CHAPTER PRESIDENT’S REPORT
AND PRESIDENT’S LETTER OUTLINE

Chapter _______ President __________________________________________________________

★ Please fill out this section. It may be included in your letter, but is not necessary.

Average meeting attendance _______.
This year we initiated _______ new members into P.E.O.
We transferred _______ members into our chapter from out-of-state chapters.
We transferred _______ members into our chapter from other Utah chapters.
We had _______ members transfer out to other states.
We had _______ members join Chapter Eternal.
We had _______ members go inactive.
          Of these _______ are expected to be temporary, i.e. dues just late.
We had a net membership gain / loss (circle one) of _______.
Our chapter gave $___________ in total donations to P.E.O. projects.

★ Please include this information in your President’s letter.

Our program theme was (if applicable):

Our favorite programs were:

Our socials and BIL events were:

Our Ways and Means projects consisted of: (Please put an asterisk by the ones you feel were the most successful. Please put two asterisks by the ones you will repeat another year.)

We sponsored, or found _____ applicants for the following projects. (Please include even unsuccessful candidates in your count, but indicate which ones were successful with an asterisk.)

The most outstanding thing about our chapter this year was:
Which of the following Chapter Challenges posed by the state did you meet and how? (Please include in your letter.)

Chapter Challenges (please choose at least 2):

- Find new ways to publicize P.E.O. in your community. For example, wear a P.E.O. recognition pin, shirt or other daisy/star jewelry when attending other events. When someone asks you about it, tell them about P.E.O. and our philanthropies.

- Improve chapter communication. Create a chapter newsletter. If you already have one, can it be updated or improved? Streamline the use of your telephone tree by sending out emails to those who use it and calling those who don’t. Create a Google Group for your members to use on-line. (Please talk to a board member about setting this up.)

- Find and support philanthropy (project) applicants. Please find and support one more applicant than you did last year.

- Increase your annual chapter donations to our philanthropies. The board realizes that some chapters are raising money for state conventions and are not always able to increase their giving. We understand this dilemma and ask that you do your best to meet this goal.

- Elect one or two members to hold an office that have not previously served as a chapter officer. Giving someone else the opportunity to serve is a great way to keep them involved.

- Hold an officer transition meeting. The better prepared the next person is, the easier her job will be.