

Yearbook Helpful Hints for Iowa Chapters

Reminders for all Yearbook Committees:

- ☆ **Two copies** of your **2021-2022** yearbook must be either submitted electronically via the Iowa P.E.O. website (instructions below) or mailed to the newly elected Secretary of Iowa State Chapter following convention (check the website for the new Secretary's name and mailing address). **Yearbooks are due to the Secretary of Iowa State Chapter by October 1, 2021.**
- ☆ To electronically submit your yearbook, go to www.peoiowa.org and click on the "UPLOAD CHAPTER YEARBOOKS" button on the right hand side of the Home Page. The yearbook must be a .pdf file and 50 MB or less. You will be asked to complete a form that asks for chapter letters, chapter city, and the name of the person submitting the yearbook. Be certain to **name your file as instructed**. Then click on "SUBMIT".
- ☆ If you submit your yearbook electronically, then it will not be displayed at the following convention. However, your delegate can **bring a copy** of your yearbook to the convention to be added to the display.
- ☆ If your yearbook is usually displayed in a photo album do not send us your yearbook in the album. Please secure your yearbooks with paper punch and brads, or staples so that they may be displayed at Convention without falling apart.
- ☆ Check the "P.E.O. Record Style Guide" on the International website for the most recent protocol on spellings, capitalization and use of hyphens in committee names.

General Information:

- ☆ **Postinitiation, Membership, and Technology** committees are required committees.
- ☆ **The day and hour of the regular business meetings, and the day and hour of social meetings are to be indicated in the chapter yearbook, other than in your Bylaws, according to our Constitution, Part III, Article III, Sec. 2 and 3.**
- ☆ Be sure that you are scheduling 15 meetings every year. 12 of these meetings are required to be business meetings, the other 3 meetings can be either business meetings or socials. These meetings must include:
 - ☆ Founder's Day
 - ☆ Election of officers and delegate and alternate to convention
 - ☆ Installation of officers (Must be at the first meeting in March)
 - ☆ Exemplification of Initiation
 - ☆ Delegate's report of state convention
 - ☆ Iowa P.E.O. Project Fund, Inc. Program
 - ☆ International Projects Program

- ☆ Report of International Chapter (in odd numbered years)
- ☆ **Please indicate “Social” next to the meeting date of social meetings.** This is helpful for your state board members in planning official visits, as well as for your own chapter members.
- ☆ The Delegate and Alternate Delegate to convention are not installed. Therefore, state either “Election and Installation of Officers and Election of Delegate and Alternate Delegate” or “Election of Officers, Delegate and Alternate Delegate, and Installation of Officers.”
- ☆ **Iowa State Chapter has one state project. List the Iowa P.E.O. Project Fund, Inc. separately, as it is the project of Iowa State Chapter, not one of the International philanthropies.** This project has two components: the Sarah Porter Beckwith Friendship Fund and the Iowa Cottey College Scholarship Fund.
- ☆ Further details on the Iowa P.E.O. Project Fund, Inc. and the six International Projects program: these can be given as one comprehensive “projects program” at one meeting, or spread out through the year. Programs devoted to Iowa P.E.O. Project Fund and International Projects should be clearly designated in the Yearbook.
- ☆ Please consider including the Iowa State Chapter website <www.peoiowa.org> as well as the International site <www.peointernational.org>
- ☆ Do not print the website username or password in the yearbook. Chapter members can write it in later.
- ☆ **If you have any questions, contact the Secretary of Iowa State Chapter.**