

2025 Instruction Page for Chapter Information Form (CIF)

Due to Joyce Victor by April 15th, 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. It is **NOT** a fill and print page. The format that your chapter uses **DOES NOT** have to be exactly as the sample sheet. **Providing the information 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.

Section 4: Chapter Officers / Co-officers: Please list all seven officers and any co-officers. With each officer list first and last name, phone number including area code, and email address.

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

Please list the project chairs for the following:

ELF, IPS, PCE, PSA, STAR, Cottey College and Nebraska P.E.O. Home.

With each full name list the phone number including area code and email address.

Please email to: jovictor@outlook.com by April 15th.

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

The list of active members of the local chapter is NO LONGER NEEDED.

Chapter Information Form (CIF) Example Page Only – NOT a fill & print

Section 1.

Year: 2025 – 2026
City: Countryside
Chapter Letters: XY

Section 2. Meeting format found in your local chapter bylaws and standing rules.
Chapter XY meetings will be held the fourth Monday of each month (except second Monday in November.)

Section 3. Regular Meeting Dates:

January 6, 2025 7pm
February 3, 2025 7pm
March 3, 2025 7pm

List all 12 regular meeting dates from March 2025 through February 2026.

Section 4. Officers and Co-officers:

Include first and last name, phone number including area code, email address

President: Joyce Victor 308-380-7107 jovictor@outlook.com
Vice President:
Recording Secretary:
Recording Secretary Co-Officer (If Used):
Corresponding Secretary:
Corresponding Secretary Co-Officer (If Used):
Treasurer:
Treasurer Co-Officer (If Used):
Chaplain:
Chaplain Co-Officer (If Used):
Guard:
Guard Co-Officer (If Used):

Section 5. Local Project Chairs for ELF, IPS, PCE, PSA, STAR, Cottey College and Nebraska P.E.O. Home

Include first and last name, phone number including area code, email address

ELF Joyce Victor 308-380-7107 jovictor@outlook.com
IPS:
PCE:
PSA:
STAR:
Cottey College:
Nebraska P.E.O. Home: