

CONVENTION GUIDE FOR HOSTESS CHAPTERS



Georgia State Chapter

P.E.O. Sisterhood

Updated November 2023

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Introduction

Throughout this manual, the term "state president" refers to the one who will be state president at the time of convention.

Annual state conventions are required by our Constitution. They are the time for the business of the state to be transacted in a manner similar to the local chapter meetings but on a larger scale. Conventions are opportunities for sisters to gather and learn from each other as they share meals, workshops, free time, and other events.

As hostess chapters, you have the honor and privilege of showing hospitality and loving concern to your sisters. Make the most of this opportunity and enjoy each moment. You will learn, grow, and stretch as you face challenges and make exciting plans for your sisters.

This Convention Guide was created to serve as a "road map" for hostess chapters to use when planning the convention of Georgia State Chapter.

Hostess Chapters will have two years to plan and carry out their responsibilities. Approximately two years prior to convention, a steering committee comprised of two members from each hostess chapter will be formed. Members of the Steering Committee will represent their chapters by accepting responsibilities **reflecting the talents of its members**. Each steering committee is unique!

The state president will serve as adviser to the committee and act as a liaison between the steering committee, state board and the convention facility.

The key to a smooth, well-run convention is very careful planning. Think and rethink all considerations! All decisions related to the convention must be discussed with the steering committee and finalized by the state president.

Preparing for a successful convention is a BIG job. It will occupy the time of each steering committee member occasionally for the first year and demands a lot of time during the year immediately preceding convention. It is challenging, rewarding and fun. It is also a wonderful opportunity to use one's many talents, develop new skills, form close relationships with members of other chapters and to serve P.E.O. in a very significant way.

Buckle your seatbelts and let's get started!

Reference information:

- P.E.O. Constitution: Part II, Article III and Article IX, Section 4
- Bylaws and Standing Rules of Georgia State Chapter:
Article I, Article II, and Article IV, Section 2
- Reports of previous Convention Hostess Chapters
- State chapter budget (see current *Convention Proceedings*)

Note: *Before composing a document, read The P.E.O. Record Style Guide which explains the idiosyncrasies in spelling and printing of specific P.E.O. words and phrases. (Available on International website)*

Overview of Steering Committee

Selection

Hostess chapters will choose two members to represent their chapter on the Steering Committee. The first Steering Committee meeting will take place about two years prior to the convention and be convened by the state president. This first meeting will allow the state president to give the members any instructions and ideas she might have regarding the convention. The convention planner which the state has used for past conventions may be invited to this first meeting and will give an overview of her responsibilities.

The first meeting will also be a time to get to know one another and to learn about the hostess chapters. This will make it easier to work together and divide responsibilities for a successful convention.

At this meeting, the committee, with input from the president, will select a general chair, an assistant chair, and a convention treasurer. These positions may be filled by appointment or by volunteers. Following is a general description of duties; a more detailed account of duties can be found later in this manual.

The Steering Committee will keep their respective chapters apprised of the progress in planning the convention. Frequent consultation with the state president is important.

Leadership

General Chair (See page 15 for details)

The sister who assumes this position should not only have adequate time to devote to this task, but have excellent organizational and leadership abilities. She will preside at all meetings of the Steering Committee and work closely with the state president.

The General Chair will oversee the convention planning. She will work with members of the Steering Committee and their chapters, if needed, to make sure all responsibilities are carried out smoothly. She will welcome delegates to convention and make announcements from time to time during the convention.

The General Chair will make sure a thorough report is submitted to the state executive board by August 15th following convention. Each convention committee needs to prepare a final report.

Assistant Chair (See page 13 for details)

The Assistant Chair will familiarize herself with all aspects of the convention and be prepared to take over duties of General Chair if needed. She will be prepared to accept division of duties as appointed by the General Chair.

The Assistant Chair should be present at all meetings of the Steering Committee and attend visits to the facility with the General Chair whenever possible. She will record the minutes of Steering Committee meetings or assign this task to another willing member of a hostess chapter. Good, detailed minutes are very important in planning of a convention. They will be sent to the General Chair for approval and then circulated to all Steering Committee members and the state president.

Convention Treasurer (See page 18 for details)

The Convention Treasurer will be responsible for receiving all monies, establishing and maintaining a checking account for the convention, preparing a budget, paying all bills and making regular reports to the Steering Committee. A knowledge of spreadsheets and basic accounting skills are necessary.

The Convention Treasurer shall be from a different chapter than the General Chair. Both should be able to write checks and deposit funds, although this is the primary responsibility of the Convention Treasurer.

It is important the Convention Treasurer budget her time to ensure all duties are done in a timely manner. After all transactions are completed, the Convention Treasurer will send a settlement of the account to the state president and General Chair for review before submitting all records to be audited.

Other Steering Committee Assignments

Each Steering Committee member should consider the following assignments and be prepared to volunteer for the assignment(s) fitting her and/or her chapter's talents and interests.

- General Decorations
- Hospitality
- Lodging/Meals
- On-Site Registration
- Physical Arrangements
- Time of Remembrance (TOR)
- Store/Sales (optional)

Additional Chapter Assignments

- Events (all chapters will be involved with this assignment)
 - Pre-Convention Dinner
 - Friday Dinner & Program
 - PSP Dinner
 - Breakfasts
 - Scholarship Luncheon
 - Saturday Evening Dinner

Timeline for Planning

Pre-Convention:

20-24 mos. Two years prior to the convention being hosted, state president will contact all hostess chapters to arrange a meeting. Each hostess chapter selects two members to form a convention steering committee with the state president as adviser.

The committee, with input from the president, will select a general chair, an assistant chair, and convention treasurer. It is recommended these three positions be members of different chapters. These three members should be replaced on the steering committee by their respective chapters.

The president will provide the Steering Committee members with the most recent version of the Hostess Chapters Convention Manual, including all Appendices, and copies of the final reports from the two most recent completed conventions.

The Steering Committee may meet quarterly until one year prior to convention, and as needed thereafter. Following each meeting, a report is made by the member of the Steering Committee to her chapter.

A site is selected for the convention.

Committee decides hostess chapter financial contributions and whether to be paid as equal amounts per chapter or pro-rated per member.

After inspection of the proposed site the president signs a contract reserving the facilities. All agreements shall be signed by the state president and authorized by the executive board. A facility deposit may be required at this time.

