

Dear Treasurer,

Thank you for accepting the position as Treasurer for your chapter. I know this is a challenge, but it is a critical position and has a direct effect on the "health" of your chapter.

First of all, I suggest you go to You Tube and view the following instructions. It will give you a good background on the collection of dues and how to record and pay them on the DKG International website. It runs for 34 minutes, but is well worth the time invested.

<https://youtu.be/PKmamgS09TY>

Dues collection for your chapter each year is from April 1 until June 30. All members' dues should be paid by June 30 and you can begin sending them to me and to DKG International after July 1. For your information, I am attaching two handouts that may be of help to you. One is a breakdown of dues and fees amounts and the other is a step-by-step reminder to get you started collecting dues for this year.

I will also be sending instructions and reminders frequently to remind Chapter Treasurers of procedures and deadlines. Look for emails with the subject line "TREASURERS' NOTES." I'm usually home from Monday through Thursday at my landline (evenings are best) and on my cell phone Friday through Sunday. Please don't hesitate to call me whenever you have a question.

Beverly Stagg, Florida State Treasurer
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