

LIST OF SUPPLIES FOR OFFICERS OF LOCAL CHAPTERS

Specific quantities are no longer required. Reference materials may be read online or selected pages printed as desired. If preferred, paper copies are available from the P.E.O. Supply Department. **Exception:** The president shall print IOLC in its entirety and place behind the IOLC tab in the President's Book.

REFERENCE MATERIALS

Official P.E.O. website: peointernational.org

Items in aqua are for use during the COVID-19 emergency.

SUPPLIES FOR EVERY OFFICER

Available on Website:

Brand Resource Center
P.E.O. Brand Tool Kit (10/15)
P.E.O. Style Guide (01/22)
Instructions to Officers of Local Chapters (IOLC) [Modified for COVID-19 \(01/22\)](#)
Listings & Directories
Directory of Presidents
List of Supplies for Officers of Local Chapters (01/22)
P.E.O. Constitution (2021)
Proceedings – Convention of International Chapter (2021)

PRESIDENT

Chapter Charter
Constitutions sent from P.E.O. Executive Office (2021)
(1 copy for president, 1 to loan to prospective member, 1 to loan to chapter officer)
Gavel (regulation)
P.E.O. Ceremony of Initiation booklets – Set of 7 (2018)
P.E.O. Ceremony of Initiation Prompter's Part (2018)
P.E.O. History
"A Society of Our Own" (2001)
"Out of the Heart, A Century of P.E.O. 1869-1969"
"We Who Are Sisters" (2019)
Prayer card, Ceremony of Initiation (11/13)
President's Book (01/22)
Proceedings from convention of s/p/d chapter (per bylaws & standing rules)

Available on Website:

Forms:
Emblem Return (02/18)
Introduction of a Woman Who Is Not a P.E.O. (03/18)
Sponsor for Membership (11/15)
Tellers' Report of Counted Ballot (01/22)
Tellers' Report of Election (Elective Ballot) (01/22)
P.E.O. Counsel for Membership Booklet [Modified for COVID-19 \(01/22\)](#)

RECORDING SECRETARY

Ballots for membership balloting
Envelopes, any size (may be purchased anywhere)
Recording Secretary's Book

Available on Website:

Draft Minutes Template [Modified for COVID-19 \(01/22\)](#)
Instructions for Minutes found in Instructions to Officers of Local Chapters (IOLC) [Modified for COVID-19 \(01/22\)](#)

CORRESPONDING SECRETARY

Invitation to Membership

Available on Website:

Forms:
Corresponding Secretary's Monthly Report to Chapter (01/16)
Invitation to Transfer (02/14)
Lateral Transfer Introduction (03/10)
Member Update (12/21)
Notice of Member in Your Area (06/21)
Report of Election of Officers of Local Chapters (06/10)

TREASURER

Financial Records and Roll Call Book
Membership Cards – Available online or through the Supply Department (01/20)
Receipt Book

Available on Website:

Auditing Committee Instructions (01/14)
Emblem Order form (07/17)
Local Chapter Supply Order Form (11/21)
Membership Cards (01/20)
Notice of Dues (12/19)
Treasurer's Monthly Report to Chapter (11/13)

CHAPLAIN

P.E.O. Prayer card for chapter meeting (01/22)

GUARD

Bible (white)
Guard's Instructions for Initiation (08/12)
Initiatory emblem (in protective carton along with Instructions for Initiation)
Prayer card, Ceremony of Initiation (11/13)