Executive Office (2021)  
(1 copy for president, 1 to loan to prospective member, 1 to loan to chapter officer)  
Gavel (regulation)  
Guide for a New Member booklet (06/22)  
P.E.O. Ceremony of Initiation booklets – Set of 7 (2022)  
P.E.O. Ceremony of Initiation Prompter's Part (2022)  
P.E.O. History  
A Society of Our Own (2001)  
"Out of the Heart, A Century of P.E.O. 1869-1969"  
"We Who Are Sisters" (2019)  
Prayer card, Ceremony of Initiation (06/22)  
President's Book (02/23)  
Proceedings from convention of s/p/d chapter (per s/p/d bylaws & standing rules)

### Available on Website:

Forms:  
Introduction of a Woman Who Is Not a P.E.O. online form  
Local Chapter Report of Teller for Counted Ballot (01/22)  
Local Chapter Report of Teller for Election of Officer (01/22)  
Sponsor for Membership (01/23)  
P.E.O. Counsel for Membership Booklet (06/22)

## RECORDING SECRETARY

Ballots for membership balloting  
Envelopes, any size (may be purchased anywhere)  
Recording Secretary's Book

### Available on Website:

Template for Minutes of Local Chapter Meeting (09/22)  
Instructions for Minutes found in Instructions to Officers of Local Chapters (IOLC) (01/22)  
President's Book Appendix of Supplementary Materials 3 – Procedure for Election of Chair Pro Tem

## CORRESPONDING SECRETARY

Invitation to Membership

### Available on Website:

Forms:  
Corresponding Secretary's Monthly Report to Chapter (07/22)  
Invitation to Transfer (02/14)  
Transfer Introduction (01/23)  
Member Update online form  
Notice of Member in Your Area online form  
Report of Election of Officers of Local Chapters online form

## TREASURER

Roll Call Book  
Membership Cards – Available online or through the Supply Department (01/20)  
Receipt Book

### Available on Website:

Instructions to the Auditing Committee (03/22)  
Official Emblem Order Form (07/17)  
Local Chapter Supply Order Form (01/23)  
Membership Cards (01/20)  
Notice of Dues (12/19)  
Treasurer's Monthly Report to Chapter (11/13)

## CHAPLAIN

P.E.O. Prayer card for chapter meeting (01/22)

## GUARD

Bible (white)  
Guard's Instructions for Initiation found in Instructions to Officers of Local Chapters (IOLC) (07/22)  
Initiatory emblem (in protective carton along with Instructions for Initiation)  
Prayer card, Ceremony of Initiation (06/22)