

CHAPTER YEARBOOK CHECKLIST

Chapter:
Location:

	2021	2022	2023	2024	2025
Date received (due before October 1):					
Permanent cover*					
Chapter letter(s) identified					
Town and state identified					
Year covered by program					
List of local chapter officers					
List of state officers and UN/NR chairman					
Address, phone, email for state officers and UN/NR chairman					
Board contact officer noted with asterisk					
List of local chapter committees (Listing together at beginning of committee list suggested*)					
Day of week and time of meeting					
15 regular meetings or 12 regular and 3 social meetings noted					
Program dates and topics listed for the year					
Method used for projects' reports listed					
Founders' Program					
Election and Installation of Officers – 1 st March meeting					
Delegates and alternates elected – 1 st March meeting					
Exemplification					
Resident members with address, phone and area code, and email					
Nonresident members listed separately with address, phone and area code, and email					
Contact information for inactive members*					
State Convention report within 6 weeks of Convention					
International Convention report by Dec 31 (odd years)					
P.E.O. Projects listed and described*					

Chapter Bylaws and Standing Rules*					
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*Not required by OSC Standing Rules

Note: Do **not** list user name and password for P.E.O. International or Ohio websites in yearbook.