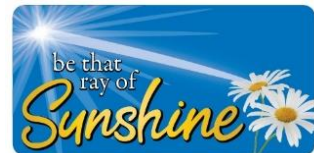


GUIDELINES FOR WRITING THE PRESIDENT'S LETTER - 2024



The President's letter is required by Colorado State Chapter Bylaws Article XII – Duties of Local Chapter Officers, Section 1. President. Duties of President shall be:

“B. To write and send an annual letter to the president of state chapter in February and send a copy to the organizer of state chapter.”

Your President's Letter, addressed to: Cori Tanner, President, Colorado State Chapter, is a summary of significant chapter events that happened during the previous fiscal year, March 1, 2023, through February 29, 2024. The letter may be written in terms of the state theme for the year, or in language that celebrates your local chapter's annual theme.

Consider the following topics for inclusion in the letter:

- Outstanding Programs
- Successful Fundraisers
- Social/BIL Events
- Membership Increases: Initiations, Transfers in, Reinstatements
- Membership Decreases: Deaths, Transfers out, New Inactives
- Accomplishments of your members
- Special celebrations: Chapter milestones, weddings, births

It is a tradition of Colorado State Chapter, that the State Organizer create a “Memory Book” containing each chapter's President's Letter. The “Memory Book” is presented to the outgoing State President just prior to convention. A copy of your letter will also be in your file for your next official visit.

After your letter has been read at your chapter's February meeting, your chapter will vote to approve your letter. Once approved, you will **upload** your letter directly to our online President's Letter folder. Please be sure that a copy is placed in your Chapter's archives.

Instructions for uploading your letter:

- ✚ Please be sure that your letter is in Word or PDF ONLY. No other file formats are accepted.
- ✚ Please name your file using the following: your chapter letters – year – President Letter
 - Example: **AA 2023-2024 President Letter**
- ✚ Whether you are uploading your letter or sending a paper copy, only one copy needs to be sent.
- ✚ Please be sure to upload your letter **NO LATER than April 1st.**
- ✚ If you are unable to upload your letter, a paper copy of your letter may be mailed to the State Organizer using the address below.

Please click here: [LocalChapterPresidentLetters-2023-2024](#) to upload your chapter's yearbook.

For additional information – please refer to “Step by Step” instructions to upload your letter.

If you are unable to upload your President's Letter and need assistance, please contact:

Kathy Pirie, Organizer
8580 North County Line Road
Longmont, CO 80503
Email: peo.kwirekat@gmail.com
Phone: 303-250-2592

OR

CSC Technology Committee
Email: coloradopeotech@gmail.com