General chair, in agreement with the Steering Committee, confirms all committees and chairs

16-18 mos. Using guideline in appendices, Convention Treasurer prepares a tentative convention budget with assistance of the Steering Committee and state president. (Appendices are available from the State Executive Board.)

When requested, State chapter treasurer will provide the information necessary for establishing a bank account. Convention Treasurer opens bank account.

Hostess committees meet and make specific plans to carry out their duties. Establish a timeline for each event and responsibility of convention.

Communications committee plans for written and oral invitation to be presented at upcoming convention (the convention prior to convention being hosted)

Steering Committee and state president tour convention facility, ensure doors are unlocked and spaces are available for viewing.

- 12 mos.** Members of hostess chapters present invitation at current convention.
- Plan entertainment for Saturday Night event and obtain a signed contract as soon as possible.
- All committees submit progress report to General Chair, who copies the state president.
- 8-9 months** Complete table decorations and favors.
- State president and additional designee (if desired) make final menu arrangements and have cost agreement signed. Timing of agreement will depend upon convention facility policy.
- 4 mos.** Convention information and lodging/meals forms are e-mailed according to the list provided in this manual (see page 19), and posted on the state website. Chapters need this information by mid-January at the latest.
- Physical arrangement forms are distributed to everyone needing equipment or space at convention.
- Volunteer help is enlisted from the hostess chapters.
- February** Joint meeting is held at convention facility with state board, facility personnel, and the Steering Committee to finalize all arrangements. **This is a required meeting.** There will be a walk-through of the facilities after this meeting. Make sure the appropriate doors are unlocked.
- Physical arrangement forms are distributed, completed and collect.
- 1 mo.** Lodging/Meals Chair will provide rooming list to the state president, General Chair and state FDA. (See contract for deadlines.)
- Contact Physical Arrangements Chair for the next convention to discuss plans and transfer of supplies.

Post-Convention:

Immediately Physical Arrangements directs all hostess chapter members to **check and clear entire convention area** and deliver all supplies to next year's Physical Arrangements committee or individual committee chairs.

Within 2 mos All committee chairs complete a summary report to General Chair with specific details. (See format in Appendix)

Convention Treasurer sends statement to state FDA for any unpaid state chapter expenses.

Make final payment of all bills.

By August 15

Audit committee meets.

General Chair prepares and sends an electronic summary report to the presiding president, state board, and next convention chairs.

The General Chair with the immediate past state president, the current state president, current state vice president and state FDA review and update the convention manual.

Convention Treasurer prepares and mails financial report and statement of audit to the immediate past president, current board members, the chair of the state Finance Committee and the state Financial Data Assistant. *(See Bylaws of GA State Chapter P.E.O. [Bylaws] Article I, Section 4, Paragraph D.)*

Responsibilities – State Chapter and Hostess Chapters

State Chapter Responsibilities:

President

- Chooses convention theme
- Works with the General Chair and the convention planner (if used) for site selection, negotiation and signing the contract
- Works with the steering committee to plan the convention and gives final approval to major decisions including but not limited to – site selection, menus, general decorations, meeting space
- Makes appointments for convention as follows:
 - Committee to approve the minutes
 - Credentials Committee to work with registration volunteers
 - Guards and Pages
 - Pianist/Song Leader (optional), for convention sessions
 - Photographer
 - Convention Technology Assistant
 - Tellers
 - Sisters to present the invocation, devotions and to lead the convention in the Pledge of Allegiance, Anthems, Opening Ode and Objects and Aims
- Plans overall convention program
- Arranges printing of convention program, events programs, certificates, handouts.
- Assigns if requested, someone to escort the International Representative to events.
- Workshops are planned by the president and the state board. Secured areas and appropriate seating may be needed. Approves all event set-ups.

Vice President

- Serves as adviser to the Georgia Scholarship Committee to plan the awards/meal/program arrangement. Scholarship Chair will notify Physical Arrangement Chair as to props, room arrangement, and head or reserved tables.
- Responsible for summary of presidents' letters and roster and closes convention.
- Outgoing vice president prepares convention evaluation form; incoming vice president summarizes completed forms after convention and sends copies to immediate past president, current board and chair of convention.

Organizer

- Plans Period of Instruction
- Works with physical arrangements chair for props and arrangement of convention display area.

Treasurer

- Coordinates with the state president, General Chair, Lodging/Meals Chair for an accurate list of convention delegates.
- Oversees convention registration and works with the credentials committee
- Prepares yearly financial review and annual summary for display.
- Plans and conducts delegates' orientation as assisted by the president
- Prepares Golden Girls and Chapter Anniversaries celebrations.
- If Projects Program is held, makes program arrangements with International Projects Chair (IPC) and Cottey Chair. Treasurer will notify physical arrangements chair as to props, room arrangement, and reserved tables. If Projects dinner program is not held, coordinates with the IPC and Cottey Committees to identify speakers during convention.

Secretary

- Adviser to the hostess chapter(s) planning the Time of Remembrance (TOR)
- Works with committee to approve the minutes

Steering Committee/Hostess Chapter Responsibilities:

Convention Preparation (major decisions require approval of state president)

- Plan and execute the invitation to convention
- Convention printing, not done by the state chapter. State chapter prints, convention program, event programs, certificates, handouts, confer with convention assistant chair for further details.
- Select menu for meals with state president, if asked
- Prepare e-mail convention information and send to president for approval and posting to GA website
- Provide decorations and favors
- Physical arrangements for meetings and meals
- Props, if needed
- Gift bags (optional)
- Store/sales (optional)
- Time of Remembrance

During Convention

- Serve as convention greeters and hostesses during entire convention
- Provide identification for hostess chapter members
- Assist physical arrangements committee
- Assist with arrangements for registration
- Distribute meal tickets and convention program
- Plan Time of Remembrance with state secretary as adviser
- Mandatory – Clean up at close of convention

After Convention

- Committee chairs write reports; send to General Chair within 2 months
- General Chair makes final reports by August 15th
- General Chair meets with immediate past president, current president, current vice president and state FDA to recap and update the Convention Hostess Chapter Manual

Outline for Convention

Day Prior to Convention

- Executive Board meets, time and place determined by state president.
- International Representative arrives – transportation may be needed and is provided by the Hospitality Committee or hostess chapters.
- Pre-convention dinner for the Steering Committee, the State Board, and the International Representative
- Convention Store and Convention Display area set up, if possible
- Meeting room set up, if possible
- Final preparations by the Steering Committee.

