**HELPFUL HINTS FOR YEARBOOK PREPARATION**

Use Both This Sheet And The Evaluation Sheet As A Reference For Preparing Your Yearbook.

# Meeting months, day and time

Continue to note the location of meetings in the Program section of your yearbook.

# Number of Meetings

**\***12 regular chapter business meetings are required annually.

Presidents, remember to **schedule and publish in your yearbook an officer change over meeting.**

# Order of Officers

**STATE CHAPTER**: State Chapter officers are listed in the order in which they serve:

President, Vice President, Organizer, Treasurer, Secretary

**LOCAL CHAPTER**: President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Chaplain, Guard (Follows the order found in the Constitution.)

# The P.E.O. Projects

The following are the correct forms for the six P.E.O. projects and their accepted abbreviations (Please use the accepted abbreviations when space is an issue.):

Cottey College

P.E.O. Educational Loan Fund (ELF)

P.E.O. International Peace Scholarship Fund (IPS)

P.E.O. Program for Continuing Education (PCE)

P.E.O. Scholar Award**s** (PSA)

P.E.O. STAR Scholarship (STAR)

#  Spelling, Capitalization and more…

‘P.E.O.’ has periods but the abbreviations for the projects do not.

‘Bylaws’ and ‘nonresident’ have no hyphen. We have advis**ers,** not advisors.

**\*\***The correct wording for the P.E.O. magazine is “The P.E.O. Record” or “The Record.”

# Wording Requirements

**Exemplification of the Procedure for P.E.O. Chapter Meeting and Ceremony of Initiation (Please use this wording in yearbook each year.** (Exemplification must be done at least once a year, even when there is no Organizer’s Official Visit.)

**Organizer’s Official Visit** (Suggested wording for yearbooks –combine with Exemplification wording when you have a visit).

# \*\*Annual Election of Officers, Delegates, and Alternates – (Please use this wording in yearbook.)

*It is suggested that you hold elections prior to, but no later than your first meeting in March,*

*per Convention of International Chapter- 2007.*

**DISTRIBUTION: Hard copies only** (*no electronic copies please*) of yearbooks are to be sent to the NJ State Executive Board by September 1st and, for 2022, four (4) members of the Membership Committee (3 committee members + the Membership Development contact). Addresses may be found in the *Directory of State Officers & Committees* which your 1st delegate received at convention.

It is the chapter’s decision to send their yearbook to any PSP who may request it.

**NOTE:** Chapter members are responsible for making their address, phone and email changes on the International Website. If a sister is unable to make changes herself, the Tech Contact or Corresponding Secretary can make the changes on the International website. Please contact *nonresident* and *inactive* members to update their phone numbers and email addresses.

2022-2023 NJSC