



# INTERNATIONAL SOCIETY FOR KEY WOMEN EDUCATORS DELTA KAPPA GAMMA

TO: Chapter Treasurers

FROM: Sharon Vinson, Lambda State Treasurer, 11966 Tresemer Road, Roscoe, IL 61073  
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DATE: June 2017 SUBJECT: **Instructions and Forms for 2017-2018**

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

- Fee Form for Leadership Development and State Convention (due by November 15)
- Instructions for Chapter Treasurers—basic directions for all duties you perform
- Treasurer's Timeline and 990-N Instructions
- 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.)

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.

You should have received Form 15 already via e-mail or USPS as it was sent to me electronically instead of being mailed to you. It is also on the International website [www.dkg.org](http://www.dkg.org) under Forms. You will also find basic instructions for filing the 990-N on the International website. Make sure I receive your Form 15 by July 15 each and every year.

Please be sure to log on to [www.irs.gov/990N/](http://www.irs.gov/990N/) and file the Form 990N postcard for 2016-17 AFTER June 30 but before November 15. Follow the procedures used last year (see timeline sheet) but please continue to send me verification either by snail mail or email that your chapter's report is acceptable.

I look forward to working with you and meeting you at upcoming 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.

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.

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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 has made a contribution. Her address is 113 W. Young Drive, Fairfield, IL 62837-1049, and her email address is [internproj.lambda.ilst@gmail.com](mailto:internproj.lambda.ilst@gmail.com)