

INSTRUCTIONS FOR CHAPTER TREASURERS—2011-12

REFER to this resource to answer questions about forms and duties. New Int'l Web site = www.DKG.org

ANNUAL REPORT OF CHAPTER TREASURER

Each Chapter Treasurer receives Form 15 in June. This year it came electronically to the state treasurer who then distributed it. If you do not receive it by June 25, let Sharon Vinson, State Treasurer, know. It is due to state treasurer by July 15. If your chapter gives grants to potential teachers (even through a separate foundation that you maintain), fill in the Grant-in-Aid section. If your chapter has its own scholarship fund to give monies to YOUR members, please complete the Chapter Scholarship section. Otherwise, simply leave those sections blank. BE SURE to include the names of initiates, resignations, non-payers, deceased, transfers, etc. on a separate sheet or on the back.

FILING FORM 990N POSTCARD WITH IRS

Log on to <http://epostcard.form990.org> and file the Form 990N postcard for 2010-11 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 e-mail that your chapter's report is acceptable.

AUDIT/REVIEW OF TREASURER'S BOOKS

Books must be submitted for annual review/audit after June 30. Refer to Guidelines for Audit Committee from Lambda State Finance Committee. This has been sent to the Finance Chair and the president in May 2011.

COLLECT DUES

July 1 thru October 31. You should receive your packet of Form 18s and membership cards from International around August 1. Send notice or call members not paid by October 15. Issue Membership Card upon payment of dues. OCTOBER 31 = date all dues should be in to you. If paid late, please submit dues to me on Form 18 (not as a reinstatement). Do involve the Membership Committee in reaching all the members to try to retain your membership. Encourage your membership committee to reinstate former members as well.

November 1—Complete Form 18 and Form 18A. Put amount of money in the columns on Form 18, not check marks. Send all 3 copies of Form 18 to state treasurer with check for correct amount of dues and fees postmarked by November 10 to earn Honor Status. **Summarize entire report on Page 1, lower left corner only.** **DO NOT** put totals at the bottom of any other page.

The amounts the chapter treasurer should send to State Treasurer are as follows:

Active members	\$63.00
Reserve members	28.00
Scholarship Fee for each active & reserve member	1.00 or \$.40*
Initiation fee for each new initiate	5.00
Honorary Initiation (one-time) fee	50.00
Reinstatement fee	none
NEWSCASTER Fee for AL, RL, & Honorary	2.50

*If chapter maintains its own scholarship fund to give scholarships to its OWN members, send \$.40 per member plus \$5.00 annual State Scholarship Fee.

SCHOLARSHIP FEES

Each Active and Reserve member pays \$1.00. Send to state treasurer with dues on Form 18. Mark amount of fee in the Scholarship column. If chapter maintains its own scholarship fund to give scholarships to its OWN members, send \$.40 for each active and reserve member plus the \$5.00 State Scholarship Fund fee to state treasurer.

NEWSCASTER FEE

The \$2.50 must be paid for Active Life, Reserve Life, and Chapter Honorary members annually on Form 18 by November 10. Use the BLANK column on Form 18 & label it Newscaster.

STATE CONVENTION FEE & LEADERSHIP DEVELOPMENT WORKSHOP FEE

State Convention fee is **waived** again this year due to a vote at State Convention to return some of the leftover funds from the International Convention 2008 to each of the chapters. The Leadership Development fee is \$30 annually and is due to state treasurer by November 15 with completed form.

INITIATIONS

Have each initiate complete yellow initiate card (or initiate form from Web site) and pay \$10 initiation fee (keep \$5 for chapter). Be sure to sign the card as treasurer. For FALL & WINTER initiations, collect dues, fee, and initiation fee.

Complete Form 18 and send yellow cards, all three copies of Form 18, and check for dues and fees to state treasurer *immediately* after initiation. In SPRING for initiations after April 1, collect only the initiation fee. Send yellow cards, Form 18, and check for \$5 for each initiate to state treasurer no later than June 10.

CHANGE OF ADDRESS/CHANGE OF NAME (BLUE CARD)

Complete and send to state treasurer immediately or e-mail me with the change as it is electronically sent to International offices to create mailing labels used at International and State levels. You can also e-mail me anytime with address changes.

DEATH OF MEMBER

Complete Form 18A (available on Int'l. Web site) with date of death. Send immediately to state treasurer and remind the person who is to send Form 6 regarding that member to send it ASAP.

FORM 18A TO DROP A MEMBER

On the **new** Form 18A, all reasons for dropping (except death) are considered resignations. For nonpayment of dues, use #5 economic reason for resignation. The other reasons are (1) Meeting Places/Times inconvenient, (2) Other responsibilities (family, work, etc.), (3) Chapter Not Meeting Needs, (4) Health, and (6) Transportation (use for reserve members, especially if they live out of town).

TRANSFER OF MEMBER

Official only when "Official Notice of Transfer" is received from International. Chapter does not act on transfers.

REINSTATEMENT OF MEMBER (GREEN CARD)

Complete green card or reinstatement form from International Web site and Form 18. Use Member ID if possible. Send card with dues to state treasurer as soon as chapter has acted on it. If member is reinstated by chapter between April 1 and June 30, send card and Form 18 immediately to state treasurer to ensure name will appear on Form 18.

CONTRIBUTIONS

To Lambda State Funds: Florence A. Cook Recruitment, Grant in Aid, Lambda State Foundation for Educational Studies, Scholarship, and Women in the Arts Funds. Complete Illinois Form 43 (half sheet), one per fund, one check per fund, and send to state treasurer. Make all checks payable to Lambda State, DKG and indicate the fund name in the MEMO section of the check. All checks CAN be mailed in ONE envelope.

To International Funds: Educators Award, Educational Foundation, Emergency Fund, Golden Gift Fund, International Speakers Fund, and World Fellowship Fund. Complete two-part Form 43 as per directions at top and send to International. Make all checks payable to The Delta Kappa Gamma Society Int'l and indicate the fund in the MEMO section of the check & **mail them to International Office (not to the state treasurer).**

CHAPTER BUDGET

Each chapter treasurer should serve on the Finance Committee. Be sure the chapter budgets for state leadership development workshop fee. Follow budget Guidelines from state finance chair. Present budget at first meeting in the fall. Chapter Budget should be approved by Chapter Executive Board by the Oct. meeting.

RESOURCES

GUIDELINES FOR CHAPTER TREASURERS

CONSTITUTION AND INTERNATIONAL STANDING RULES

HANDBOOK, THE DELTA KAPPA SOCIETY INTERNATIONAL 2006

ORDER SUPPLIES

Use current Order Form 1. Form 1 can be downloaded from the DKG Web site, and items can be ordered by phone, fax, and from "FORMS, Treasurer" on the NEW Web site: www.DKG.org. Keep supply of Form 18, Form 18A, Form 43, Change of Address/Name cards, Reinstatement Cards, and initiate cards. IL Form 43 available from state treasurer can be duplicated. Forms are available from the Int'l office. Order member pins and president's pin on official order form.

Revised June 2011