During Convention

- Registration of delegates, PSPs, state committee chairs, visitors, and guests
- Committee meetings (optional)
- Displays and Store are open
- Workshops/Seminars
- Past State Presidents' meal or reception
- Friday Night Dinner and Program (Optional)
- Orientation
- Business meetings
- Organizer's Period of Instruction
- Time of Remembrance
- Scholarship Luncheon and Program
- Saturday Evening Dinner and Entertainment (Optional)
- Invitation to next year's convention
- Reception to meet state board and International Representative (Optional)

Post-Convention

- Collect badge holders from convention attendees
- Receiving Line for immediate past state president, new state board and the International Representative
- Clean up and return of props and equipment
- Pass on all convention inventory excluding any theme related items.
- Executive board meets following convention (needs prearranged space and may need meal ~ usually provided by incoming president's chapter)
- Finalize bill from facility. (General Chair, Convention Treasurer, state FDA and state president)
- Settle accounts for final state convention expenses
- Complete and distribute reports
- Audit committee meets

Convention Meals

Each meal needs to be sponsored by a hostess chapter. Generally, the division is all Breakfasts, Friday Night Dinner, PSP Dinner, Saturday Luncheon, and Saturday Night Banquet. All meals can be tied to other events or programs which are coordinated with a state officer. The officer or state committee chair will complete the Physical Arrangements form and confer General Decorations Committee chair for the event.

Pre-Convention Meal

- One of the hostess chapters volunteers to be responsible for this meal. The cost of the meal is absorbed by the hostess chapters.
- The dinner is held the evening before the convention. It is an opportunity for the steering committee, state board officers, and the International Representative to get acquainted.
- It may be held at the convention site, a nearby restaurant, club, or member's home, lasting about two hours. It is informal with simple decorations and/or favors.

All Breakfasts - The responsibility of one chapter

Friday Night Dinner

- If designated as Project Dinner, coordinate with IPC chair, Cottey chair and state treasurer and secretary.
- Assist with distribution of the provided printed event program
- Be sure to have printed event programs available for the PSPs when they join the general dinner for the scheduled program events.
- Secure reserved tables as requested
- Assist in greeting invited speakers
- Identify those individuals who are participants in the program for providing "first service".

PSP Dinner (Friday Night)

- The International Representative is invited to attend.
- The chair of the Friday Dinner will consult with the president of the PSP group and will make arrangements for the dinner/reception.
- A private room is desirable, if possible; president of the PSP group determines the setup.
- If a private room is used, then seating in the main banquet room must be available for the PSP group to join the delegates for the scheduled Friday Dinner Program.
- Favors/gifts may be provided, but is optional.

Saturday Scholarship Luncheon

- Coordinate with the GA Scholarship Chair and state vice president
- Assist with distribution of the provided printed event program
- Secure reserved tables as requested by the vice president
- Assist in greeting invited speakers, scholarship recipients, and guests
- Identify those individuals who are participants in the program for providing "first service".

Saturday Night Banquet

- Coordinate with the state president
- Assist with distribution of the provided printed event program
- Arrange for reserved tables for state board, International Representative, and guests
- Assist with place cards on reserved tables, if requested
- Assist in greeting invited guests and speakers
- Arrange for entertainment for the evening (optional)

Financial Information

Hostess Chapters:

Receipts

- Contributions of the hostess chapters and schedule of payment are decided by the Steering Committee and are deposited to the convention checking account. (Note: State Treasurer will provide banking information when requested.)
- Options may include:
 - per chapter assessment (ex: \$1000/chapter)
 - per member/per chapter assessment (ex: \$50/member – include all active resident and nonresident members)
- Money from sales of convention items
- All registration payments are sent to the convention treasurer
- Each hostess chapter may want to cover room and meals for their steering committee members since they must be on-site during convention. This should be discussed during a chapter meeting early in the process.

Disbursements

- Bills from the facility for lodging and meals and other contracted expenses
- Lodging and meals for the General Chair and Assistant Chair
- Preconvention Dinner
- Decorations and favors
- Printing needs, for Invitation, posters, name badges, signs, hospitality, chair/ table cards, etc. Note: State chapter prints: convention program, event programs, certificates, handouts, confer with convention assistant chair for further details.
- Postage
- Hostess attire or identification may be paid for by individuals or from Hostess Chapter funds.
- Additional music for Time of Remembrance, if desired
- Entertainment for Saturday night, if needed
- Other items, as funds allow, determined by the Steering Committee, such as: hostess gifts for attendees; travel for SC members; lodging and/or meals for SC members, etc.

State Chapter Convention Fund:

- Lodging and meals for the state board, the committee chairs, appointments made by the state president, and others, such as speakers for convention, as approved by the state president and within the scope of the state budget for convention.
- Payment of hotel deposit, up to \$2,000, may be made by the State Chapter. This payment is considered pre-payment of their portion of convention expenses and would be credited at the end of convention.
- Printing of the convention program, programs for events, certificates and other materials deemed necessary by the state board
- Rentals for audio/visual, piano, set-ups, microphones, etc. if prior approval from the state board has been obtained
- Money for extra nights' lodging for state board (typically one night prior to convention and possibly one night following convention)
- Special needs as approved by the state board and the state Finance Committee
- If hostess chapters make purchases that will be added to convention inventory, they should get prior approval from the state board if they wish to be reimbursed from the state convention fund.

International Chapter:

The expenses of the International Representative are paid by International Chapter.

Note: *Any personal incidentals accrued by hostess chapter members, state board members, committee chairs, International Representative, delegates, and visitors are their own personal responsibility.*

General Chair

(See page 4 for overview)

The General Chair oversees all committees of convention, working closely with the state president and assistant chair.

