



# 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. If hard copies are retained, it is the responsibility of each officer to ensure the document is current, as posted on the P.E.O. International website. Refer to Retention Record for each officer in the Instructions to Officers of Local Chapters (IOLC).

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

## SUPPLIES FOR EVERY OFFICER

### Resources Available on Website:

Instructions to Officers of Local Chapters (IOLC)  
Introduction of a Woman Who Is Not a P.E.O.  
List of Supplies for Officers of Local Chapters  
P.E.O. Constitution  
P.E.O. Style Guide  
Proceedings of Convention of International Chapter

## PRESIDENT

Constitution sent from P.E.O. Executive Office (2023)  
Gavel (regulation)  
P.E.O. Ceremony of Initiation booklets – Set of 7 (2024)  
P.E.O. Ceremony of Initiation Prompter's Part (2024)  
P.E.O. Chaplain's Prayer card, chapter meeting (01/22)  
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 (01/24)

### Resources Available on Website:

Forms:  
    Local Chapter Report of Teller for Counted Ballot  
    Local Chapter Report of Teller for Election of Officer  
    Sponsor for Membership  
Guide for a New Member  
P.E.O. Counsel for Membership Booklet

## VICE PRESIDENT

No required officer-specific supplies

## RECORDING SECRETARY

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

### Resources Available on Website:

Instructions for Minutes  
President's Book Appendix of Supplementary Materials 3 –  
    Procedure for Election of Chair Pro Tem  
Template for Minutes of Local Chapter Meeting

## CORRESPONDING SECRETARY

Invitation to Membership

### Resources Available on Website:

Forms:  
    Corresponding Secretary's Monthly Report to Chapter  
    Invitation to Transfer  
    Member Update online form  
    Notice of Member in Your Area online form  
    Report of Election of Officers of Local Chapters online form  
    Transfer Introduction

## TREASURER

Financial Records and Roll Call book  
Membership Cards – Template available online or order through the Supply Department  
Receipt Book

### Resources Available on Website:

Instructions to the Audit Committee  
Local Chapter Supply Order Form  
Membership Cards  
Notice of Dues  
Official Emblem Order Form  
Treasurer's Monthly Report to Chapter

## CHAPLAIN

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

## GUARD

Bible (white)  
Initiatory emblem (in protective carton)  
Prayer card, Ceremony of Initiation (06/22)

### Resources Available on Website:

Guard's Instructions for Initiation, found in Instructions to Officers of Local Chapters (IOLC)