

Date \_\_\_\_\_ City \_\_\_\_\_ Chapter \_\_\_\_\_

**CHAPTER YEARBOOK EVALUATION FORM**

Please **print** this form, **complete** according to the instructions and **bring** to convention along with **one** current yearbook.

**COVER:** Check the items you have included

- Chapter Letters
- Town and State
- Year of Program
- P.E.O. Insignia
- Chapter Organization Date (Optional)

**CONTENTS:** List the page number

- List of Officers
- List of Committees
- Day of week and time of regular business and social meetings / vacation periods
- List of **active** members with address, zip code, and telephone number

**PROGRAM REQUIREMENTS:** Check the items you have included OR list the page number

- 12 chapter meetings** per year (Social meetings may be listed, but are not required.)
- Date, hostess, and program** for each regular meeting
- February**, Reading of the President's Letter
- First meeting in **March**,
- Nomination, Election, and Installation** of Officers
- Election** of delegate and alternate to state convention
- Exemplification of the **Ceremony of Initiation**-once each year
- Founders' Day Program**
- Report of **Convention of Nebraska State Chapter** within 8 weeks following convention
- Report of **Convention of International Chapter** in October or November of odd numbered years
- Reports of **International** projects (Choice of A, B, C, or D)
  - A. **Separate** programs for Cottey, ELF, IPS, PCE, PSA, and STAR
  - B. **Combined** program for all projects giving equal time to each
  - C. **Combined** program with **emphasis on just one project** each year
  - D. **Regular** spot reports at each chapter meeting with no annual program
- Reports of Nebraska projects** / Nebraska Cottey Scholarships and Nebraska P.E.O. Home

**OPTIONAL INFORMATION:** Check OR List the page number if appropriate

- Opening Ode/Objects & Aims
- Names of Founders
- Chapter bylaws / standing rules
- Chapter Past Presidents
- Social Activities
- Chapter Eternal members
- Dates of Birthdays / Initiation dates
- Reciprocity Meeting dates
- State and International Convention dates

**COMMENTS:** \_\_\_\_\_

**REQUIRED INFORMATION:**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Email \_\_\_\_\_

**Thank you for completing this form!**