

BED & BREAKFAST

1. If a member of a local chapter volunteers to provide her own home as a P.E.O. Bed and Breakfast (B&B) for other P.E.O. members and their traveling companions, her chapter must vote to sponsor a B&B. The vote may occur at a regular or special meeting.
2. The B&B must be sponsored by a local chapter. It cannot be sponsored by an individual member, P.E.O. group or reciprocity.
3. Local chapters shall not sponsor the P.E.O. B&B service for anyone who conducts a B&B as a personal business for profit.
4. The service is available to active P.E.O. members and their guests traveling with them.
5. Care and concern for the person receiving the B&B service would be the same as for any other guest of the home.
 - a. B&B guests should be asked to identify themselves with a current P.E.O. membership card.
6. Each local chapter sponsoring a B&B is required to pay an insurance/administrative fee to International Chapter. Please review the P.E.O. International Bed and Breakfast Insurance Coverage carefully. Payment must be received before a chapter's B&B service will be listed on the P.E.O. International website. Enrollment will be complete once a listing is published on the P.E.O. International website. Until this date, reservations cannot be accepted.
7. The member listed on the P.E.O. International website is not required to be the actual hostess for B&B guests; she may be the contact person for the chapter's B&B service. It is her responsibility to make the reservations for the B&B guests with those members of the chapter who have volunteered to be hostesses. Chapters may have several B&B hostesses.
8. The guest rate per night for the B&B service is determined by the local chapter.
9. To avoid possible conflict with tax liability and s/p/d or local regulations, checks given to the hostess are to be made payable to the local chapter sponsoring the B&B service, **not to the hostess.**
 - a. Neither the guest nor the hostess should expect to claim the amount as a contribution to a qualified P.E.O. project.
 - b. Chapters may choose to receive B&B payments by debit/credit card reader and/or Peer-to-Peer mobile app services. See Treasurer's section for details.
10. If the chapter wishes to reimburse the hostess for her expenses, the amount of reimbursement is to be mutually determined. Payment will then be made to the hostess by the local chapter treasurer after a chapter vote for each request for reimbursement.
11. The net income from a local chapter's B&B service must be used exclusively for P.E.O. charities qualified under U.S. Internal Revenue Code Section 501(c)(3), including International Chapter P.E.O. projects, funds held in P.E.O. Foundation and/or other charitable state/district chapter projects. No portion of B&B income may be used for chapter operating expenses.
12. The local chapter treasurer must report all B&B receipts and disbursements, including an itemized account of the amount given to philanthropies, on Form IRS-LC Annual Summary of Treasurer of Local Chapters.

Guidelines