

Suggested Timeline for Local Chapter IPS Chairmen

March

- Receive file or notebook from the former IPS chairman. Become familiar with your resource materials. If you have questions you can contact your state/provincial/district (s/p/d) IPS chairman; her name may be in your yearbook or in your Proceedings, which your president has. Questions or requests throughout the year should be directed to her. There may be a new chairman after s/p/d convention.
- Review Article XV, Bylaws of International Chapter, plus any s/p/d bylaws pertaining to IPS.
- Note that Project Procedures and Policies and General Information for IPS are available on the P.E.O. website, www.peointernational.org.
- Consider IPS program opportunities, one devoted entirely to IPS or one shared with other projects. Programs are available from your s/p/d program file and online at www.peointernational.org.
- Plan to present brief monthly reports to keep your chapter informed about IPS. Moments for Peace, designed specifically for these reports, are available at www.peointernational.org on the IPS page. Also on the website **Take a Minute for IPS** offers bimonthly information about IPS. Be sure to remind your chapter of the IPS articles in each issue of The P.E.O. Record.
- *If you have an IPS committee, involve them in the above.*

April – May – June

- If possible, visit the IPS display at your s/p/d convention, or ask your chapter delegate to bring back any information to you.
- After your s/p/d convention, learn the name of your current IPS s/p/d chairman. Use her as a resource.

July – August

- Arrange to visit local colleges and universities that offer graduate degrees to make contact with the international student adviser. Leave IPS information cards for interested students and copies of the IPS college flyer for student bulletin boards. It's also a good idea to take the current Procedures and Policies and the Application Calendar with you. All materials are on the P.E.O. website. Keep in mind that a first-time applicant must have a full year (September to May) of coursework remaining to be eligible for a scholarship.
- *To avoid duplication of effort, please contact your s/p/d chairman with a list of colleges or universities you have contacted.*

September – October

- The eligibility form is available to students from the website at www.peointernational.org between September 15 and December 15. If the student shows eligibility, application material will then be made available to her.
- Consider the possibility of an IPS Partners in Peace donation. Request the Partners in Peace form from your s/p/d chairman or go to the website at www.peointernational.org and print it, along with the Q&A that answers many questions about the Partners in Peace program. The form and check (at least \$500) are sent together, to the s/p/d treasurer who will forward them to the International treasurer's office. Form and check made out to the state, provincial or district chapter, must be received together in Des Moines with the s/p/d January remittances.
- Contact your s/p/d chairman for possible programs you can present to your chapter. A program using the Moments for Peace is available on the website.
- After September 1, the list of IPS students will be posted on the website at www.peointernational.org. Students in your area may also be posted on your s/p/d website. Your chapter may want to choose at least one student in whom you will take a particular interest.
- If you are a Partners in Peace chapter, you will be notified in early fall of your student's name, address and student profile. Consider how your chapter will stay in touch with the student with whom your chapter is partnered.
- This is another good time to visit college and university campuses.

November - December

- Determine the amount of your chapter's IPS donation to be forwarded to your s/p/d treasurer. Make checks payable to your s/p/d chapter.
- If your chapter is donating to Partners in Peace, it is to the chapter's benefit to mail the Partner in Peace form and check together in one envelope to the s/p/d treasurer before the end of the year.

REMEMBER: The Partners in Peace form and check must be mailed together to your s/p/d treasurer in time to be included in your state's January remittances to International.

January – February

- Report your activities of the year to your s/p/d chairman as requested.
- Prepare your material in a file or notebook for your successor.
- Partners in Peace donations must be mailed to your s/p/d treasurer in time to be included in the s/p/d January remittances to International.