Duties

- Familiarizes herself with the contract.
- Coordinate and preside at SC meetings; prepare meeting agenda and distribute notices
- Create and/or manage email account, using state format of peogaconvention20##@gmail.com for use in communications. (optional)
- With the Steering Committee, confirms all hostess committees and chairs, and appoints special committees as needed
- Provides the state president with a complete list of all convention committees and updates
- Coordinates the work of all hostess committees, assuring committee chairs understand all their responsibilities, and sets deadlines for required reports
- Convention Budget
 - Supervises preparation of budget by the Convention Treasurer
 - Oversees expenses and keeps the Steering Committee apprised of any expenses required to be paid between meetings; otherwise, bills are approved at the meetings of the Steering Committee
 - Ensures Convention Treasurer pays all bills
 - Ensures written price guarantees are honored
- Oversees all convention planning and fulfillment in conjunction with the state board
- No later than mid-January, the convention information and forms are posted on the website and emailed to the local chapters. The state president must approve all information and forms prior to emailing or posting to the website. The forms will be emailed to the list below and posted on the state website to be downloaded, completed and mailed by each attendee or chapter.
 - Distribution list:
 - International Chapter Representative
 - State executive board officers
 - Local Chapter presidents
 - Past State Presidents (send to president of the PSPs for distribution)
 - All Standing Committee Chairs
 - Convention Appointees – guards, pages, pianist, song leader, photographer, convention technology assistant and others as directed by the state president.
- During the February executive board meeting, the Steering Committee, event chairs, convention facility representative (if available), and state board should meet to report progress of plans for each event and check on final arrangements with the facility. This will be held at the convention facility. **This meeting is required for the Steering Committee.**
- Two months prior to convention, assess the need for volunteers, then enlist volunteers from hostess chapters; have them commit to a specific time to be at convention.

- Send welcome letter to all convention attendees. Include:
 - General schedule of events with approximate times and locations
 - List of items to bring, such as,
 - P.E.O. membership card
 - Chapter convention bag, if used by chapter
 - General information regarding attire, if necessary
 - Instructions to advise General Chair of any changes to delegates or their information after registration has been completed
 - Notice to all, a personal credit card will be required when registering at the hotel to cover any incidental items.
 - Notice to all delegates, convention ends on Sunday around mid-day and all are expected to remain for the entirety of the meetings.

Convention Meetings and Announcements by the General Chair

- The General Chair and members of hostess chapters present the invitation to convention one year prior to hosting convention.
- Greetings - the General Chair extends greetings at the first business session of convention. Plan these welcome remarks early and send draft to state president.
- Announcements - the General Chair makes announcements and gives any necessary instructions at convention meetings.
- The General Chair introduces the members of the Steering Committee, and thanks the hostess chapters during the business session. The state president will set the time for introductions and thank yous. Notify the Steering Committee and the hostess chapters of the time so they can be present.
- Assign someone to be outside of convention hall in case there is a problem/need/request.

Reports

- By August 15th, the General Chair prepares a convention summary report. This includes reports from all committee chairs and is sent to the president who presided at convention and the current state board and next year's convention chairs.
- The Steering Committee Chairs write reports for their area of responsibility.
- Suggestions for additions or corrections to the convention manual should be given to the outgoing state president.
- General Chair should work with Convention Treasurer to be sure the financial report of convention is sent by August 15th to all persons listed in the section for Convention Treasurer.

Assistant Chair

(See page 4 for overview)

Due to the different talents, skills and resources of each hostess chapter groupings, convention committees may handle their own committee needs. The Assistant Chair oversees and coordinates any communication needs.

Duties

- Be familiar with all aspects of convention and be prepared to take over duties of General Chair in her absence
- Be available for all steering committee meetings and be present and available during convention
- Be familiar with convention facility and facility personnel. Attend visits to facility with General Chair whenever possible
- Be familiar with all duties of all convention committee chairs
- Early in process, discuss division of responsibilities with General Chair

Invitation

- Plan/oversee written and oral invitations to be presented at convention one year preceding the convention being hosted.
- Provide written invitations (about 200-225 copies) for each member of convention and PSPs not in attendance (give to president of PSPs); include date, location, theme, and hostess chapters of convention.
- Prepare invitation scripts, tapes, etc. for all hostess chapters so they may rehearse separately prior to convention rehearsal.
- Consult with presiding state president for the time of the presentation of the invitation.
- Arrange with the General Chair for the final rehearsal at the convention facility.
- Notify all hostess chapters of the time and place of the final rehearsal and the time the invitation will be presented to the convention. Include any pertinent instructions as to location, with directions on costumes and props, if any.
- Plan for the distribution of the written invitations in convention hall; who will distribute them, and how.

Other Responsibilities

- Serve as secretary at steering committee meetings or assign this task to another Hostess Chapter member.
- Assist General Chair with development and maintenance of Hostess Chapters' timeline
- Working with committee chairs, coordinate volunteer assignments for support in display room, registration, hospitality, meals, TOR, or other functions as necessary.
- Assist General Chair with preparation and distribution of paperwork and reports
- Assist General Chair with preparation of steering committee meeting agendas, scheduling steering committee meetings and notification of committee members
- Assist General Chair in making announcements during convention

Convention Treasurer

(See page 5 for overview)

The Convention Treasurer for the convention is responsible to receive all monies, pay all bills, establish and maintain a checking account for the convention, prepare a budget, and make regular reports to the convention Steering Committee. She may have other duties as determined by the General Chair and the Steering Committee. Convention Treasurer should receive a copy of the facility contract and be familiar with financial areas. A knowledge of spreadsheets and basic treasury skills are necessary.

Convention Budget

- Prepare a tentative budget using the budget forms in the Appendix to this manual approximately 12-15 months before convention. Budgets from past conventions may provide guidance.
- The budget is approved by the Steering Committee.
- Periodically provide updated copies of the budget to the steering committee members and the state president.

Checking Account

- Convention Treasurer to open convention checking account 16-18 months prior to convention, reach to the treasurer for information.
- Hostess chapter groups must use the IRS number of their state or district chapter for all bank accounts. Because the IRS will consider these funds assets of the state or district chapter, an annual accounting (IRS-HC) must be submitted in order to combine them with other state/district funds. (IOLC-2023-04)
- General Chair and Convention Treasurer should both be authorized to sign checks.
- Following the audit, all requests for reimbursement forms and receipts, deposit slips, check register and bank statements are to be sent to the state treasurer.

Record Keeping

- Set up a spreadsheet following the format of prior years to keep financial records.
- Keep a record of the receipt of monies.

Bills

- All purchases must be pre-approved prior to purchase to be eligible for reimbursement.
- Request bills be submitted in writing with receipts attached. See appendices page 38.
- Bills are paid with the approval of the Steering Committee or General Chair.
- Following convention, review the bill from the facility to ensure all charges are correct and in agreement with the contract and other written guarantees. General Chair and state president should approve the bill prior to payment.
- Present bill to state treasurer and the state FDA for all expenses paid from state funds.

