



IN the Know... with P.E.O.

(Please share this letter at your next chapter meeting)

Dear Sisters -

Charlotte, Sharen, Amy, Sarah and I send you greetings for the first time in 2024! We hope that your holiday season has been a wonderful time of being with family and friends. I personally took time to enjoy myself but now it is time to get back to work!

January begins a busy time for all of us, including: a new International website soon to be unveiled, Annual Reports, Election of Local Chapter Officers, as well as looking forward to Convention 2024. More than ever, it is very important to share the information in this newsletter with ALL of your chapter sisters. And there is a lot of information in this issue.

Speaking of Convention 2024 – we will once again be at the Indianapolis Marriott East, from May 30 to June 1. Mark your calendars and consider joining us at this, the 100th Convention of Indiana State Chapter. I hope you all know by now that I truly believe “Sisters Together are Remarkable.”

Please remember: if your chapter is donating \$500 or more for a project, be sure to send the funds **BY January 31, 2024 in one lump sum payment per project to our state executive assistant. By making that deadline, your chapter will be recognized at state convention!**

Thank you all for the work being done at the local chapter level to support the mission of P.E.O through our projects and the bonds of sisterhood we have with each other.

Much Love in P.E.O., *Pam*

In This Issue
President's Letter
*
You Add 2 P.E.O.
*
State Membership Committee
*
Cotey News
*
ELF News
*
Annual Reports
*
Auditing Committee
*
2024 Chapter Visits
*
President's Letter
*
Chapter Bylaws Update
*
Reading the Inactive List
*
Yearbook Instructions
*
Important State Convention Information

Local Chapter Officer Training (LCOT) Dates
Saturday, April 6, 2024 Corresponding & Recording Secretary
Tuesday, April 9, 2024 President & Vice President
Thursday, April 11, 2024 Treasurer
Saturday, April 13, 2024 Membership Committee

More information will be forthcoming on the State Website.



Indiana Results

	2024 Benchmark	2024 YTD Actual	Remaining to Achievement
2% Increase Initiations	134	133	1
2% Increase Reinstatements	37	12	25
2% Decrease New Inactives	192	0	192 or fewer

Initiative Dates

S/P/D Chapters: 2% changes each P.E.O. year, 3- 1-2023 to 2-29-2024; 3-1-2-4- to 2-28-2025

Local Chapters: Add 2 members by initiation and/or reinstatement 3-1-2023 to 2-28-2025



State Membership Committee News

For Membership Chair to read at the next meeting

As we start a new year, now is a great time to reflect on your chapter’s membership and set goals moving into 2024. Membership is more than just gaining new members, even though that is an important part. It’s about fostering a healthy P.E.O. environment for all members. By strengthening those bonds, your chapter will be better than ever. Think about the following questions as you set 2024 goals.

Participating Members: Who are your participating members? Think about the sisters who attend meetings regularly and participate in chapter activities. What are some things your chapter can do to continue to engage those members and strengthen participation? Does your membership include several bibliophiles? Consider starting a chapter book club. Maybe you have sisters who enjoy going to the movies. Get a movie review group together and make it a P.E.O. sister experience.

Nonparticipating Members: How is your chapter engaging nonparticipating members? Think about those sisters who you used to see frequently at meetings and now don’t attend as regularly. What can your chapter do to re-engage those sisters? Valentine's Day is coming up soon. Consider making valentines after a meeting for those nonparticipating sisters to remind them that your chapter cares. Do you have a fundraiser coming up? Fundraisers are a great reason to reach out to nonparticipating members. Think about a job those sisters could help with in your fundraiser. Fundraising is an excellent reminder of one of the reasons we all love P.E.O. – raising funds for our projects!

New Members: What can your chapter do to gain new members? Think about what your year ahead looks like as a chapter. Are you starting a new small group? Those activities are a great way to engage prospective members and give them a chance to get to know a few sisters in your chapter.

Consider setting an “ask” goal for membership. Think about who in your life would make a great addition to P.E.O. and ask if they would be interested in more information. You never know unless you ask!

Think about what your chapter’s membership looks like currently and envision what you would like your chapter to look like at the end of 2024. Think big and small scale. Set your chapter up for success! Setting goals and seeing your sisters achieve them together makes your chapter even stronger.

Jennifer Claybaugh
Indiana State Membership Committee
South Region
jclaybau@gmail.com

Cottey News

For your chapter’s Cottey Chair to read at the next chapter meeting



Happy New Year from your Cottey Promotion and Scholarship Committee! As you probably know by now, we sadly have no Indiana students at Cottey this year. So, it’s important to get out and find those girls who are looking for a small, all women’s college where they will receive a quality education from professors who take the time to get to know them personally and care about their success.

