



## Check List for Member Moving Out of Your Community

For use by Local Chapter Membership Committee

MEMBER NAME: \_\_\_\_\_

NEW ADDRESS: \_\_\_\_\_

NEW PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**Plan to visit with your sister who is moving.**

During your visit, complete the Notice of Member In Your Area form and be sure to add any other information she would like to share about herself and family on the reverse side of the form. This information will be helpful to the chapters in her new area. For example: She has children, is a registered nurse, enjoys scrapbooking, etc.

**Consider presenting her with a recognition pin from the chapter.**

Encourage her to wear it to church, shopping, or anywhere there might be other P.E.O.s.

**Give her the brochure A Guide for the Unaffiliate.**

Take a few minutes to review it with her to make sure she understands the process. This guide can be ordered from the Supply Department or downloaded from the Resource Library on the P.E.O. International website.

**Check with the Corresponding Secretary** to verify she has completed the online CIM form, which provides all the changes to the member's contact information, including mailing address, current phone number and email address.

**Make sure she has her current membership card.**

Explain she may need to present her card when visiting a chapter.

**Ask her if she has a phone number or email address where you can reach her once she has moved.**

Explain that you want to stay in touch with her after she moves. Enter that information at the top of this checklist.

- Ask the corresponding secretary to mail the Notice of Member In Your Area.**  
This form should be sent to the chapter/s, reciprocity/s and s/p/d organizer as directed at the top of the form. Be sure she sends the form to everyone as directed. Make a copy of the form and attach to this checklist.

- Two weeks after your member has moved send a ‘thinking of you’ card from your chapter.**  
Consider enclosing a gift card to a restaurant in her area, or other thoughtful gift, if your chapter budget allows.

- One month after your member has moved, contact her to say hello.**  
Find out if any chapters have contacted her. If not, send the forms again, email or call the presidents in your member’s new area to let them know she is a resident there and would like to be contacted.

Also, send your member a list of chapter presidents’ name(s) and phone number(s) in her new area. Let her know it is okay for her to contact the president(s) to find out when their meetings are so she can attend a meeting if it works with her schedule.

- Six weeks after your member has moved send her another ‘thinking of you’ card.**  
Consider asking chapter members to write thoughtful notes that you can bundle and send together.

- Two months after your member has moved call her again.**  
Ask how she is doing and if any chapters have contacted her. If they have, move to the next check box below.

If not, remind her she can call the chapter president(s) herself. Follow up with an email or note to the president(s), reciprocity contact person(s) and the s/p/d organizer to introduce your member again. Encourage them to contact her.

- Your member has visited some chapters and hopefully, she is interested in transferring her membership.**  
Remind her how easy the transferring membership process is and to review it in A Guide for an Unaffiliate.

- Your member has transferred to a new chapter!**  
Send her greetings from your chapter with congratulations on transferring to a new chapter. Let her know even though you miss her, your chapter is excited that she is participating in a new chapter and has found a new P.E.O. home.