

YEARBOOK CHECK SHEET

DIRECTIONS: Yearbooks are due June 15th.

Send one copy of the yearbook (either printed or digital) to each State officer.

If you would like to have your yearbook displayed at the convention, please take a printed copy to the convention, and place it on the designated yearbook display table.

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 (<i>optional</i>)

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 ALL Members: include, address w/zip code, phone w/area code, email
 _____ 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
 _____ Ceremony of Initiation or Exemplification of COI shall be conducted annually (March-March).
 _____ 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*
 _____ Chair of Membership Committee*
 _____ Chair of state ELF, IPS, PCE, PSA, STAR Scholarship Committees*
 _____ Chair 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 1/2024