

## 5 YEAR HISTORY INSTRUCTIONS

After compiling a history, or *synopsis of your chapter's activities* for the past five years, read it to the chapter, and place a copy in your chapter's history file. Then, send the original to the Wisconsin State Historian, whose name and address is in your yearbook. Please type your report on standard size paper (8-1/2" x 11") and do not enclose or encase it in other material or a folder. You may fold it in a tri-fold for mailing in a standard business envelope, or place it unfolded, or folded in half, in a larger envelope.

Alternatively, histories can be sent electronically. Please alert the historian via e-mail (her address is in your chapter yearbook) prior to sending. The history can be in the form of lists, as an outline, or in paragraph form, so long as it includes pertinent data. *Some of what should be included (please, do not send your chapter's yearbook):*

- Chapter presidents and the years each served
- Names of new members, and the year each was initiated
- Names of those whose dimitts (note correct spelling, please) are received or granted, year
- Active members who have entered Chapter Eternal
- Names of members who have moved to inactive status
- Total number of current resident and non-resident members; net gain/loss in membership for the 5 year period

For the good of the chapter, and its history's archival value, it is suggested that the report include:

- Projects or fundraisers held each year, or highlight especially successful ones
- Amounts of contributions made to each P.E.O. project, and names of those sponsored for project awards for each of the five years
- Individual honors and events concerning members of your chapter, in P.E.O and in your community
- Chapter highlights such as special meetings, programs, or anniversary celebrations
- By-laws changes. If these are extensive, include the new by-laws. Otherwise, just state changes
- Comments, vignettes, explanations, interesting details that convey unique character of your chapter.

The "President's Annual Letter" file in your chapter's president's box is an excellent source of information for this report, as are the recording secretary's minutes and treasurer's record. A useful document to consult is "How to Write it Right which is available on the [www.peointernational.org](http://www.peointernational.org) website by logging on and selecting "Communications."

When an effort is made to reflect the personality of your chapter, as well as to include specific sisters' names, and dates of events, your history becomes more meaningful to you and more readable and valuable to those who will research your chapter's file in the future.