

# Corresponding Secretary TIPS for the Annual Report of Corresponding Secretary (ARCS)

- Report any Membership Updates (formerly CIM) on the International website AS **THEY OCCUR** throughout the year, even after you receive the Chapter Membership Summary in January.  
Peointernational.org>Membership>Member Update
- Membership Updates include: initiations; changes in home address, email address, or phone number; deaths (active and inactive - report date of death if known); transfers in/out of chapter; and reinstatements.

## Preparing the ARCS Report:

- Watch the ARCS webinar.  
Peointernational.org>Local Chapter Officers>Annual Reports>Corresponding Secretary Annual Report Training
- Read all documents sent with ARCS from International via postal mail.
- Complete the ARCS between March 1 and March 10. Please do not complete the ARCS before March 1.
- COMPARE your number of active members with the treasurer's number of active members (must have paid dues by the last day of February). These two numbers MUST match.
- ONLY list changes on the ARCS if they are not on your Chapter Membership Summary (i.e., inactive members for the current year and Lost Contacts who are inactive members for more than 25 years with whereabouts unknown). A Lost Contact or an inactive member added to ARCS does not need a Member Update. If any other changes have been made after your Chapter Membership Summary was printed, list the specific change (initiation, death, etc) on the ARCS and complete a Member Update online for that change.
- MAIL two (2) copies with the signatures and contact information for the chapter corresponding secretary and president to Ohio State Secretary by March 10.

Please keep this sheet with the materials for the corresponding secretary files.