

Template for the Local Chapter President's Letter

The president's letter is sent each February to the state president explaining the activities of the local chapter. The requirements are in the state bylaws and listed below. This template is for your convenience.

The annual letter to the president of state chapter shall include the following:

- Increase or decrease in membership,
- Present membership and average attendance,
- Contributions to P.E.O. projects,
- Sponsorship of education project recipients,
- Program content
- Accomplishment of the challenges/goals presented by the state president

Template:

I. Introduction

- a. Chapter Letters and City.
- b. Brief statement about the president and state of the chapter.

II. Chapter information

- a. Membership changes from the prior year only –initiations, transfers, deaths and inactives.
- b. Present membership and average attendance.

III. Projects

- a. Contributions to projects.
- b. Sponsorship of recipients and contact with prior recipients.
- c. Project programs of interest.

IV. Programs

- a. Summary of theme.
- b. Describe only one exceptional program.

V. Spirit of Cooperation

- a. Chapter challenges issued by state president achieved by the chapter. Please be specific.
- b. Chapter cascading goals achieved.
- c. Exceptional activities or projects of the chapter.

VI. Appraisal of the year as president

- a. What you learned
- b. What you would change.