

THE DELTA KAPPA GAMMA SOCIETY INTERNATIONAL ALPHA PHI STATE

Dear Chapter Treasurer;

I hope you have had a good year. It is once again time to collect dues for DKG. If you are not the treasurer, please make sure she gets this letter and that you send to International a "Change of Treasurer" report. I have prepared this document to make your job and mine a little easier.

You should have received, in late August, a packet from International with appropriate forms and information. **PLEASE PUT THIS LETTER WITH THAT PACKET.**

Dues are to be collected in the fall with a deadline of October 31. Some chapters start collecting in August; some let members pay in installments. No matter the method, all members must pay by October 31 or be dropped from membership. A member can be reinstated at anytime without additional fees; it is just more work for you. **Keep the blank copies of Form 18 to send late dues or initiates dues.** Make a copy of it, if possible, in case you run out. Forms are also online.

SEND DUES TO ME BY NOVEMBER 15.

The 990-N must also be completed by November 15. Send me a copy of the accepted form when you receive it.

Here are the guidelines:

- 1) Dues: Your chapter dues will range from \$50.40 to \$80. Out of this you need to send me:
 \$50 for each Active member (\$10 is State and \$40 is International).
 \$25 for each Reserve member (\$5 for State and \$20 for International)
- 2) Initiates: In addition to dues you need to send \$5 for each initiate. If initiated after April 1, send only the \$5 (no dues).
- 3) Form 18-A is not provided in the packet. Either get it online, make up your own or contact me or International for a form.
- 4) If you initiate new members or reinstate former members be sure to send the appropriate yellow or green card. You may use forms online at www.dkg.org. If info has not changed on reinstated members you can list them on Form 18 without a card.
- 5) If you have a **Chapter Scholarship Fund** (scholarships for members), you will send 40 cents per member and \$5.00 for the State Scholarship Fund. If you do not have a member Scholarship Fund send \$1.00 per member to the state. **THE FUND FOR STUDENTS IS CALLED GRANT-IN-AID.**
- 6) We ask that you collect 50 cents per member to support the cost of our state Convention. This is optional. Please do NOT include this donation on Form 18 and write a separate check marked "State Convention" in the memo. ONE check will do for the rest.
- 7) Put all figures on the first page only. I will do the summary for State and International.

- 8) There are three sheets. Send them all to me. I will return the pink to you with adjustments.
- 9) Make the check out to ALPHA PHI STATE.

Again, if you initiate after April 1, you collect \$10 from each new member and send \$5 to me on the Form 18 with yellow cards or online forms (chapter keeps \$5). DO NOT SEND DUES AFTER APRIL 1.

If you need assistance please call, email, or write.

Jana Adkins, Alpha Phi Treasurer

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