

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.



Sparkles Like a
Jewel in the Sun

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 (*Chapter Resources* link, *2023 Kansas State Chapter Proceedings and Bylaws*). You do **NOT** need to submit this checklist.

Requirements:

- ___ Read the completed president's 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 2023-2024 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 and city/town.
- ___ 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