

## **2026 Instruction Page for Chapter Information Form (CIF)**

**Due to Joyce Victor by April 15th**

**Important:** Even though this information has been entered on both the International and Nebraska P.E.O. websites this document is essential to the Nebraska Executive Board and is to be sent to Joyce Victor by April 15th, please!

**Email: [jovictor@outlook.com](mailto:jovictor@outlook.com)**

Please use these instructions to create your own chapter's 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 (2026 – 2027), 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.

### **Section 5: Project Chairs / Cottey College / Nebraska P.E.O. Home, Tech Contact:**

Please list the project chairs for the following: ELF, IPS, PCE, PSA, STAR, Cottey College and Nebraska P.E.O. Home. Also provide the local chapter tech contact. With each full name list the phone number including area code and email.

Please email to: [jovictor@outlook.com](mailto:jovictor@outlook.com) by April 15th .

If you have questions please contact Joyce Victor at the email 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: 2026 – 2027

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, 2026        7pm

February 3, 2026     7pm

March 3, 2026        7pm

List all 12 regular meeting dates from March 2026 through February 2027.

### **Section 4. Officers and Co-officers:**

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

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, Nebraska P.E.O. Home, and Local Chapter Tech Contact**

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:

Tech Contact: