# *YEARBOOK CHECK SHEET*

*DIRECTIONS:* Yearbooks are due June 15th. You have two options to submit them:

1. Send electronic copy to each member on the state board. Print and send one copy to the Alabama State Chapter Secretary for display at state convention.

2. Send a total of 6 printed copies: one to each board member with two copies to the Alabama State Chapter Secretary. One will be displayed at state convention.

Cover or Title Page:

\_\_\_\_\_\_\_ P.E.O. Star Emblem \_\_\_\_\_\_\_ Chapter letters \_\_\_\_\_\_\_ Date of Chapter’s Organization

\_\_\_\_\_\_\_ Date of Yearbook \_\_\_\_\_\_\_ City and State \_\_\_\_\_\_\_ AL State Theme logo *(optional)*

Local Chapter Information:

\_\_\_\_\_\_\_ Day and hour of meeting: include provisions for exceptions

\_\_\_\_\_\_\_ Circularization statement (from Policies, IOLC-most recent date- see below for text.)

\_\_\_\_\_\_\_ Opening Ode, Objects and Aims

\_\_\_\_\_\_\_ List of Chapter officers

\_\_\_\_\_\_\_ List of Members: include, address w/zip code, phone w/area code, email

\_\_\_\_\_\_\_ Separate list of Nonresident Members: include address w/zip code, phone w/area code

\_\_\_\_\_\_\_ Bylaws, Standing Rules and Guidelines

\_\_\_\_\_\_\_ List of committees: include first and last names

Meetings and Programs to include:

\_\_\_\_\_\_\_ Founders’ Day observation

\_\_\_\_\_\_\_ Election of officers by or at the first meeting in March

\_\_\_\_\_\_\_ Installation of officers at the first meeting in March

\_\_\_\_\_\_\_ Officers’ Transition Meeting

\_\_\_\_\_\_\_ The Ceremony of Initiation shall be exemplified at least once during the year and scheduled in

 the yearbook. If a true initiation occurs before the scheduled date, the exemplification may be

 omitted from the scheduled meeting.

\_\_\_\_\_\_\_ Date and place of convention of Alabama State Chapter

\_\_\_\_\_\_\_ Date and place of convention of International Chapter (odd years)

\_\_\_\_\_\_\_ Report of delegates to convention of Alabama State Chapter

\_\_\_\_\_\_\_ Report of delegates to convention of International Chapter (odd years)

Alabama State Information:

\_\_\_\_\_\_\_ List of state officers: include address, phone, email and philanthropy advisory assignments

\_\_\_\_\_\_\_ List separately your chapter’s Board Buddy with contact information.

\_\_\_\_\_\_\_ Reciprocity Group Contact Person for your chapter’s Reciprocity area only\*

\_\_\_\_\_\_\_ State Historian\*

\_\_\_\_\_\_\_ Chairman of Membership Committee\*

\_\_\_\_\_\_\_ Chairman of state ELF, IPS, PCE, PSA, STAR Scholarship Committees*\**

\_\_\_\_\_\_\_ Chairman of AL Cottey Scholarship & Recruitment Committee\*

*\*Please include at a minimum: telephone number or email address for each*

**The following statement shall be printed on the page immediately following the title page of each chapter yearbook:**

*Circularization Statement:*

P.E.O. membership lists are to be used exclusively by P.E.O.s and are not to be used, even by P.E.O.s, for circularization, solicitation, or commercial purposes of any kind. IOLC 7/2022