



INTERNATIONAL SOCIETY FOR KEY WOMEN EDUCATORS
DELTA KAPPA GAMMA

TO: Chapter Treasurers

DATE: April 2020

FROM: Sharon Vinson, Illinois State DKG Treasurer, 11966 Tresemer Road, Roscoe, IL 61073
(815) 623-6857; (815) 543-5644 (cell); sjvins4@gmail.com

SUBJECT: **Instructions and Forms for 2020-2021**

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 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 rather than use the international Form 43 for any contributions to state funds.)
- Chapter Treasurer's Timeline and Info on 990N filing to IRS

NOTE: On May 15 and 27 from 10-11:30 am, I will be having a Zoom meeting with those who wish to join in the Q & A time since our training time in St. Louis won't happen and the training in Peoria will be cancelled, too. Please watch for another email about this Zoom training session. Please read over the materials I have sent and prepare your questions. I will need you to respond if you can attend either session so I can send an invitation through Debbie LeBlanc.

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 receive Form 15 via e-mail or USPS as it is being sent to me electronically instead of being mailed to you. It will also appear on the International website (www.dkg.org under Forms). You will also find basic instructions for filing the 990N on the International website.

Please be sure to log on to <http://sa.www4.irs.gov/epostcard> and file the Form 990N postcard for 2017-18 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.

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

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.

For the International Project, Schools for Africa through UNICEF, please check for the brochure on the International 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 Teresa Maguire, Lambda State International Projects chair, know that your chapter made a contribution. Her address is 113 West Young Dr., Fairfield, IL 62837-1049, and her email address is internproj.lambda.ilstate@gmail.com