

Guide for an Unaffiliate



*Women Helping Women
Reach for the Stars*

When You Relocate:

1. **Notify** your chapter immediately of your new address, phone number and email.
2. **Update** your contact information with the P.E.O. Membership Department in one of the following ways:
 - Complete the online Address Change form, available at peointernational.org/address-change
 - Email your change of address to membership@peodsm.org
 - Submit the form on the back of The P.E.O. Record either by postal service or fax to 515-255-3820
 - Notify the Executive Office at 800-343-4921
3. **You can find** contact information for local chapter presidents in your new area on the P.E.O. International website (peointernational.org). This information is found in the member section of the website under “Resource Library.” Choose “Listings & Directories” and then the “Directory of Presidents.” You can also find the Reciprocity contact for your new area in the member section of the website; under “Resource Library” choose Listings & Directories” and then “Reciprocity.” If you do not have internet access, your chapter’s corresponding secretary can help you obtain this information.

4. **Your current chapter** should send the form “Notice of a Member in Your Area” to chapters in your new location.
5. **Accept invitations** to visit area chapters as soon as possible.
6. **Carry your current membership card.** The privilege of active membership allows you to attend chapter meetings and receive The P.E.O. Record.
7. **Keep in contact** with your chapter.
8. **Remember to pay annual dues** to your chapter in February.

When You Decide to Transfer

1. **Acknowledge** an Invitation to Transfer when received. You have six calendar months in which to accept or regret.
2. **Accept** the invitation in writing.
3. **Regret** any other invitations extended.
4. **Remember**, a transfer may not occur in February.* If there is not time for your acceptance letter to be read at a chapter meeting by January 31, your dues must be paid to your current chapter.

***Exception:** Transfers may be accepted in February by an organizing or reorganizing chapter.

Benefits to Transferring to a Chapter Near You

- **Loving concern** and support of a chapter
- **Loyal friendship** of your sisters
- **Opportunity** to assist deserving women pursue educational goals
- **Support** and involvement with philanthropic outreach
- **Leadership** opportunities
- **Active** participation within a chapter