

## **YEARBOOK CHECK SHEET**

---

**DIRECTIONS:** Yearbooks are due June 15<sup>th</sup>.

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