



# NEBRASKA STATE CHAPTER P.E.O. SISTERHOOD

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April 10, 2024

## LOCAL CHAPTER RELEASE FOR 2023-2024 ANNUAL REPORTING

Dear Local Chapter President, Treasurer and Corresponding Secretary,

Congratulations! Your chapter has successfully completed the annual report process for for 2023-2024. This email serves as the official release for the offices of treasurer and corresponding secretary and has also been shared with your president. Please retain this release in your officer files for six years.

As a reminder, the annual reports were to have been printed after they were approved by the chapter president. If they were not, last year's officers can still print the report by accessing the Annual Report Portal. Only the 2023-2024 officers will be able to complete this. The following annual report documents must be saved the appropriate officers' files:

**Treasurer:** Local Chapter Dues From and IRS-LC (keep for 6 years)

\*Remember, there may still be questions regarding your IRS-LC and someone may be reaching out to you regarding your tax reporting.

**Corresponding Secretary:** Active and Inactive Rosters (keep the most recent)

You can access your reports until June 30. The link to the Annual Report Portal can be found on the International website or in the March 1, 2024, email sent from International signaling that annual reports were open. If you need a report after this date, you will need to contact the Membership Department for individual assistance.

Thank you for your attention to the details of your office and for serving as an officer of your chapter. We hope your leadership in P.E.O. will be or continues to be a rewarding experience.

Sincerely,

Sheri Rasmussen  
NE State Chapter P.E.O.  
Assistant Secretary/Treasurer

Kellie Stang  
NE State Chapter President

*“Scatter Love, Sparkle with Grace, Choose to Shine.”*