

# LOCAL CHAPTER YEARBOOK CHECK SHEET 2021-2022

CHAPTER \_\_\_\_\_ CITY \_\_\_\_\_

(from Iowa State Chapter Standing Rules 1 and 2 found at [www.peoiowa.org](http://www.peoiowa.org))

**\*\*\*\*Please give this checklist and “Yearbook Helpful Hints for Iowa Chapters” to your yearbook committee for corrections and suggestions for your next yearbook.\*\*\*\***

These two documents also are available on the Iowa P.E.O. website under Resources.

**NEW FOR 2021: YEARBOOKS CAN BE SUBMITTED ELECTRONICALLY VIA [WWW.PEOIOWA.ORG](http://WWW.PEOIOWA.ORG).**

Click on the **UPLOAD YEARBOOKS** button on the Home Page and complete the form, carefully naming your file as instructed. The yearbook must be a .pdf file and 50 MB or less.

SIZE: ANY USABLE SIZE

<u>YES</u>	<u>NO</u>	<u>REQUIRED ITEMS</u>
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**COVER OR COVER PAGE:**

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Chapter letters – no periods or quotation marks |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Town or City                                    |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Years covered by the yearbook                   |

**CONTENTS:**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Day of the week and hour of the meeting  |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. List of local chapter officers   |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. List of the committees including required Post-initiation, Membership, and Technology committees (Remember STAR is always all capital letters) |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. List of names of resident members with complete addresses, including zip code, 10 digit phone numbers, email address                           |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. List of names of nonresident members with complete addresses, including zip codes and if known, 10 digit phone numbers, email address          |

**PROGRAMS, REPORTS, ETC.:**

- |                          |                          |   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 9. <b>A minimum of 15 meetings each year;</b><br>– 12 regular business meetings and 3 regular business or social, at the discretion of the chapter, at a specified time and place |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. <b>Founders’ Day</b> – any time; may be held jointly with other chapters  |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. <b>Election of officers and delegate and alternate to convention</b><br>– by or at the first meeting in March   |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. <b>Installation of officers</b> –first meeting in March   |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. <b>Exemplification of the Ceremony of Initiation</b><br>– must be scheduled annually  |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. <b>Iowa P.E.O. Project Fund, Inc. program</b><br>– a program every year, may be combined with Int’l projects program  |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. <b>International Projects program</b><br>– scheduled annually at one or more meetings throughout the year, or may be combined with Iowa Project program                       |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. <b>Delegates report of Convention of Iowa State Chapter</b><br>-within 30 days following the convention   |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. <b>Delegates report of International Convention</b>   |