Here are some important upcoming dates to keep in mind:

January 8: Classes begin for spring semester.

January 31: Indiana Scholarship applications due.

Before a prospective Indiana student can apply for scholarships, she must have been accepted by Cottey as a student for the upcoming school year, making it more important to find those girls and get them to apply soon! So far, we have only one student from Indiana who is in the application process. Now you have your assignment for the upcoming months! Get out there and recruit, recruit, recruit! We have scholarship money that went unused this past year and we want to use those funds to help Indiana students at Cottey.

Also, don’t forget the **Cottey Travel Fund** is available to assist prospective students with expenses for traveling to Cottey for a college visit. Since Cottey is at least 500 miles from Indiana, receiving help with travel expenses could mean the difference between a prospective student enrolling in Cottey or not.

Special Note: Be watching for information, coming soon, about a special project for the Indiana Suite at Cottey, which will culminate at Convention!

Mary Kleinfehn, B
Indiana Cottey Chair
marykleinfehn@icloud.com

IN the Know about the Educational Loan Fund

Please share with your Chapter ELF committee to read at a chapter meetings.



The P.E.O. Educational Loan Fund (ELF) makes loans available to qualified women who desire a higher education and are in need of financial assistance. All applicants for the ELF Loan Fund must be recommended by a local chapter of the P.E.O. Sisterhood. The current rate of interest remains at only two percent.

Maximum loan amounts are: \$12,000 for a non-degree accredited program, an associate or bachelor's degree; \$15,000 for a master's degree; and \$20,000 for a doctoral degree. Also remember - only one cosigner is required for ELF loans now.

A special thanks to Indiana Legacy chapters for their gifts of at least \$500 in 2023

In 2022-2023 Indiana chapters sponsored seven ELF loan candidates who were approved for loans totaling \$119,000. Kudos to those chapter ELF committees! How can your chapter connect to candidates? Word of mouth is the most successful method of finding them. Listen to people around you when they talk about schooling. One chapter member connected to a candidate at physical therapy, and another chapter initiated a sister who was going back to school and qualified for an ELF loan. Several other chapters had members with relatives who went through the process. Listen and spread the word!

What does your ELF committee need to do when they have a possible candidate? Several steps must be taken before your chapter can vote to sponsor her. First thing to do is to go www.peointernational.com and log in as a member, then go to projects and ELF. Carefully read through all the information about recommending a loan candidate. Be sure to print out the interview materials so you can do the chapter's part of the process. After interviewing a candidate, the committee should decide if they want to suggest her for chapter sponsorship. Discussion within the chapter and a vote to sponsor her are required. Follow the online application directions carefully. It's as easy as that!

I am available to help in any way - contact me at wendykdk@gmail.com if you have ELF questions, or the P.E.O. Executive Office in Des Moines, Iowa, at 515-225-3153, or email them at elf@peodsm.org for questions from chapters, applicants, and cosigners. The International chapter handles correspondence and mails checks to approved recipients.

Wendy Thompson, CT
Indiana State ELF Chair
wendykdk@gmail.com

ANNUAL REPORTS

For the Chapter President, Treasurer and Corresponding Secretary

We are excited for you to be able to experience the electronic annual reports for 2024. We are confident that many of the challenges from the 2023 inaugural attempt have been changed so that the local officers will be successful with less stress. Be sure to watch training videos available after February 1 on the Annual Reports page on the P.E.O. International member website at Resource Library > Local Chapter Officers > Annual Reports.

Overview Of Electronic Annual Reports Steps:

1. The local chapter treasurer starts the annual report for the chapter with the Membership Roster. She will receive an email the afternoon of March 1 with a link and login information. Note the treasurer has three tabs to complete: Membership Roster, Dues Payment, and IRS-LC form.
2. Once the treasurer has finished verifying the dues-paying members of your chapter and electronically submits the report, an automated email will be sent to the corresponding secretary. The corresponding secretary will then be provided with a link and login instructions to begin verifying member information.
3. After the corresponding secretary has verified and electronically submitted the report, the president will receive an automated email with a link and login instructions to begin verifying member information.
4. The treasurer will use membership numbers after step #3 that were auto populated in the dues payment tab to write their check for the total amount to IN State P.E.O, dated 2/29/24. Make two copies and send one of the forms and check to Executive Assistant Adriene Riggle 3702 Tally Ho Dr., Kokomo, IN, 46902.
5. Finally, the treasurer completes the IRS-LC form tab with the financial activity for their chapter from Mar. 2023 – Feb. 29, 2024. After signing it and submitting it electronically, the president will also sign and electronically sign it. Note in 2023: the president did not get an automatic email about needing to do this final step, so please contact her when you have finished this step. When this is completed, the state will be notified that the chapter has completed their annual report! The electronic annual report can be completed from any location with internet access and can be done by all three officers consecutively while in the same location, or it may be done individually from different locations. It's your choice.

