

Delta Kappa Gamma International
Pi State & International Chapter Report Forms:
A Reference for Chapter Presidents

All forms may be found at www.dkg.org/forms. Each form indicates who should receive copies. Many forms are also available in interactive format that can be saved and sent as an attachment.

Copies of all forms should be retained by the Chapter.

Annual CHAPTER REPORTING FORMS

Form #	Title Person Reporting	Purpose	Submit To	Due Date
6	Death of Member President	Record-keeping is a requirement for all DKG Chapters and State Organizations.	International; Pi State Treasurer & Membership Chair	Immediately following Death
15	Chapter Treasurer's Annual Report: Fiscal Year July 1 – June 30 Treasurer	Report record of Chapter finances and membership as well as Initiates, Reinstatements & Resignations; required by IRS, Pi State & International. Pi State Treasurer compiles data from <u>all</u> Chapters and sends report to International.	Pi State Treasurer	July 15
IRS 990	Return of Organization Exempt From Income Tax Treasurer	<u>A MUST</u> ... IRS regulations. Use form designated by Pi State Treasurer.	Dept. of Treasury; Pi State Treasurer	July 1 – November 10
18	Report of Dues and Fees Treasurer	Report of Chapter dues and fees is required by Pi State, International and IRS. Pi State Treasurer compiles data, sends International their portion of dues and maintains records of State portion.	Pi State Treasurer	Before October 31
54	President's Annual Report President	Report information and data about Chapter. Pi State President compiles data from <u>all</u> Chapters and sends report to International.	Pi State President	February 1
2	Annual Necrology Report Membership Chair	Report Chapter members' deaths; used for recognition in <i>Hour of Remembrance</i> at Pi State Conventions and in <i>Pi Lights</i> .	Pi State Membership Chair	February 1

Biennial CHAPTER REPORTING FORMS

Form #	Title Person Reporting	Purpose	Submit To	Due Date
110	Chapter Officers for New Biennium President	Report will be entered in database for International and Pi State. This ensures that all communications will be received in a timely manner.	International & Pi State President	May 15
42	World Fellowships Committee Biennial Report World Fellowship Chair	Report Chapter activities in relation to World Fellowship. Pi State World Fellowship Chair compiles data from <u>all</u> Chapters and sends report to International.	Pi State World Fellowships Chair	March 1
34	Scholarship Committee Biennial Report Scholarship Chair	Report Chapter activities in relation to Scholarships. Pi State Scholarship Chair compiles data from <u>all</u> Chapters and sends report to International.	Pi State Scholarship Chair	March 1
26	Educational Excellence - Program Committee - Biennial Report First Vice President	Report Chapter Programs. Pi State Educational Excellence Chair compiles data from <u>all</u> Chapters and sends report to International.	Pi State Educational Excellence Chair	March 1

36	Membership Committee Biennial Report Membership Chair	Report Chapter activities in relation to Membership. Pi State Membership & Expansion Chair compiles data from <u>all</u> Chapters and sends report to International.	Pi State Membership & Expansion Chair	March 1
40	Finance Committee Biennial Report Finance Comm. Chair	Report Chapter activities in relation to Finance. Pi State Finance Chair compiles data from <u>all</u> Chapters and sends report to International.	Pi State Finance Chair	March 1
38	Communications & Publicity Committee Biennial Report Communications Chair	Report Chapter activities in relation to Communications & Publicity. Pi State Communications & Publicity Chair compiles data from <u>all</u> Chapters and sends report to International.	Pi State Communications & Publicity Chair	March 1

Other REPORTING FORMS

Form #	Title Person Reporting	Purpose	Submit To	Due Date
80	Chapter Profile President	Voluntary online survey by International to gather data about Chapters and membership profile.	Online Survey – follow directions	Anytime
87	Change of Treasurer or Treasurer’s Address Treasurer	Report change in Chapter Treasurer or change in Treasurer’s address.	International	As soon as change occurs
84	Emergency Fund Assistance Form President	The International Emergency Fund is used for assistance to members who sustain major losses from floods, tornadoes, hurricanes, other natural catastrophic disasters. Current gift is \$500. Pi State President must sign the request form and sends it to International. Member receives check from the Fund.	Pi State President	Anytime needed
81	Initiate Card Initiate	Initiate completes card information and gives to Chapter Treasurer. Treasurer sends Initiate Card, dues and Form 18 to Pi State Treasurer.	Chapter Treasurer; Pi State Treasurer	Before October 31
83	Reinstated Member Treasurer	Form indicates information on reinstated member.	Pi State Treasurer	As soon as Reinstatement occurs
18A	Report of Members Dropped Treasurer	Form indicates members who have requested termination of DKG membership. This form does not include transfers.	Pi State Treasurer	As soon as termination approved
TR-A	Transfer Request Member	Member may transfer Chapters at anytime.	International	Anytime
27	Change of Address Member	Important for record-keeping and communication for Pi State and International	International; Pi State Treasurer	As soon as address changes
123	Dues Reminder in Sheet of 3 or Single Sheet with List of Membership Benefits Treasurer	Treasurer may send up to 3 reminders to Chapter members who have not paid dues. The single sheet includes list of membership benefits.		When dues remain unpaid