

**Yearbook Committee Guidelines
August, 2021**

Mission Statement:

Produce a Chapter BL Yearbook that follows the Chapter Yearbook Checklist on the PEO Wisconsin website. The target date for distributing the Yearbook is the first Chapter meeting or social in September.

Roles, Responsibilities and Target Dates:

Roles	Target Date	Responsibilities
Chapter BL Members	May - June	Inform the Yearbook Committee of any changes to your personal information: name, address, phone numbers, email, birthday etc. no later than June 30 . If changes occur after June 30, discuss with Yearbook Chair to determine if it is possible to still add them.
Yearbook Committee	June 1-30	Gather all the information for the Yearbook: <ol style="list-style-type: none"> 1. Personal info: Send an email to the President (that she can forward to members) asking them to update any personal info before June 30th. 2. Names of Committee chairs and members 3. Names of International Project chairs 4. Dates and info for Programs and Socials from chairs 5. Resident and non-resident members' personal information 6. Book Club books, leaders and hostesses from Book Club chair.
Yearbook Committee	July 1-31	<ol style="list-style-type: none"> 1. Copy last year's Word document and input all of the changed information into it. File name for 2021-22 is: Yearbook 2021-22 Print Word ver 2 081721 2. Format document attractively with desired graphics. 3. Identify proofreaders: Chairs for Program, Social, Book Club, President etc. 4. Proof read early version(s) and revise as necessary.
Yearbook Committee	August 1-31	<ol style="list-style-type: none"> 1. Agree on a "final" Word document 2. Convert final version to a PDF. 3. Determine number of copies needed (90-100). 4. Select a printer. For 2021-22, we used: Minuteman Press 113 South St. Waunakee, WI 53597 608-849-48321

Yearbook Committee	August 1-31 (Continued)	<ol style="list-style-type: none"> 1. Send PDF file to printer and show him the previous yearbook. 2. Select a color for the Cover. 3. Agree on a price and completion date. 4. Create Avery labels (#18667 Matte clear) with members names and officers' titles on them. File is: Yearbook 2021-22 Avery 18667 labels v1 082021 5. Affix labels to the back covers. 6. Send Word copy to Chapter Webmaster (President) so she can add Yearbook info to website. 7. Write a note to mail with non-resident Yearbooks and make copies. File is: Yearbook 2021-22 Note v2 082321 AEL
Yearbook Committee	Sept 1-30	<ol style="list-style-type: none"> 1. Distribute Yearbooks to attendees at first Chapter gathering. 2. Arrange for others to take copies to resident members not in attendance at first gathering. 3. Mail copies with note to non-resident members. 4. Submit copies of any expenses incurred that the chapter needs to approve/pay to the Treasurer, i.e. costs for printing, envelopes, labels, stamps.
Corresponding Secretary	Sept 1 - October 15	<ol style="list-style-type: none"> 1. Mail one paper copy and send one e-copy (Word or PDF) to the State Executive Assistant. For 2021-22 file name is: Yearbook 2021-22 Print PDF ver 2 081721 2. Update members' personal information changes on the PEO International website.