Financial Reporting

- Keep accurate and complete records of all convention financial activities.
- Present a basic financial report at each steering committee meeting.
- Prepare a report following the audit, but no later than August 15th following convention, including copies of the financial statement, transaction reports and final budget. E-mail a copy of the report to the immediate past president (convention presiding president), current board members, chair of the state Finance Committee and the state Financial Data Assistant (FDA), letter format is in the appendices.
- Prepare final checks to disburse any remaining funds.
- Prepare IRS-HC form required by International Chapter annually for each year bank account is open.
- Sales by hostess chapters and/or the s/p/d chapter shall be limited to items sold to help defray convention costs. Sales other than those limited to help defray the cost of convention could jeopardize the tax-exempt status of the P.E.O. Sisterhood. (IOLC-2023-04-Policies, page 22)
- Monies earned from sales are to be used to pay convention expenses and are used for reimbursement up to the amount contributed by each hostess chapter prior to convention.
- Excess monies will be returned to the State Chapter Convention Fund, check sent to state treasurer.
- Meet with the auditing committee and the General Chair to review the final financial report, records of receipts and disbursements.

Lodging/Meals Chair

The primary responsibility of the Lodging/Meals Chair is to receive lodging and meals information, and keep an **accurate and detailed** rooming and meals list for the convention.

Duties Prior to Convention

- Receives Lodging/Meals information for:
 - State board, including lodging for additional nights
 - Project and Committee Chairs
 - Local Chapter Delegates
 - PSPs
 - International Representative
 - Visitors (P.E.O.s)
 - Guests (non-P.E.O.s)
 - Invited Speakers
 - BILs / Partners
 - Steering Committee members for additional nights
 - Hostess Chapter members
 - Convention appointees

- Prepare and maintain an accurate rooming list and present to the facility, if required. Have this list available at the convention.
Note: Double/Double accommodations or better. Entitled members will be granted ½ room.

- Obtain specific meal requests – e.g.: gluten free, vegetarian, etc.

- Meal Tickets are in L/M inventory (re-used until damaged), coordinate packaging and distribution with Registration Chair.

- Honor deadlines when guaranteeing final numbers, keeping in mind some attrition in the process

- Coordinate with state FDA and/or Credential Chair following forms deadlines

During Convention

- Assist with check-in at convention registration and/or at hotel front desk registration
- Coordinate meal counts prior to facility signoff
- Remain available during convention

Auditing Committee

This committee is appointed by the General Chair with the approval of the Steering Committee and consists of two members from hostess chapters other than the Convention Treasurer's own chapter.

Duties

By August 15th, examine the records of the Convention Treasurer to ensure the accuracy of her final report.

- Check the total amount received against the deposit slips
- Check the total amount disbursed against all bills and cancelled checks
- Make sure the balance agrees with the cash on hand
- Review the disbursement of funds left after all bills have been paid, including monies reimbursed to the hostess chapters not to exceed amount contributed prior to convention.
- Excess funds are to be returned to the state convention fund. (See page 19.)

Reporting

- Place all cancelled checks, deposit slips, check register and bank statements in a sealed envelope following the examination
- The members of the auditing committee and Convention Treasurer sign across the flap of the back of the envelope
- The envelope is sent to the state treasurer

The Convention Treasurer and General Chair will close the bank account after all funds have been disbursed, checks cleared and the examination of the books by the auditing committee has been completed.

General Decorations Committee

This committee will plan and coordinate the general decorations with the approval of the steering committee and the state president. They will be available to lend advice and assistance as requested by those responsible for the decorations used at each meal.

General Duties:

- Plan/Arrange for decorations and overall “look” of convention
- Work with Physical Arrangements Chair and Conv Tech Assistant to ensure all equipment needed for event is in place and working
- Secure an adequate number of hostesses to assist convention events setups, changes, storage, and cleanup
- DO NOT pass on any convention themed items.
- Adhere to the proposed budget; keep records of expenses and requests for reimbursement

Decorations Provided For:

- Convention meeting hall – stage decorations, backdrop, etc.
- Other areas as requested or deemed appropriate including but not limited to the following. These duties may be divided between the hostess chapters.
 - Pre-convention dinner
 - Registration tables
 - Common/Pre-function Areas
 - Meals, including the PSP Dinner

Expenses

- The committee submits the plans and probable expenses of all decorations and favors to the Steering Committee for the preparation of the convention budget. Approval of the Steering Committee is required for expenses in excess of the budgeted amount.
- Submit bills in writing to the General Chair
- Decorations may be offered for sale at convention

Hospitality Committee

Each hostess chapter may be called upon to provide assistance in the following areas:

Hostess Identification – Plan the uniform or accessories to be worn by the members of the Steering Committee and hostess chapter volunteers. Order any items needed and collect money from hostess chapters for reimbursement.

Greeting

- 6 to 8 committee members needed to greet convention attendees and guests upon arrival
- Be available at entrance, registration areas, and hospitality area
- Answer questions and give directions

Hospitality Table (open throughout convention)

- First aid kits
- Lost and found
- Hostess chapter assignment list and identification accessories
- Schedule of events and directions to events
- Convention "kit" - tape, scissors, paper clips, rubber bands, hole punch, etc.

Rooms

- Check readiness of rooms for executive board members and International Representative, if needed
- Assist at convention facility registration and checkout, if needed

Transportation – Arrange for transportation as needed under the guidance of the state president

- For special guests, including the International Representative. (This applies to arriving and leaving.)
- For executive board and International Representative to pre-convention dinner with hostess chapters, if held off-site

Guests

- If needed, plan special activities for guests (BILs, family members, others)
- If International Representative's BIL will be coming, arrange for any needs

Gifts for Convention Attendees

- Gifts for convention attendees are not required – the Steering Committee and Hospitality Committee together, should decide as whether to provide them.
- All attendees should, however, be given at least pen and paper – which often are provided by the hotel.
- If gifts are to be provided, they could be either in the form of a “goodie bag” distributed during registration or a table favor at one of the convention meals.
- If gifts will be provided, the Hospitality Committee should:
 - Obtain the approval of the president for all gift items, especially for Int'l Rep
 - Keep accurate record of all expenses
 - Arrangement for committee volunteers to distribute the gifts/bags.

Physical Arrangements Committee

It is the responsibility of this committee to see the physical arrangements for the meeting are in order as requested by those responsible for an event, to obtain all equipment as requested, and to perform other duties as directed by the General Chair, state president and the steering committee. The committee will receive a master inventory supply list with the supplies from the outgoing physical arrangements committee.

