



INTERNATIONAL SOCIETY FOR KEY WOMEN EDUCATORS
DELTA KAPPA GAMMA

TO: Chapter Treasurers

DATE: March 2022

FROM: Vicki Smith, DKG Illinois State Organization Treasurer, 727 N. Plum, Princeton, IL 61356-1149; (815)-876-7461 (cell); vlsteach@yahoo.com

SUBJECT: **Instructions and Forms for 2022-2023**

One of my duties as state treasurer is to send you directions and forms which may/may not be available on websites that are needed for this year's work. Enclosed are the following:

- Fee Form for fees for Leadership Development, State Convention, Induction, & Scholarship (due by September 30 and/or ASAP after an induction)
- Instructions for Chapter Treasurers—basic directions for all duties you perform
- Contribution Form for Lambda State Foundation for Educational Studies (for individuals)
- IL Form 43 (You may duplicate as many of these as needed. This form was recently revised, so please use the new form. The International Form 43 is to be used for International contributions not for contributions to state funds.)
- International Form 43 (BE SURE to see the instructions about all the funds being under the umbrella of DKGIEF (Delta Kappa Gamma International Educators Foundation))
- Chapter Treasurer's Timeline and Info on 990N filing to IRS

NOTE: Training for Chapter Treasurers will be during the Training of Chapter Leaders in June 2022. There also will be a brief 10-Minute Take-Away session for treasurers at the upcoming Convention. Please alert your chapter that if there is a NEW treasurer, it would be the best if she were to attend one of the training events. Yes, you would still need to help with her training as well.

Should you have any questions throughout the year, please e-mail, write, or phone me (see above). Please pay close attention to directions and deadlines so that the year will go smoothly for all.

By May 16 you should see Form 15 Annual Report of Chapter Treasurer appear in the dues portal of Chapter Connect in the lower LEFT corner. This form is due to me by July 15th as I compile this information for a form I need to send to International by the end of July.

You will also find basic instructions for filing the 990N on the DKG International website and in the Treasurer's Timeline document. Please be sure to log on to <http://ssa.www4.irs.gov/epostcard> and file the Form 990N postcard for 2021-22 AFTER June 30 but before November 15. Your procedure should be the same as last year, including sending me verification either by snail mail or email that your chapter's report is accepted. If you are new to your treasurer position this year, be sure to work closely with the outgoing treasurer for the ID and password needed to log onto the site. Contact me if there is

something you cannot solve. You must do this each year. Failure to do so could result in you chapter losing its nonprofit status. It costs several hundred dollars to regain that status.

I look forward to working with you and meeting you at upcoming convention and meetings. I hope you and your chapter have another very successful year.

SPECIAL NOTE FROM INTERNATIONAL PROJECTS CHAIR: If you wish to contribute to Project Malawi, make check payable to Marion Medical Mission and mail it to the mission at 1412 Shawnee Drive, Marion, IL 62959 using the form found on the DKG ILSO website under Committees, International Projects.

For the International Project, Schools for Africa through UNICEF, please check for the brochure on the DKG ILSO Website as it has a form to enclose with your donation. Donations are to be sent to U. S. Fund for UNICEF, Attn. NGO Department, 125 Maiden Lane, New York, NY 10038. If you cannot access the brochure, be sure to include information as to the name of the chapter, the name and address of the chapter treasurer and whether it is in memory or honor of a particular person. Please DO NOT mail these to the state treasurer or to the state International Projects Chairperson.

After your chapter makes contributions to either the state or international project, be sure to let Pat Rinkenberger, DKG Illinois State Organization International Projects chair, know that your chapter made a contribution. Her address is 2945 Birch Road, Homewood, IL 60430-2810, and her email address is pjrinkenberger@gmail.com .