

## 2024 - 2025 Instruction Page for Chapter Information Form

**Due to Joyce Victor by April 15<sup>th</sup>, please!**

**Please use these instructions to create your own chapters' information form.**

**In most cases you already have a form from the previous year that just needs to be updated and then sent.**

The page that follows is an example only. The format that your chapter uses **DOES NOT** have to be exactly as the sample sheet below. As long as you provide the information that is what is most important.

**Section 1.** Type Current Year, City, and Chapter Letters – **Please be sure your chapter letters are on each page of the document that is sent.**

**Section 2.** Meetings Format:

Example: Chapter XY meetings will be held the fourth Monday of each month (except second Monday in November). This information is found in your local chapter bylaws.

**Section 3.** Regular Meeting Dates:

List the date and time of each regular meeting. Put each date and time on a separate line.

Example: Monday, March 18, 2024, 7p.m.

**Section 4: Chapter Officer/Co-officers:**

Please list any Co-officer positions that was NOT reported on the International website including first and last name, telephone number including area code, and email address. (No-Co-Presidents, that is why you have a vice-President.)

**Section 5: Project Chairs/ Cottey/P.E.O. Home:**

Please list all project chairs you reported on the International website as well as Cottey and the P.E.O. Home.

**Please email to: [jovictor@outlook.com](mailto:jovictor@outlook.com) by April 15<sup>th</sup>.**

**If you have questions please contact Joyce Victor at the email address listed above or call 308-380-7107.**

**(CIF) Chapter Information Form (PLEASE TYPE if possible)**

**1. Year: 2023-2024**

**City:**

**Chapter Letters:**

**2. Meetings Format: (found in your local chapter bylaws and standing rules.) 12 meetings per year.**

**3. Regular Meeting Dates: (date and time)**

**4. Chapter CO- Officers including Phone and Email that are not reported on the International website If the chapter is utilizing Co-officers:please remember co-presidents is NOT an option**

**a. Vice President:**

**b. Recording Secretary:**

**c. Corresponding Secretary:**

**d. Treasurer:**

**e. Chaplain:**

**f. Guard:**

**Thank you for getting this typed and sent to Joyce Victor by April 15, 2024!**