CHAPTER YEARBOOK

The Chapter Program Chairman or First Vice President schedules the programs for the year prior to the first meeting of the year. Each chapter member should receive a Chapter Yearbook at the first meeting. Copies of the Chapter Yearbook are to be sent to the International Second Vice President and State/Provincial Second Vice President for display at their respective conventions. Members of other chapters find them interesting and a source of material for their future program planning.

SUGGESTED CONTENT:

The Chapter Program Yearbook is the source of information for all the members of the Chapter. It should contain:

1. The Quester motto – “It’s fun to search...a joy to find” and colors (Blue and Gold)
2. Headquarters - THE QUESTERS
   210 South Quince Street
   Philadelphia, PA 19107-5534
   Phone: (215) 923-5183
   Hours: 9:00 a.m. to 5:00 p.m., Mon., Tues., Thurs. and 12:00 p.m. to 5:00 p.m. Wed., EST
3. The Questers Web Site: www.questers1944.org, log in password.
4. "What's in a Name" statement for the Chapter
5. Founder's Award Topic for the fiscal year
6. Chapter’s schedule for the year: dates and location, host or hostesses, presenter or speaker, topic and/or field trip destination.
7. Chapter membership list: address, telephone numbers, email
8. Chapter Officers
9. International and State/Provincial President & contact information
10. If existing, State/Provincial Web Site, log in and password.

OPTIONAL:

1. List of past Chapter Presidents
2. Chapter Charter date and list of Charter Members
3. Telephone/e-mail system for communicating Chapter information
4. Chapter policies & guidelines pertaining to Members: Dues amounts & when payable; attendance requirements; process for adding new members;
5. In Chartered States/Provinces, Lists of State/Provincial officers
6. Calendar of important International/State/Provincial dates and deadlines
7. Member’s birthdays, collections, individual photos
8. Chapter P&R projects (current and past), volunteer hours, donations
9. Other International Officers and Chairmen with contact information
10. Order of Business

The chapter determines the size and design. A folded standard-size typing paper sheet is most economical, a purse size is an option. Because much of the material will not change from year to year, a permanent cover/binder in which inside materials are updated annually is also an option.