

NEBRASKA GUIDELINES FOR PRESIDENT'S ANNUAL LETTER



Based on the Nebraska State Chapter Bylaws, Article VIII, Section 1, the Nebraska executive board asks each local chapter president to write and send an annual letter to the President of Nebraska State Chapter summarizing the significant events in your chapter over the past year. This tradition is a rich source of history for our Sisterhood and your chapter, and helps us build connections across the state. To assist you in this task, we have put together these guidelines for submission of the annual president's letter.

Timing. You should prepare your letter in time to read it in your February meeting. The letter is read under New Business and approved by a chapter vote in that meeting and sent to the President of Nebraska State Chapter and your nonresident members by March 1.

Format. Prepare the letter in Microsoft Word, and try to summarize your chapter's year in no more than two single-spaced pages.

Distribution and Archives. The state president prefers to receive your letter in electronic form, as a Word file attachment, to facilitate sharing with our State Historian. You may prefer this method of distribution for your nonresident members, as well. While it is not required, resident members not in attendance when you read the letter may also appreciate receiving a copy. A hard copy of your letter should be filed in your chapter's historical record and kept in perpetuity.

Content. You have complete discretion in how you structure your letter, but please include information about membership changes, your meetings and programs, support for P.E.O. Projects, social events, fundraisers, and other items that help capture the special spirit, joys and concerns of your chapter. Feel free to be creative and have fun with this! And please remember to include your name and signature, chapter letters and the date, so that we don't have unidentified letters in our records. **Sample Outline:** If you prefer more guidance, this outline may be helpful.

1. Salutation – address to the current President of Nebraska State Chapter
2. Greeting – include your chapter letters and town
3. Members – include current number of active and nonresident members, number added in the past year by transfer or initiation, number lost by transfer or death, number of inactive members
4. Meetings – include number of regular meetings, number of special meetings and their purpose, time of meetings, average attendance at meetings.
5. Programs – include theme for the year, Founders' Day program, any unusual or especially interesting programs, number of programs given by members
6. P.E.O. Projects – include number of applicants' proposals submitted and actual recipients sponsored, any promotional activities for Cottey College, local chapter scholarships, amount of all giving to International and state projects with a comparison to last year
7. Social events and other ideas to stimulate interest and growth
8. Were you successful with the "You add to (2) P.E.O.? How many times or getting close?"
9. Fundraisers – include information about interesting and successful fundraisers
10. Chapter joys and concerns – include any significant life events for members
11. Closing – remember to include your name and chapter letters.

Send the letter to President Kellie Stang at: kelliepeo@gmail.com (preferred method of receipt)

Or mail to: Kellie Stang
6430 Holdrege St.
Lincoln, NE 68505