Duties

- Receive the supplies from the outgoing physical arrangements committee at the end of the convention preceding own convention.
- Check supplies received against inventory list to ensure all supplies have been received.
- Physical Arrangements Forms are distributed in February (at joint meeting). Each person or group responsible for an event will describe in detail all equipment, space and other items needed for the event. These forms must be returned to Physical Arrangements Chair no later than March 25.
- Recruit volunteers to assist with physical arrangement responsibilities during convention, and clean-up of spaces used following convention.

Business Meeting

- Seating - the state president will make decisions about seating for the business meeting determining the designated sections for delegates, PSPs, state chairs, and visitors.
 - Platform – tables should have covering to floor in front and sides, with seating for six.
 - Delegates – seating for two delegates per chapter
 - PSPs – seating for 20-25 (see president of PSPs for seating arrangements)
 - State committee and project chairs – seating for up to 12
 - Obtain a list from the Lodging/Meals Chair of committee members and PSPs attending before arranging seating
 - Guards and pages – guards will be stationed at entry ways. Pages will be on the platform and/or around the room
 - Visitors – refer to past reports for an idea of number of seats needed
 - Seats should be labeled with chapter letters for delegates, PSPs and committee chairs. (Chair cards are part of the inventory of supplies.)
Remember I, O, X, AE, AL, BC and BD are disbanded chapters.
 - It is customary, but not required, to re-arrange chapter delegate seating (alphabet) midway through convention, front to rear. Usually, newly organized chapters are seated and remain in rows near front
- Basic Equipment
 - Two lighted lecterns with microphones, one at center of officers table on the platform, one floor lectern next to platform near stairs
 - Work with Technology Committee to be familiar with operation of all microphones, testing and re-testing all equipment before start of convention events
 - If required, piano and bench near platform with two chairs for pianist and song leader
 - U.S. (request from hotel) and Canadian (in convention supplies) flags/poles/bases on or near the platform. U.S. to right of platform and Canadian to the left as looking toward the audience with U.S. slightly forward
 - Be familiar with lighting and thermostat controls, microphone controls and location of electrical outlets.

Props and Special Arrangements

- Fill requests for props and put in place before each meeting begins
- Obtain easels for posters and signs as requested (Obtain number provided in contract)
- Post directional signs
- Ascertain the needs of any workshop presenters (tables, chairs, podium, microphone, easels, and other props)

Signs

- Directional signs, posters, place cards, and reservation signs may be needed. Consult with the General Chair or the Assistant Chair and the state president for directions.

Convention Display Area

- Provide tables and cloths for convention display area as requested by the state organizer (Obtain number provided in contract)
- Assign volunteers to help unload and set-up displays as needed
- Displays should be in a secured area to be locked at night

Workshops

- Obtain list of presenters from the state president
- Contact presenters and determine the set-up of the room, and special equipment needed for each workshop
- Ensure all equipment (easels, podiums, flip charts, etc.) is available for the presenters to use in their workshops
- Check each room prior to workshop to be sure set-up and equipment is according to the request of the presenter

Cleanup

- Clean up the spaces used with the help of the members of the hostess chapters, and return props and equipment as requested
- Collect chair cards, flags and all other supplies of the committee and give to the incoming physical arrangements chair with an updated inventory list.
- DO NOT pass on convention themed items.

On-site Registration Committee

The purpose of registration is to record the members of convention (those entitled to vote) and to ensure each has an accurate name badge for the purpose of admission to the business meetings.

Registration is supervised by the state treasurer, who should be given the names and contact information of the registration volunteers by March 10. The committee should plan on having 10 volunteers on Friday afternoon and 2-3 volunteers for all of Saturday and Sunday morning.

The registration volunteers will work with the Credentials Committee. The Credentials Committee is responsible for verifying each member of convention has the proper credentials to serve as a voting member of convention (a current membership card). The Credentials Committee consists of four delegates and one chair appointed by the president. The registration volunteers will also work closely with the Lodging/Meals Chair, so each member of convention receives meal tickets, convention program and other important information.

Members of Convention (those entitled to vote) Include:

- Local chapter delegates (2 per chapter)
- Past state presidents
- State committee chairs (up to 15)
- State board members (5)

The registration of members of convention should be separate from the registration of visitors and guests.

P.E.O. Visitors are not members of convention, they have no voting rights, but they may attend the business meeting, whereas Guests (non-P.E.O.s) may not attend the business meetings.

Visitor/Guest Registration

- Visitors are P.E.O.s, including Hostess Chapter members.
- Guests are non-P.E.O.s, which include Scholarship and Project recipients, recipient family members, BILs/Partners, and any outside participants, etc.
- There are special visitors to convention which include the International Representative, can include a Cottey representative and the appointees to convention (consult state president for names).
- Visitor registration is conducted throughout convention, 2-3 volunteers are needed.
- Hostess chapter volunteers are considered visitors and **MUST** register before working in their assigned area/event.
- Registration sign-in sheets are provided by the state treasurer or Credentials Committee chair.
- The current membership card of P.E.O. visitors must be checked before the member can be registered.
- Each registered P.E.O. visitor who plans to attend the business meetings must have a name badge. Blank badges should be available to those responsible for registration.

Registration Forms

Please note – for the 2024 convention an online registration process is being tested.

Two types of registration are used for attendees. One is sent/provided to Local Chapter presidents for Delegates and one for all other General attendees. These forms are updated each year from the previous convention to the current convention and can be obtained through the state president. Sample forms are in the appendices. **These forms must be approved by the state president before any use or distribution.**

- Information to be included:
 - Date of convention and designation of the number of the convention, e.g.: “50th Annual Convention”
 - Hostess Chapters
 - Convention theme
 - Complete name, address, phone number and email address of the person receiving the forms or payment, designed as: Lodging/Meals Chair, and/or Convention Treasurer.
 - Name and location of convention facility with address, zip code, and phone number.
 - Name, address, phone, email and P.E.O. designation for attendees
 - Room price including all taxes and fees
 - Requests for special rooms (e.g.: handicap accessible)
 - Roommates (for General attendees, e.g.: PSPs, Visitors, etc.)
 - Meal prices including gratuities, service charges and taxes
 - Deadline/cancellation dates and if applicable, cancellation fees
 - Instructions for payment

Registration - Badges

Badges are designed at the direction of the state president. The font should be large enough to be read at a distance. Badge holders are in the supplies of the registration committee. Registration Chair may choose how to handle badge printing. See Appendix page 32 for samples of formatting for names and titles.

