

# Tips for Writing Your President's Letter

## Writing your chapter's annual President's Letter gives you a chance to:

- Highlight your chapter's accomplishments and activities.
- Analyze your chapter's strengths and opportunities for change.
- Record the history of the past year in your chapter.

## Getting started:

- Begin by reading letters of previous chapter presidents. See the file in your President's Box.
- Jog your memory by reviewing your chapter meeting minutes and yearbook.



Please use this checklist as a guide so that your letter conforms to the requirements in the Kansas State Chapter Bylaws (Article XIV, Section 2) and Kansas State Chapter Standing Rule #3. See [www.peokansas.org](http://www.peokansas.org) (*Chapter Resources* link, *2022 Kansas State Chapter Proceedings and Bylaws*). You do **NOT** need to submit this checklist.

## Requirements:

- \_\_\_ Read the letter at a chapter meeting in February (under New Business)
- \_\_\_ Have the chapter approve the letter (by voice vote)
- \_\_\_ Send a copy **by March 1** to the president of Kansas State Chapter. If the file is emailed (preferred method of receipt), please name it 2022-2023 Chapter \_\_\_ President's Letter.
- \_\_\_ Send a copy to each nonresident member
- \_\_\_ Place a copy in the President's Box

## Required Contents:

- \_\_\_ Increase or decrease in membership
- \_\_\_ Social activities
- \_\_\_ Contribution to the P.E.O. projects and other philanthropic work
- \_\_\_ Sponsorship of project applicants and recipients
- \_\_\_ Letter should be signed and dated with chapter letters
- \_\_\_ Average attendance
- \_\_\_ Program highlights

## Optional Contents:

- \_\_\_ Steps taken to enhance chapter life
- \_\_\_ Sister-to-sister activities
- \_\_\_ Funny/memorable things or events that happened during the year
- \_\_\_ Special accomplishments or achievements attained by individual members
- \_\_\_ Examples of how your chapter has shared about P.E.O. this year in your community
- \_\_\_ Anything else you want to share
- \_\_\_ Fundraising activities
- \_\_\_ Community recognition/publicity