

# NEW JERSEY STATE CHAPTER YEARBOOK EVALUATION SHEET

CHAPTER \_\_\_\_\_ CITY \_\_\_\_\_ YEAR \_\_\_\_\_

COMMENTS \_\_\_\_\_

## COVER

- \_\_\_\_\_ Size (preferred size: 3 ½ x 5 ½ or 4 ¼ x 5 ½)
- \_\_\_\_\_ Chapter letters – on cover
- \_\_\_\_\_ Year – on cover or on page 1
- \_\_\_\_\_ City and State – on cover or on page 1

## MEETINGS

\_\_\_\_\_ Months, days, times

## OFFICERS

- \_\_\_\_\_ Local Chapter
  - \_\_\_\_\_ Past Presidents of Local Chapter
  - \_\_\_\_\_ State Chapter – list all state officers in the following order the president, vice president, organizer, treasurer and secretary\*\*.
- \*\* Also required; are the address, phone number and e-mail address for each state officer.

## REQUIRED COMMITTEES

- \_\_\_\_\_ Auditing
- \_\_\_\_\_ Bylaws
- \_\_\_\_\_ Cotter College
- \_\_\_\_\_ Membership using “each member”
- \_\_\_\_\_ New Jersey CARES (Special Assistance & Home Funds)
- \_\_\_\_\_ P.E.O. Educational Loan Fund (ELF)
- \_\_\_\_\_ P.E.O. International Peace Scholarship Fund (IPS)
- \_\_\_\_\_ P.E.O. Program for Continuing Education (PCE)
- \_\_\_\_\_ P.E.O. Scholar Awards (PSA)
- \_\_\_\_\_ P.E.O. STAR Scholarship
- \_\_\_\_\_ Technology Contact/Committee

## COMMITTEES (not required, but helpful ideas)

- \_\_\_\_\_ Courtesy (keeps sick/absent members informed)
- \_\_\_\_\_ Historian - Scrapbook
- \_\_\_\_\_ Pre and Post Initiation
- \_\_\_\_\_ Publicity
- \_\_\_\_\_ Program development
- \_\_\_\_\_ Social
- \_\_\_\_\_ Ways and Means

## REQUIRED MEETINGS

- \_\_\_\_\_ 15 or more, but a minimum of 15 meetings are required – 12 must be business meetings; 3 may be social.
  - \_\_\_\_\_ Exemplification of the Procedure for P.E.O. Chapter Meeting and Ceremony of Initiation (*use this wording every year*)
  - \_\_\_\_\_ Organizer’s Official Visit (*when applicable*); suggested wording for yearbooks
  - \_\_\_\_\_ Annual Election of Officers, Delegates, and Alternates - *Use this wording.*
- (Please hold elections in February. Report all new officers and committee chairmen online **by March 10th**)

## REQUIRED PROGRAMS:

\*FOR PROJECTS – indicate: “Monthly Reports” or “Annual Program” or “Combination of Monthly Reports and Annual Program.”

If you chose monthly reports, please make sure a report is given each month!

- |   |   |
|---|---|
| _____ Cotter College *                                    | _____ Founders’ Day   |
| _____ P.E.O. Educational Loan Fund (ELF) *                | _____ Report of Convention of New Jersey State Chapter (every year)               |
| _____ P.E.O. International Peace Scholarship Fund (IPS) * | _____ <b>Report of Convention of International Chapter</b> (odd years, Fall 2021) |
| _____ P.E.O. Program for Continuing Education (PCE) *     | _____ <b>Study of the Constitution</b> (odd years, i.e. 2021-2022)                |
| _____ P.E.O. Scholar Awards (PSA)*                        | _____ Study of Local Chapter and State Chapter Bylaws (2020-2021)                 |
| _____ P.E.O. STAR Scholarship *(STAR)*                    |   |

## REQUESTED PROGRAM:

\_\_\_\_\_ **Goal Setting: International Cascading Goals worksheet** - Chapter presidents will receive info on this from NJ State President in May.

\*\*\* Do not list passwords for International or New Jersey State Websites in the yearbook.

All local chapter corresponding secretaries shall send hard copies of the new yearbook **BY SEPTEMBER 1<sup>st</sup>** to the state chapter officers as outlined in the Bylaws of New Jersey State Chapter, Article VII, Section 6. The State Membership Committee gets 4 copies. Refer to the Directory of State Officer & Committees on the New Jersey website (or in your local chapter president’s supplies) for Membership Committee & Membership Development contact info.