

CHAPTER GUEST DAY TIMELINE

- _____ Appoint a guest event committee from membership, social and yearbook committees. Members with enthusiasm are welcome! Choose a chairman to keep everything coordinated and on time.
- _____ Select date, location and theme for a guest day and a follow-up “social.” The “social” can be a social meeting, coffee or anything casual and simple.
- _____ Ask chapter members to complete “Franc’s List” as a way to find potential members. Compile guest list, including potential new members, unaffiliates and inactive. Invite non-participating members also.
- _____ Review costs and plan to pay for guests to attend. There are many ways to keep costs low: print invitations yourself; make favors and/or decorations as a chapter program; be creative with your venue and menu.
- _____ Order copies of The P.E.O. Record for \$1.00 each by calling International (515-255-3153) or by emailing editor@peodsm.org (then mailing a check) and a “P.E.O.: A Philanthropic Educational Organization” brochure for each guest from the P.E.O. International Supply Department. Allow three weeks for delivery. (Also, chapter members could “lend” their own copies for guest day distribution.)
- _____ Send invitations 3 weeks before event and collect money from chapter members in advance as needed. Include an RSVP for one week before the event. This gives you time to call those you have not heard from and to make arrangements for members to take guests to the event.
- _____ Plan to use the chapter meeting prior to Guest Day for preparation: make favors, centerpieces, nametags, etc.
- _____ Print copies of “Getting to Know You” form for every attendee.
- _____ Write invitations for the follow-up social. These should be given to guests as they leave the Guest Day and sent to those who couldn’t attend the Guest Day.
- _____ Before the event, the committee arrives 30-45 minutes with the list of those attending, nametags, favors, centerpieces, P.E.O. Records, P.E.O. brochures, “Getting to Know You” forms and the invitations to the follow-up social.
- _____ Conduct a follow-up event within a month of the original guest event. ALL members in your chapter should plan to attend both events. This gives all members the opportunity to get to know the prospective members.
- _____ Consult your chapter’s policies to be sure potential candidates attend required number of meetings/events before names are proposed for membership.

Local Guest Day Information “What to Say About P.E.O.”

P.E.O., a philanthropic educational organization, was founded in 1869.

The P.E.O. Sisterhood has awarded scholarships, grants and loans to thousands of women through our six (6) educational philanthropies, thus fulfilling our continuing goal of helping women achieve their life goals through higher education:

The **Educational Loan Fund (ELF)** provides loans of up to \$12,000 for undergraduate, commercial or vocational training, and post-degree certifications; \$15,000 for master’s degrees and \$20,000 for doctoral level degrees. The current loan rate is 2 percent.

The **International Peace Scholarship (IPS)** provides funds to international women students pursuing graduate studies in the US and Canada. A student may apply for a grant up to \$12,500.

The **Program for Continuing Education (PCE)** funds need-based grants to women whose education has been interrupted and they need to return to school to support themselves and/or their families. A student may apply for up to \$3000.

To provide substantial awards for women pursuing post-graduate degrees, 100 coveted **Scholar Awards (SA)** of \$20,000 are given annually.

In 2010, we instituted our newest philanthropy, the **P.E.O. STAR Scholarship**. This \$2,500 award is given to outstanding graduating high school seniors.

Ohio P.E.O.s also give annual scholarships to current Ohio residents from our own **Ohio Scholarships (OS)**. Grants range from \$600 to \$2500.

In all cases except IPS, local chapters sponsor each applicant individually for every loan or scholarship, recommending her to the Ohio and/or International awarding committees or trustees who then select the recipients and determine the amounts awarded.

Our sixth international philanthropy is our college. P.E.O. has owned, maintained and endowed **Cotter College** in Nevada, Missouri, since 1927. When Cotter opened in 1884, the design concept of suite living, instead of dormitories, was revolutionary, but is embraced quite widely as an “innovative concept” in universities today. Located two hours south of Kansas City, frequent access to urban academic, cultural and social opportunities augment Cotter’s strong liberal arts, science and women’s leadership programs for its 350 women. A second-year trip abroad during spring break is part of the normal curriculum – at no charge to the students. Cotter is fully accredited and offers baccalaureate and associate degrees. Students represent more than 40 states and 26 countries and live, study and grow together in an international and multicultural environment that few women, outside Cotter, are privileged to experience.

P.E.O. membership continues to grow, numbering nearly 230,000 women in the U.S. and Canada. Our International headquarters is located in Des Moines, Iowa, and a five-member Executive Board in each state and province serve and guide the local P.E.O. chapters. Ohio currently has 4,970 members in 141 local chapters whose diverse, intergenerational membership spans decades – from ages 18 to 100+. Many communities have several chapters whose flexible meeting times adapt to their members' ever-changing lives – scheduling day, night and weekend meetings and social events. Most chapters meet in members' homes, but churches, libraries, or other public locations, with enough quiet and privacy for a closed-door business meeting, are popular sites for those members' homes not large enough for some of the larger chapters.

Local chapters meet 15 times a year and members are expected to attend. Members are also expected to eventually serve as officers, on committees, as meeting hostesses and co-hostesses, present programs and support our P.E.O. projects. Our original and continuing focus is expressing a loving concern for each other and promoting higher education for women through financial support of our education projects. Since we do not solicit funds from the public, P.E.O. and its generous and continuing support of higher education for women is not widely known in some areas. Membership is life-long and by invitation to women of all ages, incomes and life experiences, who embrace the spirit, ideals and aspirations of our sisterhood and have affirmed their belief in God.

Check our websites to learn MORE!

www.peointernational.org

www.ohiopeo.org

www.cottey.edu

Getting to Know You.....

Name _____ Nickname _____

Today, I came as the guest of _____

We know each other from _____

My family (husband and children, grandchildren): _____

My current employment/volunteer work is _____

and/or I retired from _____

My best talent is _____

When I find free time, I enjoy _____

Address, phone and email _____

Something more I'd like to know about P.E.O.....
