

Avoid Late Charges, Suspension, and Chapter Supervision...

- Email National Headquarters on a monthly basis to inquire about pending New Member paperwork and fees.
- When you receive a request to resolve an issue from your Collegiate Coordinator, Leadership Consultant, or National Headquarters staff...please make it a priority.
- Build a relationship with the Bookkeeper and Collegiate Membership Coordinator – if they know you and you know them, it is easier to work together and help one another out! Call them! It can take 10 minutes on the phone to work out something, ask questions, and resolve versus a million emails back and forth. Some times it can be confusing to explain financial items over email...call them! It will be worth your cell phone minutes!
- If a member has not paid their National Dues, do not pay it for them...instead, send them to Honor Council. When you send in your National dues payment, include a letter which outlines who is sent to Honor Council for non-payment to the chapter. If you are holding your members accountable and paying fees for those members who have paid you...you will not incur late charges for those women. Keep in mind that if Honor Council is being followed, a member should have either paid or been terminated by the end of the fall semester. There will be less flexibility if outstanding fees are being carried over into the spring from the fall billing.
- When you send checks, write on the memo line what the check is for. Writing *"Initiation/Badge Fees for 15 women"* or *"ANCD, CCF, Conv/Conf., Insurance for 25 members plus full Legacy Fee"* is better than *"Initiation fees"* or *"national dues"*. The more information you supply on how the money should be applied to your debit, the more likely it is that your account will be correct.
- Make sure your roster is correct – look at it each month and be especially certain it is accurate in May. This is the roster which the fall billing is based.
- Collect the fall billing amount in the spring, over the summer, or in the first payment of the fall semester.
- The Fall billing is due October 1 and monthly statements are sent out in the mail. If you have not received the fall billing by September 15, call National Headquarters. They can send you an electronic copy of the bill! Then, you need to go to members only and make sure your school address and email is correct. This is the address we use to send out the statements. We then use the email address to contact you about pending items.

Have questions on dues, fees, or if you have pending items?

Call National Headquarters and ask to speak with the bookkeeper!
She can look at the pending list and help determine if you have anything missing, if you owe National Dues, or if you have submitted necessary new member fees and paperwork.

Annual Dues and Fees

Each member's Annual National Collegiate Dues of \$60.00, Collegiate Chapter Fund Fee of \$5.00, Convention/Conference Fee of \$10.00, Legacy fee of \$5.00 based on Panhellenic Total, and Liability Insurance Fees are due to National Headquarters by October 1. These fees should be due to the chapter from the member by September 15 at the latest. The amount due for each fee will be based on the roll at National Headquarters from the end of the spring semester. It is very important that you submit the Roster Correction Form to National Headquarters no later than May 1 and then double check again around August 15. If a member appears on your roll who has not returned to school, you may update the roster to adjust your October 1 billing. Insurance and Legacy Fee are non-adjustable fees. Before a billing will be adjusted, all required paperwork must be submitted. Please remember that terminations, depledges, terminations, transfers, new members, and initiations require additional paperwork. See Roster Correction instructions for more information on updating the roster.

DO NOT ADVANCE FUNDS TO NATIONAL HEADQUARTERS FOR FEES FOR A MEMBER WHO HAS NOT PAID THE FEES TO THE CHAPTER. If you have a member who has not paid her ANCD, CCF, Convention/Conference Fee and/or ACLIF to the chapter, the member should immediately be placed on a Phase of Honor Council Intervention. The member should remain on a Phase of Honor Council Intervention until all fees are paid. **To avoid paying fees to National Headquarters for non-paying members, you must submit a copy of the Honor Council paperwork to National Headquarters.** Explain in a memo to National Headquarters that the member(s) did not pay the fees to the chapter and has/have been placed on a Phase of Honor Council Intervention. Keep National Headquarters informed of a Phase of Honor Council Intervention status. By submitting the proper paperwork, the chapter does not have to pay ANCD, CCF, Convention/Conference Fee and ACLIF for members who have not paid the chapter. Without the appropriate paperwork, the chapter will not receive full efficiency and will have to pay the fees. Once the member pays the fees, they should be sent to National Headquarters with the member's name.

NOTE: Your insurance obligation is paid to National Headquarters only once a year. Each initiated member is obligated to pay the fee each year. After the total bill is paid to National Headquarters, any additional insurance fees collected should be reserved by the chapter for the following year's bill.

