

TIPS FOR WRITING THE PRESIDENT'S LETTER

This document is intended to provide tips for writing your annual president's letter. Writing this letter gives you a chance to celebrate your chapter's strengths, share sisterly achievements, record your history, and focus for the upcoming year.

Writing this letter is a requirement of the Wisconsin State Chapter Bylaws (Article XV).

- The letter must be read to the chapter in February and approved by the chapter.
- As soon as the chapter has approved the letter, the letter should be sent to the state president no later than March 15.
- A copy of the letter should also be shared with the chapter via email or postal service to ensure all members of the chapter have heard the great news of your chapter's year!

Here are some ideas to help:

- Begin by reading letters of previous chapter presidents. These should be in your president's box.
- You may also want to review the minutes of the past year's meetings to jog your memory about what happened during the year.
- Some items you may mention in your letter (in no particular order and all are optional, though the **bold** items are highly recommended):
 - **Membership information (number of members, average attendance, etc.).**
 - **Gifts to International Philanthropies and/or to state projects.**
 - **Names of new initiates, transfers in, and members who reinstated.**
 - **Names of transfers out, members who died, and members who changed to inactive status.**
 - Any successes in your membership work for the year? (Recruitment efforts, membership programs for the chapter, etc.)
 - Members serving at the state or international level.
 - What ways did your chapter "WORK to make your LOVE of P.E.O. VISIBLE" this year?
 - Fundraising and social events.
 - Women your chapter nominated for any of the International Projects. If none, why?
 - What were some of your best programs?
 - How did you celebrate Founders' Day?
 - Funny things that happened during chapter meetings or programs.
 - Program theme for the year.
 - Have you considered or talked about starting a new chapter?
 - How many of your members attended Convention of Wisconsin State Chapter (and who)?
 - How did your chapter support each other throughout the year?
 - Anything else you want the state board members and the state historian to know.

Sending the Letter

- Be sure to include your name, chapter letters and city, and the date somewhere in the letter.
- Keep your letter short (no more than two pages!). No pictures, please.
 - The state president will read 124 letters. Brevity is appreciated!
- Email your letters to Rachel Haggarty at rhaggarty.peo@gmail.com
 - Email is preferred.
 - Documents should be in Word format or as a pdf to ensure it can be opened by state president.
 - If you must mail your letter, please send it to:
- Rachel Haggarty, 1929 Blue Spruce Ct., Grafton, WI 53024-9109
- **REMEMBER!!!** The letters are **approved at the February meeting** and are **due** to Rachel **by March 15!** Thank you for sharing the great news from your chapter. I look forward to celebrating with you.