



INCOMING AND OUTGOING COMMITTEE MEMBERS - Transition

1. The current members of the committee are budgeted to attend convention as stated in **FINANCE**.
2. Incoming committee members are invited to join the current committee members at the display area during set-up Friday morning. The Executive Board - Vice President has the list of incoming committee members.
 - **Incoming committee members** may file for mileage reimbursement to come from the committee's state budget. This is considered a training expense
3. All committee members (incoming and current) are requested to meet with the Vice President and the Finance Committee for a transition/training meeting at convention on Friday. The membership and CPCC, Chapter House (CH), and Marguerite Fund (MF) committees will then break out into separate locations.
4. Convention is an ideal time to meet with the incoming committee member to exchange materials and information.
 - Material given to the incoming committee member must be well labeled and organized. Discard outdated materials.
 - If the incoming committee member is not able to attend convention, the current committee members are responsible to transfer supplies and information.
5. The Finance Committee is available at the transition meeting to accept your reimbursement requests and answer questions

FINANCE

1. Ask the state president for a copy of the new budget, if you don't have it.
2. You have a very conservative budget. You get your allocation on April 1st, and any money you haven't spent disappears on March 31st of the following year. Check the proposed budget for the year to determine your committee's allocation. The proposed budget is in your convention program. It may also be obtained from your state officers.
3. Mileage, meals, and supplies are reimbursable through your committee budget as part of the state budget. The committee chair approves everyone but herself; the state president approves the Chair's expenses.
The IRS (Internal Revenue Service) prohibits being reimbursed for anything called a gift.
4. Convention: The convention budget is different entirely from your committee budget with state. (It's a different reimbursement form, too.) The convention budget is used for:
 - a. Committee members' housing in shared rooms on Friday and Saturday nights
 - b. Committee members' meals from Friday through Sunday
 - c. **Supplies for display up to \$50**
 - d. Meal for the speaker
5. If you overspend on convention, you may coordinate with your committee chair to be reimbursed from the state's committee budget. Be aware that what you spend from the state budget to make up for overspending at convention will be gone and will not be replenished until the following April.



6. **Reimbursement:** You may file reimbursement vouchers at any time, using the state reimbursement form found at coloradopeo.org under Leadership >> State Committees.
 - a. Forms are due to the President by the 25th day of Sep, Dec, Mar, and Jun. **The fiscal year changes on April 1st**, so March 25th is the deadline for the year as well as the quarter. The President routes the forms to the Finance Committee and Treasurer.
 - b. P.E.O. does not normally reimburse for expenses acquired in a previous fiscal year.
 - c. A receipt must accompany a request for reimbursement.
 - d. A Mapquest or Googlemaps statement of mileage must accompany a request for mileage reimbursement.
 - e. Normally, the year's state theme logo is on the reimbursement form for convention expenses.
 - f. Convention reimbursement will be mailed to you after convention. Ensure the information on your form is legible and correct.

ANNUAL REPORT OF COMMITTEE

1. The committee's annual report appears in the convention program and the proceedings published after convention. It's quite all right to refer to previous reports for content ideas.
2. Committee reports are usually between 200 and 600 words in length. Send an electronic copy (word document) to your adviser and to the state president not later than April 30th. Pass a copy on to your successor.

CONVENTION OF STATE CHAPTER

1. All committee members are voting members of convention and are expected to attend all convention events.
2. Each committee member is expected to register herself. If your committee has a speaker at convention, coordinate with your state officer adviser regarding your speaker's meal.
3. Registration is accomplished using an on-line system. Opening and closing dates for registration will be announced in March. Early registration is advisable, to ensure room availability and to avoid a late registration fee.
4. The convention budget and the state budget are two different budgets. See **FINANCES** above.
5. If you are sharing a room with another P.E.O. convention attendee, your room is covered. If you desire a private room, you will be responsible for the added room charge.
6. Display area.
 - a. Send a copy of any proposed convention handout to your adviser prior to reproduction, because the adviser must approve your handout.
 - b. Each standing committee (except A&R) is allotted one 6-foot-long table to use for an interesting and informative display. If your committee needs more space, let your adviser know.
 - c. On the morning of display set-up (Friday), a placard will identify your committee's table.
 - d. The tables are normally skirted, so storage is available under the table.
 - e. Return your placards to the history committee's table.
 - f. Committee display expenses are reimbursable up to \$50 from the convention budget, using the convention reimbursement form.
 - g. Displays are removed at the close of convention. Ensure your committee coordinates who will take what where after convention.



7. Every year, International Chapter sends a representative to each s/p/d (state/province/district) convention. The international representative (IR) is a past president of an s/p/d and may be an International Chapter officer. At some point, the CO State Chapter president and the IR will visit with each committee in the display area.
8. There may or may not be a processional. If there is a processional prior to convention opening, committee members (in no particular order) lead the procession, followed by all others. Consult the convention agenda for start time. Please be in place 15 minutes prior to opening of convention.

PHILANTHROPY SPEAKERS

1. Committees with recipients (Colorado State Scholarship, Colorado Cottey College, ELF, IPS, PCE, PSA, and STAR) need to find a recipient to speak at convention. Before you commit to anything, check with your adviser (State Secretary or Treasurer) about the time and date. Try to find someone within a 50-mile radius of convention, to minimize her travel expenses.
2. Philanthropy speakers may be former recipients or current students.
3. Ideally, all speakers are committed by April 1st.
4. Letters from philanthropy recipients will not be read but may be placed on the display table. Consult with your adviser if a speaker is not available.
5. Recipients are invited for the meal and will speak afterwards. The speaker's meal and registration are paid from the convention budget. The committee members are the speakers' hostesses and are responsible to arrange transportation if needed.
6. The budget provides only for the speakers' meals and registration. Any additional guests must register through the Committee Chair and pay for the meal and registration fee.
7. Introduction of Speaker: Any member of the committee may introduce the speaker. Keep the introduction short (1 minute or less) and include only information that is not in the recipient's speech.
8. The speech may answer questions such as "how has this award helped your educational pursuits?" and "what are your aspirations after graduating?"