

Local Chapter President's Annual Letter Due March 1

According to the *Instructions to Officers of Local Chapters* and the Bylaws & Standing Rules of Ohio State Chapter, Article VI, Section 1, the president shall write an annual letter to the state chapter president reporting the general condition of the chapter. The letter, which is approved by the chapter, is to be sent to the state president on or before March 1. Additional copies shall be sent to each nonresident member and the chairman of the History Committee of the state chapter. A copy of the letter is to be filed in the president's box and is kept for the life of the chapter.

This is an opportunity to highlight your chapter's year by sharing information and activities. The state president and chairman of the History Committee read each letter. Information and ideas are shared in the Annual Report of the state chapter History Committee at convention.

Please include in your letter:

- **Number of active members, both resident and nonresident**
- **Average attendance number at chapter meetings**
- **Summary of changes in membership (initiations, reinstatements, incoming transfers, outgoing transfers, sisters who entered Chapter Eternal)**
- **Contributions to P.E.O. Projects**
- **Sponsorship of project applicants and recipients**
- Social activities (BIL events, chapter outings, etc.)
- Special or unique programs
- P.E.O. spirit of cooperation and commitment
- Special accomplishments or achievements attained by individual members
- Goals set for continued growth and success
- Any concerns, suggestions or questions
- Ways the Ohio State Chapter Executive Board could be of assistance to your chapter

Thank you for serving your chapter as president and sharing the highlights of your year with us!