**READ – READ – READ!**

Introduction: Rapping has merit as an educational tool. Today, we are fortunate to have a group known as the P.E.O. RAPPERS who will not only entertain us, but also more importantly inform us as to the sources of information available to us as we serve as officers of local chapters.

It is to be noted that the major problem is not that there is no information or direction for the duties of office, but rather that the information and direction that exists is not used because it is never read. Please welcome the P.E.O. RAPPERS, presenting an original rap titled:

**READ – READ – READ!**

– rest
\* snap

*Enter snapping and rapping:* – \* – \* READ, READ, READ!  – \* – \* READ, READ, READ!

*Continue until all participants are in place.*

*(snap)* – \* – \* – \* –\*

Listen up, sisters, and you will hear
How to be an officer without fear,
Do you want to have a fun-filled year?
Then listen to our rap with both ears.

In P.E.O. there’s always a book,
And a loving sister to help you look
For the information that you need,
But you’ve got to do your part:  READ, READ, READ!

*(snap)* – \* – \* – \* – \*

Now you start with the P.E.O. CONSTITUTION,
It is always a source of problem solution;
For local chapter questions, just look in Part Three;
You’ll get a right answer and pleased you will be.

It only takes a moment to find a reference,
If to the INDEX you will give preference;
You will find it in the back of the book;
Find Part Three and your subject – and just take a look.

Now in thirty minutes you should know enough
To really help you do your stuff.
You will find much help that you will need.
Now just sit yourself down and READ, READ, READ!

*(Snap)* – \* – \* – \* – \*

The next best help is OFFICER’S INSTRUCTIONS:
It’s a necessary study after your induction,
At your installation you promised and agreed
That you’d follow all instructions and
READ, READ, READ!

In the back of your INSTRUCTIONS, there’s a handy guide
Of things you keep in files and never should hide,
It is called the RETENTION LIST
So to see what you should save, this part shouldn’t be missed.

*(Snap)* – \* – \* – \* – \*
Each officer has in her supply collection
Some OFFICIAL FORMS; there’s quite a selection;
They come complete with the directions you need,
But you’ll use them much better if you READ, READ, READ!

Another thirty minutes and you are much smarter,
You’ll be an officer, who is a fast starter,
But remember the lesson and this poem’s creed,
You’ve got to do your part:  READ, READ, READ!

*(Snap)* – \* – \* – \* – \*

Another source of vital information
Is special in Georgia…our own creation,
It’s our GEORGIA STATE BYLAWS AND STANDING RULES
And one of our most important officer’s tools.

These BYLAWS control our STATE CONVENTION,
Set state dues and fees, and regulation
Of committees, and funds unique to our state,
And even set fines for reports that are late.

Thirty more minutes will help you expand,
And the knowledge you gain will be more than you planned,
If you recall the purpose of this poem’s creed,
And just take the time to READ, READ, READ!

*(Snap)* – \* – \* – \* – \*

Now just a little more of your attention
Will give opportunity for us to make mention
Of several other sources that are helpful indeed.
And we’ll call on you again to READ, READ, READ!

*(Snap)* – \* – \* – \* – \*

THE P.E.O. RECORD has a very special section,
That announces changes and gives special direction
It is called FYI, FOR YOUR INFORMATION
And is on the last page for your contemplation.

This FYI PAGE is International’s mail
That comes with THE RECORD you receive without fail.
It is vital information for all to heed,
But in order to use it you must READ, READ, READ!

*(Snap)* – \* – \* – \* – \*

For conducting the meeting, the place you should look
Is the obvious place, THE PRESIDENT’S BOOK.
It has information for all you elect,
Its direction needs study, as well as respect.

Now the meeting is smooth if the officers know
In advance what will happen; so the meeting will flow.
The president can share and preparations heed,
For all successful meetings, she should READ, READ,READ!

*(snap)* – \* – \* – \* – \*

Now the last source to mention is the WORD FROM STATE,
That’s sent in FORMS and LETTERS which are never too late,
State Officers send important info indeed,
So when you receive it, you should READ, READ, READ!

All the things that come to you in the mail
Must be read to the chapter without fail,
So that you will know just what is expected
When the organizer comes or reports are collected.

*(snap)* – \* – \* – \* – \*

It doesn’t take long to improve your position,
Preparation and study is our proposition,
You’ll be a better officer, do an outstanding deed,
If all these sources you will READ, READ, READ!

*(snap)* - \* – \*- \* – \*- \*-  \* -\*-  \*

*(as the sources are shown, name them aloud)*:
 P.E.O. CONSTITUTION
 INSTRUCTIONS TO OFFICERS OF LOCAL CHAPTERS
OFFICIAL FORMS
GEORGIA STATE BYLAWS AND STANDING RULES
P.E.O. RECORD and FYI PAGE
 PRESIDENT’S BOOK
 STATE CHAPTER CORRESPONDENCE

*(snap)* – \* – \* – \* – \*

It is hoped by these rappers that you have had fun
While we have informed you, and now we are done,
Just remember this lesson and take careful heed;
All chapter officers must READ, READ, READ!

– \* – \* Take our lesson to heart and READ, READ, READ!

– \* – \* Make a special time to READ, READ, READ!

– \* – \* You’ll never be sorry if you READ, READ, READ!

– \* – \* Get your officers together and READ, READ, READ!

– \*- \*Don’t knock it ’til you’ve tried it! Just READ, READ, READ!

*(exit)* – \* – \* READ, READ, READ, – \* – \* READ, READ, READ,

– \* – \* – \* – \* READ \* READ \* READ!

Production notes: 3, 4 or more rappers may perform this rap. One rapper can act as leader and do the introductory stanzas, or they may be done in unison. Then each one in turn can do each source section (Constitution, Instructions, Forms, Bylaws, P.E.O. RECORD, President’s Book, Correspondence). Then all may do the last lines, either in unison or one at a time.
Props: Large mockups of each source, to be shown by one of the rappers as the words about them are delivered.
1. P.E.O. CONSTITUTION
2. INSTRUCTION TO OFFICERS OF LOCAL CHAPTERS
3. OFFICIAL FORMS
4. BYLAWS AND STANDING RULES OF GEORGIA STATE CHAPTER
5. P.E.O. RECORD
6. PRESIDENT’S BOOK
7. CORRESPONDENCE FROM STATE (use large white envelope with return address of Georgia State Chapter and addressed to Jane Doe, Chapter ZZ.

Source: Charley Jean Moyers, E, P.S.P., GA., as Organizer for the Period of Instruction during Georgia State Chapter P.E.O. Convention, April 29, 1993.