Get Ready, Get Set....

For best results and to ensure success, please review training information and updates from 2023 before March 1, 2024. Also, begin preparing now by following the five tips on page 5 of the P.E.O. Record, Nov. – Dec. 2023 edition. A summary is below:

1. Submit membership updates as they occur.
2. Report your 2023 – 24 Chapter Officers (do not update 23 – 24 officers until annual report is completed).
3. Update your membership contact information (name, email address, phone, etc.).
4. Plan accordingly for March 1 – March 10.
5. Review the training resources on the International website listed above before Mar. 1. Using your 2023 – 24 Bylaw change for the increase in International dues of \$31, State dues of \$17, and any local chapter dues increase amount, start reminding your chapter members to pay their membership dues

prior to February 29 and encourage advance payment of dues to help your chapter complete its report in a timely manner.

Address any questions to:
Amy Engle, Treasurer, engleamy6@gmail.com 765-541-0036,
or
Sarah Nichter, Secretary, peosarah2028@gmail.com 832-409-9457

Reciprocity Treasurers – Annual Reports:

All Reciprocities must submit a financial statement. Your reciprocity group president will receive the IRS-RG form in January/February. If she has not provided you with this form, contact her immediately, as it needs to be returned by March 10th to the Executive Assistant, Adriene Riggle, 3702 Tally Ho Drive, Kokomo, IN 46902. If your reciprocity group does not have a checking account, please indicate that on the form, and then sign and return it to Adriene. In addition, each reciprocity group should plan for their financial records to be audited at the end of the fiscal year, February 29, 2024. A special audit committee should be appointed by the president of your reciprocity group, and it will function similarly to the auditing committee of the local chapter. If you would like to review the instructions for the local chapter auditing committees, you can find them on the Indiana website (peoindiana.org) After logging in, select Local Chapter Officer Resources > Forms and Tools. Then scroll to the Auditing Committee Instructions document. Thank you for your commitment to P.E.O.! Do not hesitate to contact one of us with any questions.

Amy Engle, Treasurer engleamy6@gmail.com
Sarah Nichter, Secretary peosarah2028@gmail.com
Adriene Riggle, Executive Assistant ariggle.peo@gmail.com

Auditing Committees

Give to members of chapter auditing committee

Once you have completed your annual reports, please remember to have your chapter's auditing committee complete its annual task of auditing the treasurer's books. Instructions for the Audit Committee can be found on the Indiana website (peoindiana.org) After logging in, select Local Chapter Officer Resources > Forms & Tools. Then scroll to the Auditing Committee Instructions document. The audit must be completed so that the report of the committee can be presented at a regular business meeting of the chapter in March or April and included in the minutes.

Address questions to: Amy Engle, Treasurer engleamy6@gmail.com

2024 CHAPTER VISITS

During our Indiana State Convention in June 2023, ARTICLE VII, Sec. 3, paragraph 1, sentence 2, was amended to read *Each chapter shall have an official visit by the organizer or her proxy at least every four years*. This change will allow our visits to align with our state's membership regions.

The 2024 visits will be in the NW region. Nine chapters that were formerly in the central region have been moved into the NW region. They are in Tippecanoe County; D, L, AS, CH, CI, CW, EK, EL, and EM. Those chapters were visited in 2023, and because of the change, will be excused from a visit in 2024. However, if there is ever a time when a chapter feels they would benefit from a modified visit between their regular visits, we would be happy to come to your chapter or have a Zoom meeting with you. Your board buddy is always available to answer questions and ease concerns. The names of the visiting officers will be posted in February on the Indiana website at peoindiana.org > [Local Chapter Officer Resources](#) > [Official Visits](#) > [2024 Visitation Schedule](#).

In the three years between official visits, chapter presidents will have a scheduled phone or Zoom call with their board buddy or membership representative.

Chapters to be visited in 2024 are:

B, J, N, O, X, Y, AY, BA, BH, BO, BR, BV, CE, CJ, CO, CS, CZ, DO, DQ, DZ, ED, EG, EO

PRESIDENT'S LETTER

We are looking forward to reading your President's Letter describing the highlights of your chapter life over the past 12 months. You can find instructions for the letter on the Indiana website at peoindiana.org > [Local Chapter Officer Resources](#) > [Forms & Tools](#) > [Local Chapter Officer & Committee Documents](#) > [President's Letter Instructions](#).