Store/Sales Committee (Optional)

The Steering Committee may wish to select a committee to coordinate sales of unsold decorations and/or other convention items during convention. All rules established by International Chapter for sale of items must be followed (see IOLC). Consult state president for current information.

- Sales by hostess chapters and/or the s/p/d chapter shall be limited to items sold to help defray convention costs. Sales other than those limited to help defray the cost of convention could jeopardize the tax-exempt status of the P.E.O. Sisterhood. (IOLC-2023-04-Policies, page 22)
- Silent auctions may be held during in-person conventions, offering no more than three items, each with a value not to exceed \$500. Bids must be posted at the convention site and the winner announced prior to the close of convention.
- Raffles held in conjunction with state and district conventions are not permitted due to liability concerns.

Suggested Parameters for Sales

- Items to be sold and prices should be set in advance by the Steering Committee. The president approves all items to be sold.
- Reserve a designated sales area which can be locked at night.
- Store should be open throughout convention.
- If not used for next meal, collect unsold centerpieces after each meal.
- Provide cash box and change or \$100.00 in small bills.
- Consider accepting payment by credit card, using a card reader. Contact the bank which holds the convention account for details.
- All monies received are given to the Convention Treasurer each day.
- Keep a detailed record of sales, items, and amounts.

Distribution of Sale Receipts

- Monies earned from sales are to be used to pay convention expenses and are used for reimbursement up to the amount contributed by each hostess chapter prior to convention.
- Excess monies will be returned to the State Chapter Convention Fund.

For further Store details, consult previous convention(s) Store reports.

Time of Remembrance

The Hostess Chapter responsible will consult with the state secretary in the planning this event. Committee members will plan and prepare the service program and serve as ushers.

Consult the TOR convention book.

Time, Place and Set-up

- The state president makes the decision about the day, hour and location of the Time of Remembrance will be held.
- This committee will ensure the setup of the room with the physical arrangements chair, convention general chair and state secretary.
- Arrange for any musical needs for the event.

Decorations

- All decorations should be coordinated with the state secretary.
- At the expense of the hostess chapters, flowers, musicians, attire for ushers and other accessories, may be provided.

General Terminology

A&R Amendments and Recommendations

BIL What the male spouses are called – since we are sisters, they are brothers-in law/love.

Convention Appointees convention assistants appointed by the president, including Guards, Pages, Photographer, Technology Assistant, Song Leader, Pianist.

FDA Financial Data Assistant – Georgia State designation (Currently, Francy DeBartola, AY, PSP, the state FDA. She prepares anything and everything having to do with the state financials.)

Golden Girls P.E.O. sisters celebrating 50+ years of membership (50, 60, 65, 70, 75)

Guests Non-P.E.O.s; Scholarship and Project recipients, recipient family members, BILs, life Partners, etc.

Int'l Rep or IR International Chapter Representative/Visitor, not a member of convention

Hollow Square rectangle meal tables arranged to make square, with an empty center

Members of Convention Voting Members: state executive board, PSPs, state Standing Committee Chairs (includes Project Chairs) and Local Chapter Delegates

POI Period of Instruction – Instruction given by the state organizer at state convention – usually a skit, or power point presentation.

Printing Assistant – Georgia State designation (Currently, Francy DeBartola, AY, PSP. She prepares and prints convention program, event programs, certificates, and anything else designated by state board.)

PSPs Past State Presidents

O & A Objects and Aims

S/P/D State/Providence/District – description of chapters in the US and Canada – four states in the NE form a district, as is the District of Columbia (DC)

S & R Study & Research Committee – The International committee who works with the state A&R committee to make sure bylaws and standing rules are worded correctly.

State President refers to the one who will be state president at the time of convention

TOR Time of Remembrance – When sisters who have gone to chapter eternal are remembered at state convention

Visitors P.E.O. attendees, includes Steering Committee and Hostess Chapter members.

Appendices

Name Badge Templates.....	32
Lodging/Meals Forms	
Chapter Delegates.....	33
General Attendees.....	34
Physical Arrangements Request Form	35
Committee Summary Report Format	36
Convention Treasurer – Cover letter for final accounting	37
Expense Reimbursement Form	38

The following documents are included in Hostess Chapter Documents, obtained from direction of the state president:

- Lodging/Meals Registration master template
- Physical Arrangements Inventory Master – spreadsheet
- Convention Treasurer – Budget Format
- Convention Treasurer – Statement of Accounts Template
- Convention Treasurer – Transaction Ledger

The P.E.O. Record Style Guide can be found on the International website: peointernational.org – News & Events – The Record – Content Guidelines

First Name (Font 24+pt Bold)

Full Name

Chapter Letter(s), City

Title (like Delegate, PSP, etc.)



2022 P.E.O. Convention
Georgia State Chapter



Georgia State Chapter
2022 P.E.O. Convention

First Name

Full Name

Chapter A, Atlanta

Delegate

First Name

Full Name

Chapter Letter(s), City

Title (like Delegate, PSP, etc.)



2022 Convention
Georgia State Chapter
P.E.O.



2022 P.E.O.
Georgia State Chapter
Convention

First Name

Full Name

Chapter A, Atlanta

Delegate

Nancy

Nancy Burk

Chapter BK, Athens

Ga State Vice President



P.E.O.
Georgia State Chapter
Convention 2022



P.E.O. Convention
Georgia State Chapter
2022

Rita

Rita Briggs, AF

Past State President

Int'l Membership Com Chair

20## P.E.O. **Delegate** Registration Form
Georgia State P.E.O. Convention

Delegate
Chapter _____

Convention
Theme
Logo

Month day-day, 20##

Convention Facility Name
Address, City, GA zip
Phone Number

Please PRINT All Information LEGIBLY – Thank You!

