

YEARBOOK CHECK LIST 2026

DIRECTIONS: Yearbooks are due June 15th.

- 1) **Send one copy of the yearbook (either printed or digital) to each State officer.**
- 2) **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 (*optional*)

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. (*from IOLC 2/2026*)

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 project 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*