Please read your letter at your chapter's February meeting and ask your chapter to approve it. Then send your letter by March 1st in one of the following ways. You can upload it on the Indiana website at peoindiana.org. Click on the Upload button on the right side of the main page once you've logged in. You can also email it as a Word document or PDF attachment, or you can mail a paper copy to the following:

- State President – Pam Barnett, 1415 Mybeck Place, Crown Point, IN 46307
peopam2025@gmail.com
- State Organizer – Sharen Moseman, 4440 E Harlan Drive, Terre Haute, IN 47802
sharenpeo25@gmail.com
- State Historian – Susan Wautelet, 349 Juniper Lane, Plymouth, IN 46563
swautelet@aol.com

Thank you for leading your chapter this year and for sending us this annual summary by the **March 1st deadline**. We are eager to read the remarkable things your chapter sisters have been doing!

Local Chapter Bylaws Updates

For the chapter recording secretary

During the Convention of International Chapter (CIC), Amendment A-2 was passed which increased local chapter dues. *The increase of dues to thirty-six dollars (\$36.00) shall be implemented in two steps; an increase of five dollars (\$5.00) to thirty-one dollars (\$31.00) for the 2024 – 2025 fiscal year; and an increase of five dollars (\$5.00) to thirty-six dollars (\$36.00) beginning the 2025 – 2026 fiscal year.* As a result of this change, all chapters will need to update their bylaws. If you have other changes that need to be updated in your bylaws and standing rules, this would be the ideal time to make those changes as well.

Please send a full copy of these bylaws to the state organizer in March. It is the responsibility of the local chapter recording secretary to do this. There is no accompanying form, but please include your chapter letters and date of adoption at the top (e.g., Bylaws and Standing Rules of Chapter XX, Revised February 2024). The bylaws may be emailed, uploaded on the P.E.O. Indiana state website, or sent via US Postal Service. A copy of the updated document should also be placed in the Recording Secretary's Minutes Book, as well as in the chapter's President's Book. Guidelines for chapter bylaws can be found on the P.E.O. Indiana website (www.peoindiana.org) under Local Chapter Officer Resources > Yearbooks > Yearbooks and Bylaws.

Sharen Moseman, Organizer
4440 E Harlan Drive
Terre Haute, IN 47802
sharenpeo25@gmail.com

READING THE INACTIVE LIST

For the corresponding secretary to read

Each February the names of inactive members should be read at a meeting.

Are you wondering why we read the names of inactive (non-dues-paying) members at a chapter meeting at least once a year? One reason is that the Instructions to Local Officers (IOLC) instructs us to. (President's section, page 4: "Ask the corresponding secretary to read the names of inactive members to the chapter in February; verifies information on inactive members.")

Here are some other reasons:

- * By reading the names of our inactive members, we are reminded of those sisters whom we likely do not see very often. Has your chapter stayed in touch with them? Do they know they would be welcomed back at any time?
- * New members may know an inactive sister but didn't know she was a chapter member.
- * Someone may know that an inactive sister's situation has changed and that she may now be interested in returning to active status.

- * Someone may know that one of your inactive members has moved or has updated either her phone number or email address, or that one of your inactive sisters has entered chapter eternal. Your corresponding secretary should use the online Member Update form to update your sister's information.

Remember that inactive members of our chapter are still our sisters. Invite them to socials or other non-business meeting gatherings or send them a note now and then. Maybe send them a Valentine's Day card this year!

CHAPTER YEARBOOK INSTRUCTIONS for 2024-2025

For your chapter's yearbook chair

These instructions *and* the **Chapter Yearbook Checklist** (posted on the Indiana website at peoindiana.org > *Local Chapter Officer Resources > Yearbooks*) will assist you in preparing your chapter yearbook.

- List the 12 required chapter meetings.
- List the delegate and alternate delegate to the current year's state convention, even if the convention is over when your yearbooks are printed/distributed. These sisters deserve recognition for their service and the fact that they are elected chapter representatives.
- Include zip codes and area codes for every chapter member. You may use a blanket statement at the beginning of your membership list (e.g., "Area code 574 unless otherwise noted") or list area and zip codes with each member's contact information.
- For correct wording, refer to the President's Book for both the Objects and Aims (Procedure for Chapter Meeting order of business #2) and for the King James Version of the Lord's Prayer (Procedure for Chapter Meeting order of business #3).
- Schedule an Exemplification of Initiation. To be done annually. If an Official Visit is scheduled, it should be done at that time.
- List the date for a transition meeting for outgoing and incoming officers.
- If your chapter is scheduled for an Official Visit by a state officer this year, include the visitation date (if known). (Visits typically occur between August and mid-November.)
- Include a meeting for your state convention report.
- Refer to the Chapter Yearbook Checklist (posted on the Indiana website under Resources > Yearbook) for more details.