Please make Chapter check payable to: 20## GA State P.E.O. Convention

Mail with completed form by **March 25, 20##** to:

20## Georgia State P.E.O. Convention

send to: [name. address, city-st-zip, {if desired}, email]

If you have questions, please contact: [name], at [phone #] or [email]

Chapter _____ Chapter City _____ Handicapped Accessible Room Requested _____

Lodging and Meals for 2 Delegates: \$ _____

Late Fee after March 25, 20## (\$25.00) _____

TOTAL ENCLOSED \$ _____ Ck # _____

Chapter Treasurer's Name & Phone number _____

1st Delegate	<input type="checkbox"/> PSP (state _____)	<input type="checkbox"/> First Convention	<input type="checkbox"/> Golden Girl
Name as it will appear on badge: _____			
[if needed, otherwise remove - Saturday Dinner Main Dish Choice: <input type="checkbox"/> xxxxxxxx or <input type="checkbox"/> xxxxxxxx]			
Special Meal Request: <input type="checkbox"/> Vegetarian <input type="checkbox"/> Gluten-free <input type="checkbox"/> Other Allergy _____			
Any Special Medical Needs: _____			
Mailing Address: _____			
Preferred Phone #: _____ Email Address: _____			
Emergency Contact: _____ Relationship _____ Phone _____			

2nd Delegate	<input type="checkbox"/> PSP (state _____)	<input type="checkbox"/> First Convention	<input type="checkbox"/> Golden Girl
Name as it will appear on badge: _____			
[if needed, otherwise remove - Saturday Dinner Main Dish Choice: <input type="checkbox"/> xxxxxxxx or <input type="checkbox"/> xxxxxxxx]			
Special Meal Request: <input type="checkbox"/> Vegetarian <input type="checkbox"/> Gluten-free <input type="checkbox"/> Other Allergy _____			
Any Special Medical Needs: _____			
Mailing Address: _____			
Preferred Phone #: _____ Email Address: _____			
Emergency Contact: _____ Relationship _____ Phone _____			

20## P.E.O. **General** Registration Form
Georgia State P.E.O. Convention

General

Month day-day, 20##

Convention Facility Name
Address, City, GA zip
Phone Number

Convention
Theme
Logo

Please PRINT All Information LEGIBLY - Thank You!

Make checks to and Mail with completed form by **March 25, 20##**, to:

20## Georgia State P.E.O. Convention

send to: [name. address, city-st-zip, {if desired}, email]

If you have questions, please contact: [name], at [phone #] or [email]

Attendee Name as it will appear on badge: _____

Chapter: _____ City: _____

First Convention

Mailing Address: _____

Preferred Phone #: _____ Email Address: _____

Any Special Medical Needs: _____

Emergency Contact: _____ Relationship: _____ Phone: _____

- State Officer *
- GA State Committee Chair * (Com Name _____)
- Past State President (st____) Guard/Page * Tech Asst/Musician/Conv Photographer *
- P.E.O. Visitor BIL/Partner Guest- Non-P.E.O. ____ Project/Scholarship Attendee *
- Convention Steering Committee Member Convention Hostess Chapter Volunteer
- Golden Girl * (Saturday Lunch) Other (Specify) _____

***Attendees serving at the Board's request do not send in monies. Their costs are covered by the GA State Chapter.**

Roommate Request: If possible, mail forms and payments together Single Occupancy Requested
 Name of Requested Roommate _____ Chapter or Relationship _____

Lodging: Overnight guest cost is \$##.00 per night (double occupancy) or \$###.00 per night (single occupancy).
 Thursday ##/20## Friday ##/20## Saturday ##/20## Handicapped Accessible Room Requested

Meals: Please check all meals needed. Special Meal Requests _____
 Friday/PSP Dinners ## @ \$## Saturday Breakfast ## @ \$## Saturday Lunch ## @ \$##
 Saturday Dinner ## @ \$## [if required, Dinner Main Dish Choice: _____ or _____]
 Sunday Breakfast ## @ \$## [Note - can be moved to line above if no dinner choice is needed]

Lodging Total: _____

Meals Total: _____

Late Fee (\$25.00 after 3/25/##) _____

NO cancellations after 3/31/##

Total Enclosed: _____

Ck # _____

P.E.O. Convention 20##
Physical Arrangements—Room Set-Up Needs

Committee/Event: _____

Room: _____

Beginning Date/Time Needed: _____

Ending Date/Time Needed: _____

Set-Up Style: (Circle One): **People at Tables** **Chairs facing Speaker** **Just Tables**

Other: explain or provide diagram on back of this page or with an attachment if you have a specific floor plan:

Furniture: #of Tables (size): _____

 #of Chairs: _____

 Podium: (Circle One): **YES** **NO**

Hotel Supplies Needed (e.g., easels, type of table, computer): _____

AV Equipment Needed (e.g., projector/screen, extension cord, microphone, etc.):

P.E.O. Supplies Needed (e.g., Signs, Flags, Chair Tags, P.E.O. brochures to be supplied by Chair, etc.): _____

Decorations Needed: _____

Contact Person: _____

Phone #: _____ Email: _____

Mail/Scan this form to [name], xx, 20## Physical Arrangements Committee Chair

By _____ **(date)** _____ at [full address

Phone: [(phone number)] Email: [email address]

**20## Georgia State Convention
Final Report
for
[Fill in name of committee or position]**

Responsibilities & Activities:

(Summarize your activity using bullet points. Try to keep to one page if possible)

Suggestions for improvement:

(Again, use bullet points.)

Summary statement:

(Give a concluding statement, if desired.)

(Name), Chapter XX
(Date)

(Insert Logo)

[name], Convention Treasurer
20## Georgia State P.E.O. Convention
[address]
[phone number]

[Date]

To: President of Convention (via email)
Name (email address)

To: State Board (via email)
, President (email address)
, Vice President (email address)
, Organizer (email address)
, Treasurer (email address)
, Secretary (email address)

To: Finance Committee Chair (via email), Name (email address)

To: State Financial Data Assistant (via email), Name (email address)

To: 20## Hostess Chapters (via mail or by hand)
Chapters xx, xx, xx, xx, xx and xx

Dear Sisters,

Attached are the final reports for the 20## Georgia State P.E.O. Convention Steering Committee. These reports reflect all transactions through (date). Please let me know if you have any questions regarding these reports.

It was an honor and a pleasure to serve on this committee.

Lovingly in P.E.O.,

Name
20## Convention Treasurer

Attachments: Budget, Statement of Account, Transaction Ledger

**20## Georgia State Convention Steering Committee
Expense Reimbursement Form**

Committee _____ Date _____

Check Payable to _____ Amount _____

Brief description of expense or items purchased: _____

Please attach your receipts or bills to this form.

Mail reimbursement check to:

Name

Address

Phone _____ Email _____

Please return completed form to:

[name], Convention Treasurer
20## Georgia State Convention
[address]
[email]
[phone number]

Approved by:

Convention Treasurer's Use Only

Steering Committee Chair

Date Paid _____

Check _____

Date _____

Amount _____
