

A GUIDE FOR TREASURERS 2015

VALUABLE RESOURCES

- “Guidelines for Chapter Treasurers” will arrive with the dues packet from International. Previous treasurers should also have a copy. It is an International document, and Texas may do things a bit differently.
- International Website – Most of the forms are found under “Forms”.
- State Website-Information available on Treasurers’ page and Finance Committee page

COMPLETING FORMS

FORM 18

1. Use pre-printed form sent to you from International. Put amount paid beside each name--DO NOT use check mark or ditto mark. (You do not need to put dollar signs)
2. An Active member pays \$20.00 for STATE DUES and \$40.00 for INTERNATIONAL DUES. **Total ACTIVE DUES - \$60.00 + Scholarship**
3. A Reserve member pays \$7.00 STATE DUES and \$20.00 INTERNATIONAL DUES. **Total RESERVE DUES - \$27.00 + Scholarship**
4. Put (in column 3) the amount sent for scholarship.
 \$1.00 if chapter does NOT GIVE a local scholarship.
 \$.40 if chapter gives a local scholarship.
This scholarship fee is required for membership by the International Constitution. It does not count toward the TSO Honors recognition program.
5. Honorary, AL (active life), RL (reserve life) pay NOTHING. They are dropped only upon death.
6. When you have a reinstatement, put a check mark in the appropriate column. Complete a green reinstatement card or the form found on the International Website. There is no fee for reinstatement and the chapter does not have to vote for a person to be in your chapter.
7. When you have initiates, you collect a \$10.00 initiation fee. Complete a yellow initiate card or the form found on the International Website. **The chapter keeps \$5.00.**
8. If you initiate an honorary member, put \$49.50 in the appropriate column. (The chapter pays the one time fee of \$49.50, the honorary member pays nothing.) Complete a yellow initiate card.
9. If you report a drop, check in the last column and send an 18-A to report it. ***Death of a member needs to be reported immediately.*** See Information below.
10. Complete the portion '**Summary by Chapter Treasurer**' only on the first page. The State Treasurer will complete the state and international summary.

11. Send **ALL THREE COPIES** (white, yellow, &.pink) with your check to the **State Treasurer, P.O. Box 797787, Dallas, Texas 75379-7787**. The **pink copy** will be returned to you when it is processed. If you want notification of receipt, include a self-addressed stamped envelope or postcard. Be sure to make yourself a copy of everything you send.
12. A Form 18 should be sent **each time dues or fees are sent**. The form can also be found on the International Website. You do not need to copy it on colored paper. If you use the downloaded copies, please send 3 copies.

Form 18-A

1. Write ID numbers and names of all people who have not paid dues.
2. Indicate the reason a member is being removed from the chapter list by placing a number in the appropriate column. Reasons are listed on the form.
3. Send immediately following death of member. Be sure to include date of death (month, day, year) If dues are current, the individual still counts toward your number of members.
4. Please carefully read the Instructions on Form 18-A. Copies are found on the International web site.

CONTRIBUTION FORMS

You may send contributions to more than one fund in the same envelope, but **a separate check must be written for each contribution**. The different funds are kept in different accounts.

INTERNATIONAL CONTRIBUTION FORM 43

It is available online at www.dkg.org under "Forms" then "Contribution Forms." The International funds are listed on this form. Contributions to International funds are sent to **International Headquarters**.

TEXAS CONTRIBUTION FORM

It is available online at www.dkgtexas.org under "Deadlines and Forms." To receive recognition at state convention and to receive points on PACE, contributions must be received by **April 1**. All contributions postmarked after **April 1** will be applied to the next year.

The TEXAS Contribution form is used to make contributions to the Dr. Eula Lee Carter Fund. Contributions to this fund are sent to the **State Headquarters, P.O. Box 797787, Dallas, Texas 75379-7787**.

ASTEF CONTRIBUTION FORM

ASTEF contributions are sent to the **State Headquarters, P.O. Box 797787, Dallas, Texas 75379-7787**. This form is available online at www.astef.org and may be accessed from either the home Page or the Donations page. Donations may also be made online at www.astef.org.

SCHOLARSHIP FUND

Contributions to this fund are accepted any time; however, to be recognized at the State Convention and to receive points on PACE, this contribution **MUST BE** postmarked no later than **April 1**. For example, if a check is received on May 3, and it has an April 1 postmark, it will count as honors. Otherwise, it will be applied to the next year.

To be an **Honors Chapter**, every member must contribute \$1.00. If your chapter wishes to be a **Double Honors** chapter, \$2.00 per member must be contributed and \$3.00 per member to receive **Triple Honors**. **These contributions are in addition to the \$1.00 each member pays with dues.**

LEADERSHIP FUND

Contributions are accepted for this fund any time; however, for contributing chapters to receive recognition at the State Convention and to receive points on PACE, contributions **MUST BE** postmarked no later than **April 1**. Late contributions will be applied to the next year.

To be a '**Journeyer**' each member must contribute \$1.00. To be a '**Trailblazer**' each member must contribute \$2.00.

PROJECTS FUND

Contributions are accepted for this fund any time; however, for the contributing chapters to receive recognition at the State Convention, and receive points on PACE, this contribution **MUST BE** postmarked no later than **April 1**. Late contributions will be applied to the next year.

To be a '**Groundbreaker**' each member must contribute \$1.00. To be a '**Builder**' each member must contribute \$2.00.

INDIVIDUAL CONTRIBUTIONS TO ASTEF (Foundation)

Contributions made by individuals are tax deductible. They may be directed to the fund (Leadership, Scholarship, and Projects) as chosen by the individual contributor. Chapters or individuals making contributions of \$25 or more will also be recognized in the convention program.