

TECHNOLOGY IN THE LOCAL CHAPTER

COMMUNICATING WITH THE LOCAL CHAPTER: CONSTANT CONTACT

The primary method for disseminating information from the state chapter to the local chapter is by email, using Constant Contact, a mass email service that allows for sending messages to all recipients at once! The bottom of the emails will look like this: (the recipient's email address will follow "Unsubscribe_____". If the "Unsubscribe" is clicked on, the recipient will no longer receive the emails, so be careful!)

Nebraska State Chapter of P.E.O. | 314 S. Jeffers, North Platte, NE 69101

[Unsubscribe leandrullinger@gmail.com](#)

[Update Profile](#) | [Constant Contact Data Notice](#)

Sent by leandrullinger@gmail.com in collaboration with



Even though the technology contact program has been in use for several years now, there are still chapters who are missing out on the information being sent them because:

- The email address submitted online was incorrect or incomplete. All information submitted MUST be verified (including the info that automatically populates). Do not assume what is there is correct!
 - NOTE: If you change your email address during the year, please notify Leann at leandrullinger@gmail.com and update it on the International website. Changes need to be in BOTH places to ensure continued communication from both International and Nebraska P.E.O. chapters!
- The Constant Contact messages are going into a spam, junk or promotions folder. Marking Constant Contact emails as "not junk", coming from a "safe sender" or just moved into the email Inbox will allow the messages to go straight to the Inbox in the future and eliminate the problem of the messages being missed!
- It is not being passed on by those who receive it! The president and technology contact are the only two members (other than state leadership) that routinely receive the messages.
 - Passing the information along needs to be nothing more than a forward of the email or the printing of the message and/or accompanying newsletter or information.
 - The president and tech contact should decide together how to accomplish this for the benefit of all.
 - This job should be a simple one, easy and quick to do!

The messages:

- Always include Nebraska P.E.O. in the subject line
- Generally will be sent out around the first of each month, so be watching for them! There will be times they are sent more frequently, depending on the need to get the info out to the chapters.
- Contain important information for officers, project chairs, membership chairs, everyone!
- Include links to newsletters, important links to the state website, International Chapter, etc.—for easy access to information posted on both International and Nebraska P.E.O. websites.
- May contain time sensitive material with stated deadlines, so quick access and dissemination of information is important! Deadlines do matter!

****The messages and all attached items are always a wealth of information! Consider keeping them for a time because you never know when you may need to reference them in the future! Create a folder in your email and place the messages there so you can find them easily. Many times questions can be answered by checking the information you already have!**

LOCAL CHAPTER SUBMISSIONS

REPORT OF ELECTION OF OFFICERS OF LOCAL CHAPTERS

The input of correct information—**ALL** of it—is imperative! Immediately following the election of officers, the corresponding secretary (or tech contact) is required to complete the Report of Election of Officers of Local Chapters online on the International website. This report can be found under:

Resource Library, Local Chapter Officer Resources, Corresponding Secretary Forms at:

<https://members.peointernational.org/resource/report-election-officers-local-chapter>

Reasons why this is important:

- It is the only record of elections for the chapter.
- Information from this report is the source used to create the Directory of Presidents. The listing of the other officers is also used by the state and International Chapters.
- It is the only source for creating the technology contact list used throughout the year to send messages from the state to local chapters.
- Important and critical information needed by the chapter could be delayed or not received at all if this report is not submitted completely and correctly and in a timely manner.

SO—it is easy to see how necessary it is to have all the information for all required entries filled in as they should be. **All entries must be made!**

- If the Member ID is not known by the one doing the submissions, it can easily be found by clicking on the “Lookup ID” feature.
- When the officer’s Member ID is entered, the fields will self-populate with all her demographic information.
 - **Important to remember:** the information displayed will be that which had been previously submitted to International, so if an email address or phone number has changed or is missing, it can be changed/added at this point. So, verifying all information is mandatory!! **Those doing the submissions must know that everything they are submitting is correct and current.** Doing so will save others countless hours in tracking down bounced emails, returned mailings or phone calls to wrong numbers!
 - If a physical address needs to be changed, it can be taken care of by a member with the “Member Update” Quick Link at the bottom of the home page of the International website or under the Manage Membership tab at the top of the page.

REPORT OF DELEGATE AND ALTERNATE TO CONVENTION

Also, immediately following election, the online submission of the chapter’s delegate and alternate to state convention must be done. This online form is also found on the corresponding secretary page in the Resource Library at: <https://members.peointernational.org/resource/stateprovincialdistrict-convention-%E2%80%93delegates-alternates> . **NOTE: This submission DOES NOT register the chapter delegate for convention!** This submission is used only to credential the delegate and becomes the official list of voting members of convention. Without completing the registration form generated by Nebraska State Chapter, the delegate will not be assigned housing or have any meals provided during convention.

Both submissions are required!!

OTHER SUBMISSIONS:

There are other submissions that are necessary throughout the year that chapters are expected to complete. Reminders and resources for their successful completion will be sent out in the monthly newsletters well in advance of the deadline of their submission. Resources such as the President’s Calendar and Instructions to Officers of Local Chapters (IOLC) are also great tools to assist all officers in completing their duties!

If you have any questions about any of the information presented here or need assistance in any way, contact Leann at leanndrullinger@gmail.com