DISTRIBUTION: *If sending digitally (online)*, upload one copy in PDF format on the Indiana state website (peoindiana.org) on the Home page or at peoindiana.org > *Local Chapter Officer Resources > Yearbooks*. You may also send one email addressed to all five officers plus your State Membership

Committee regional representative with your yearbook attached in PDF format. ***If sending hard copy (paper)***, mail one copy to each state officer (5) plus one copy to your chapter's State Membership Committee regional representative. You can also deliver your hard copy yearbooks to the Membership Display at Indiana State Convention. Central region chapters will be notified when a new Central Membership representative has been selected.

Deadline to submit your chapter yearbook is August 1.

QUESTIONS? Contact Amy Engle at engleamy6@gmail.com or at 765-541-0036.

Important Reminders and Information Regarding Indiana State Convention 2024

Reminder to Chapter Presidents and Corresponding Secretaries:

1. Report your chapter officers, delegate and alternate delegate to convention immediately after installation via the "Election of Local Chapter Officers" form on the **International website**. This must be done for the delegate/alternate to attend convention.
2. The delegate (or alternate) must then register via the **Indiana website** if they plan to attend state convention. **This is a separate step.**

Now for the Important Information!

- ☞★ Indiana State Convention 2024 is only about 5 months away.
- ☞★ Registration is going to be on-line by way of the Indiana State website this year. You will be getting more information about that soon.
- ☞★ Because registration will be on-line, the registration deadline is going to be **April 24, 2024**. That will be the last day that registration will be accepted. After that date, hotel and meal reservations be your responsibility. So don't be tardy!
- ☞★ Plan ahead. For your less "tech savvy" sisters, offer to find a chapter member to help them with this new form of registration. Consider perhaps having an informational program about the state website at your March or early April meeting. Explore the website. Also, please be aware of the deadline for meals particularly if your chapter is celebrating a Golden or Diamond Girl or are an Anniversary Chapter. If members wish to attend just for the Friday luncheon and not the rest of convention activities, make those reservations before the April 24, 2024 deadline.

So, no worries;

- ☞★ There will be a "If you have questions, contact. . ." feature at the start of the registration process.
- ☞★ There will be options for paying electronically or by check.

- ★ You will receive immediate confirmation of registration is paying electronically. Your email will also receive a confirmation. **Be sure to print this and bring it to convention.** It will note room and meal choices you have made.
- ★ If paying by check, “You owe this amount” will be noted as well as to whom the check should be written and sent. **Confirmation of registration will occur only after your check is received by the Convention Treasurer.**

Chapters with a member achieving “Golden Girl” status (50 years)

C-CY, N, R AB, AE, AF, AN, AQ,AZ

BG, BI, BK, BL, BP, BS, BU, BY, CN, CQ, CR, CT, CV, CZ (2)

DA, DB, DE, DG, DI, DJ, DP, DZ EC, EE, EP, EQ

Chapters with a member achieving “Diamond Girl” status (75 years!)

Chapters X (2), DA, DK

It is time to start planning for your chapter’s individual celebration and for her recognition at the 2024 state convention. The Golden Girl luncheon honoring all 50-year and 75-year active members will be held on May 31, 2024 at convention.

Please send a digital photograph and information about your chapter’s Golden or Diamond Girl to: Edie Ervin, Chapter N at: edithervin65@gmail.com or home phone 574-231-1924. More information will be coming from the committee very soon.

CELEBRATION OF LIFE - 2024

Chapter DO, Plymouth, will be creating and presenting the Time of Remembrance at the 2024 P.E.O. State Convention. I am the contact person. If you have sisters in your Chapter pass away between February 28, 2023- February 29, 2024, please send a digital picture of your sister and include her first and last name, your chapter letters, and your town. If she had a name with a difficult pronunciation, please consider spelling it out phonetically. We want to be respectful of all sisters and would hate to mispronounce a name during the presentation. Please feel free to contact me with questions and please begin sending your photos to jennydoin@gmail.com. A deadline will be presented in the future. Thank you.

Jenny Harness, Chapter DO/Plymouth

Last but Not Least

The lovely charm commemorating the 100th Anniversary of Indiana State Chapterhood is still available. If you are interested, please contact Carol Flora, Immediate Past State President at: cjflora2@gmail.com for ordering information and current cost.