

Dues Collection, Reporting & Payment / Member Contact Information Updated

March-May: Collect dues, deposit in chapter bank account.

Goal: 100% returning members' dues collected by end of May.

April-May: From Chapter Connect:

1. **Download chapter roster** before submitting payments for the next membership year.
This is the official chapter roster for the current membership year.
2. Use this roster to **verify and update members' contact information**.
~~ Hint: partner with the chapter membership committee to complete this task ~~
Who uses the contact info?
 - International & TSO use email, postal mail and phone to contact members.
 - TSO *Lone Star News* editor mails 2 issues to members. TSO incurs the cost of return postage.
 - **Options to update contact info:**
 - Members update their own information at My DKG.
 - Chapter presidents or treasurers use the Dues Portal / Member Management to update contact information.

May-June: Using the Dues Portal:

1. **Add members to chapter** at Member Management for the upcoming membership year.
Members that are new, transferring, or reinstating fill the corresponding form and submit to chapter treasurer with dues payment. (refer to *Forms: What to Send Where*)
2. **Report paid members** at Order Management.
Create orders: multiple orders can be paid together.
3. **Submit payments before June 30** (refer to *Dues: What to Send Where*)
To International in Austin: mail dues & order form/s
To TSO in Dallas: mail dues + fees, order form/s & TSO fees form/s
4. **Submit Form 18A Dropped members** with dues payments to prevent reminder emails from going to those not renewing membership. (refer to *Forms: What to Send Where*)

June-Sept.: Continue collecting dues, adding members, submitting payments:

- Before July 30
- Before August 30
- Before September 30

International will email reminders to members listed in the Unbilled section of Order Management

- On August 1
- On September 1

International drops members listed in the Unbilled section of Order Management

- On October 1: these members can be reinstated once full dues are paid

Oct.-Feb.: Continue adding members and updating contact information as needed.

- Jan. & Feb.: new members pay ½ price dues.
Refer to the *TSO Dues & Fees Chart*
- Feb. 28: all additions & updates complete for the TSO Membership Snapshot
- March 1: TSO snapshot for membership growth recognition
- March 1: Dues Portal Closes to prepare for next membership year