

Kansas Chapter Yearbook Review Form

Please use this sheet to organize and compile your chapter's yearbook.
Note: If you are an Apple or Mac user, please send yearbooks in a PDF format.

SUBMISSION:

_____ Submit an electronic copy of yearbook by Oct. 1 to each state officer, executive secretary and executive treasurer (7). If your chapter cannot submit an electronic version, please contact the current KSC Board Secretary to request an exception for the current program year. See www.peokansas.org for current email addresses.

COVER OR TITLE PAGE:

_____ Chapter Letters	_____ Time, day, and pattern of meetings
_____ City and State	_____ Date of chapter organization (optional)
_____ Year(s) covered by yearbook	_____ P.E.O. star (optional)

CONTACT DETAILS & IMPORTANT INFORMATION:

_____ List of chapter officers	_____ Opening Ode
_____ List of chapter committees	_____ Objects and Aims
_____ List of state officers and executive assistants with contact information	
_____ International and state website addresses (Facebook page names optional)	
_____ Members' mailing addresses, phone numbers with area code, and email addresses	
_____ Chapter bylaws and standing rules (unless distributed in a separate document)	
_____ Dates for dues and assessments (Check for changes in International dues in 2024 and 2025)	

PROGRAM INFORMATION:

_____ 12 meetings, including date, location, host, and program

_____ Include the following in your chapter's program schedule:

_____ Reading of President's Letter (February)

_____ Election of officers and Convention delegate/alternate (by or at 1st March meeting)

_____ Installation of officers (March)

_____ Exemplification of Ceremony of Initiation and the Procedure for P.E.O. Business meeting. (Schedule late in the year as a placeholder. Initiating a sister satisfies this requirement.)

_____ Report of State & International Conventions. (KSC provides written report for International Convention, held in odd years)

Additional ideas for your chapter yearbook (optional). Have fun with it and be creative!

List of P.E.O. Founders	Table of contents	Birthdays and/or initiation dates
List of charter members	Chapter budget	Founders' Day event information
Past chapter presidents	Chapter goals	Details for social events
List of inactive members	Chapter Eternal	October: Let's Go Find the Others
P.E.O. Projects information	Project Reports	December: Attendance Challenge
Ceremony of Initiation team	State president's logo & theme	January 21: International P.E.O.
Dates of state & international conventions	International president's logo & theme	Day (Wear Your P.E.O. Gear)
		March: Introduce Your Family to P.E.O.