Reporting Responsibilities

- National Dues and Fees – see your manual for amounts, deadlines, and descriptions
- Chapter Budget (T35)
- Taxes (T36, T37, & T38 forms)
- P109 – Report of New Members (due no later than 48 hours after Arc Degree)
- T8 –Badge Order Form (due no later than 48 hours after Triangle Degree)
- C200 – Monthly Officer Report (responsible for Financial components only)
- CCF Withdrawal/Loan (not an annual report, only when needed)

****Information on all reports located on the National Website, collegiate forms***

Chapter Dues and Fees

New Member Dues and Fees (Arc Degree to Initiation)

New Member Fee	<p>\$90.00 (non-refundable). The new member fee includes a copy of <i>Essential Sigma</i> and the use of a new member pin.</p> <p>\$50.00 is the new member fee, \$10.00 is the Convention/Conference Fee for the year and \$30.00 is the Liability Insurance Fee.</p> <p><i>The fee is paid <u>before</u> Arc Degree. If it is not paid, the new member should not go through Arc Degree.</i></p>
Repledge Fee	<p>If a member repledges in the same academic year, the repledge fee is only \$25. Otherwise, it is \$90.00 (non-refundable).</p>
Badge Fee	<p>\$67 - \$118 depending on the style a new member selects. New Members also have the option of purchasing a chapter guard.</p> <p>*Prices may vary based on the price of gold. See current T8-Badge Order Form for up-to-date prices.</p> <p><i>The fee is paid <u>before</u> Triangle Degree (a.k.a. Initiation). If it is not paid, the new member should NOT be initiated.</i></p>
Initiation Fees	<p>\$150.00 (non-refundable) and includes:</p> <ul style="list-style-type: none"> • Loyalty Fund Fee - \$60.00 • Annual National Collegiate Dues - \$60.00 • Initiation Fee - \$30.00. <p>The purpose of the Loyalty Fund is to assure financial stability for the Sorority and to provide loans for housing and scholarships.</p> <p><i>The fee is paid <u>before</u> Triangle Degree (a.k.a. Initiation). If it is not paid, the new member should NOT be initiated.</i></p>
Alumna Initiation Fee	<p>\$60.00 (non-refundable) and the candidate does <u>not</u> pay a national new member fee.</p> <p>ALUMNAE INITIATES MUST ALSO PURCHASE A BADGE.</p> <p>*Contact National Headquarters for manual on the Alumnae Initiate</p>

Late Fee - On October 15th, statement reminders will go out from National Headquarters to all chapters that are delinquent on payments. The statement will include a clause stating that if full payment is not received on or before November 1st **a 1.5% finance charge will be assessed from October 1st with automatic Chapter Supervision being levied.** Subsequently additional 1.5% finance charges will continue to accrue from the October 1st billing date on the unpaid balance at 60 days and then again at 90 days. ***This penalty will be assessed on delinquent new member, initiation and badge fees as well.*** Chapters that do not meet the October 1 deadline will be placed on Chapter Supervision with a suspension of social privileges.

Annual Collegiate Dues and Fees

- All fees listed below are due October 1st and based on May 1 chapter roster
- Be sure your first chapter dues payment is at least \$125 to cover all national fees due October 1 plus some funds for local dues. This includes those on payment plans and Special Consideration.
- Do not FRONT money for members. If they have not paid the chapter, send them to Honor Council and include their Honor Council paperwork with your chapter's payment to National Headquarters to verify submission.
- A chapter will not be penalized for the outstanding fees IF they continue to communicate with the National Organization and IF the member is progressed through the Phases of Honor Council for continued non-payment.

Annual National Collegiate Dues (ANCD)	\$60.00 (non-refundable). ANCD is paid by all collegiate members enrolled in school for any part of the school year (September - June).
Collegiate Chapter Fund (CCF)	<p>\$5.00(non-refundable). CCF is used for investment to the credit of the chapter and to be used for chapter's future housing and ritual needs.</p> <p>Chapter members contribute annually to the CCF, building up a balance that can be used for housing or chapter space needs such as appliances, furnishings, and repairs. Chapters may apply for loans from this fund if the need exceeds the chapters account balance.</p>
Convention/Conference Fee	\$10.00 per member (non-refundable). These fees will be invested by the national organization under the direction of Executive Council to help defray the costs of the Convention and Leadership Conferences. Some of the expenses of each chapter's Convention delegate will be paid from this fund when she attends Convention.
Walton House Fee	<p>\$5 times Panhellenic total (billed based on Panhellenic Total even if chapter is not at total. If Panhellenic total is 120, the chapter will be billed \$5 x 120 regardless of the number of members on their roster).</p> <p>This fee goes to support the upkeep, maintenance, and ongoing</p>
Liability Insurance Fee	Based on yearly premiums (approx. \$35.00) per member and new member. (non-refundable)
Leadership Savings Fund (optional)	<p>Chapters can send money to this "savings" account to help save for Convention or Conferences. When it is time to register for Convention or Conferences, you would simply ask to have the money in your savings account applied to registration fees and/or travel for both members and advisors.</p> <p>*Contact National Headquarters Bookkeeper for more informa-</p>

Policy Violation Fee – If a chapter is placed on Chapter Supervision for violating risk management policies and procedures, the chapter will be responsible for paying a Policy Violation fee with is approximately \$70 per member. The amounts may vary based on annual insurance premiums. The fee is due within 30 days of being placed on Chapter Supervision.