



# Daughters of Penelope

Supreme Headquarters  
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## NATIONAL PROJECTS COMMITTEE REQUIREMENTS

The information below is to be submitted to Headquarters by the deadline date listed. This information will be reviewed and then presented to the entire Projects Committee Meeting at the Annual Supreme Convention. This Committee will select the National Projects to be submitted to the Supreme Convention. After the decision of the Supreme Convention, you will be notified of the results.

The following requirements must be met in order for a project to be considered by the Daughters of Penelope National Projects Committee meeting at the Supreme Convention:

1. **The *Notice of Intention of Presentation* document must be submitted to Headquarters, postmarked no later the June 1st.** One copy of each item to be distributed at the Supreme Convention Presentation (see No. 2 below) is to be submitted with the Notice of Intention of Presentation.

This document is a report which the DOP National Projects Committee will review in order to better understand the Project being presented.

2. **Presenters should bring a minimum of fifty copies of brochures, handouts, or any other information to the committee at the time of the Presentation at the Supreme Convention.** Some presenters do not distribute enough copies of their brochures or reports which may cause members of the committee to be without the appropriate information to fully understand what is being submitted. It is in the best interest of your project to have as many brochures, handouts, or other information available for the committee members.

**Presenters must also include a financial report along with their initial letter of intent to present. Please note that all projects selected whether mandatory or voluntary, must submit a financial statement with their annual report to be included in our yearbook the following year.**

3. **Presentations at the National Projects Meeting will be limited to no more than 10 minutes. Presenters must be present at the meeting 15 minutes prior to the scheduled committee start time, in order to distribute necessary information and set up presentations. Any presenter arriving after that time will not be allowed to present their information to the committee.**
4. **All Presentations and Presentation Documentation MUST be in English. Failure to comply will disqualify your project from consideration by the National Projects Committee.**

The Daughters of Penelope has mandatory charities in order to better focus our charitable giving during the year. Each year, at the Supreme Convention, the Daughters vote on the mandatory and voluntary projects. Please visit the Daughters of Penelope web site at [www.daughtersofpenelope.org](http://www.daughtersofpenelope.org) for further information including our current national projects.

Thank you in advance for your support!

NOTICE OF INTENTION OF PRESENTATION TO THE NATIONAL PROJECTS COMMITTEE

Name of Project:

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Year Submitting: \_\_\_\_\_

Project Address:

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Project web site and/or E-mail Address:

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Is this a Foundation?  Yes  No

If yes, what is the percentage of its administrative costs? \_\_\_\_\_%

Brief description of the project:

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Presenter's Name: \_\_\_\_\_

Address \_\_\_\_\_

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Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Deadline: June 1st**

**Send or email completed forms to:**

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