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## Financial Transparency for Members: Paying Your Dues

A necessary part of membership is the payment of membership dues. You may have some of your members questioning where their dues are going and why they need to pay them. We have created some tools to help you communicate the importance of paying your chapter dues.

Members may feel more committed to paying their dues if they know where every dollar they pay is spent. A chart you can utilize in demonstrating that has been created on the next page. This resource has been developed utilizing the categories in your chapter budget. To insert the dollar value into the empty column, simply take the amount allocated to that portion of the budget and divide by the number of members for which your chapter has budgeted.

While increase transparency will increase the likelihood of members paying their dues, some members may also need a greater understanding of why it is important. The following statement was crafted so that you can include it when sending the completed chart to your members. Please do not simply copy and paste. Rather, we hope you expand upon it to fit the needs of your chapter. You know what is important to them; speak to that. Also be sure to remove any references to housing if your chapter does not have a residential property.

*Paying your chapter dues is a necessary part of membership in Delta Gamma. However, we understand that personal budgets are limited, and it can be tough to understand why dues are worth your hard-earned financial resources. Benefits of your dues include tangible things like supplies for chapter programs, participation in events, housing, and the salaries of people like your house director. They also include the intangible benefits, like leadership development, sisterhood, sense of belonging and an increased likelihood to remain enrolled until graduation. In short, your dues help turn the idea of women supporting women into something actionable. You’re investing in yourself and your sisters to gain leadership development and to experience personal and professional growth opportunities. You’re investing in your advisers to receive the tools to be great coaches and supporters. Paying dues puts Delta Gamma’s purpose into action—empowering our members to be champions of the ideals and missions that support our sisterhood. Dues provide our members the foundation and platform to develop into empowered women.*

*However, dues are about more than just your 4-year collegiate experience. Paying your dues helps lay the groundwork for future members. The things we are passionate about today, including racial equity, mental health, and sexual violence prevention among many others, are advanced through the dues we pay. We know that our future sisters will benefit from the work we are doing now. That work begins with our commitment to give back and give forward through our dues.*

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Description automatically generated**Chapter Dues Information**

**2020-2021**

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| CATEGORY | ITEM | DESCRIPTION | DUES ALLOCATION |
| **President** | Transition/Committees | All expenses associated with officer elections, transitions, and committee meetings, including meals for nominating committee, CMT and JCMT during transitions or during the course of the year. |  |
| **Programming** | Founders Day | Chapter expenses pertaining to Founders Day, including cost to rent a location, meals for chapter members and special guests, expenses for speaker, decorations, invitations, programs, gifts and nametags. |  |
|  | Chapter Retreats | Expenses for chapter retreats, sisterhood events and senior programming which could include, but not be limited to, rental of locations, food, transportation, supplies and senior gifts. |  |
| **Social Standards** | Guest & Officer Visit | Expenses incurred during the visit of a Collegiate Development Consultant, Fraternity officer, etc. including rental of rooms if lodging is not provided in chapter house, food for the guest, gifts for the guest, reimbursement for members who transport the guest to and from the airport. |  |
|  | Gifts & Awards | Any non-charitable gifts or awards purchased by the chapter.  Should include condolence or congratulatory gifts for members, campus personal and alumnae, weekly gifts given at chapter meetings, adviser/house mother/staff appreciation gifts, but would not include gifts given out at Founders Day or seniors’ gifts. |  |
|  | Socials | Expenses for social activities overseen by the vp: social standards. Expenses should include transportation, security, food, location rental, DJ/band, photographer, deposits, invitations, shirts (if paid for by the chapter) and supplies.  Any event with alcohol and non-DG guests is budgeted in one of these accounts. |  |
| **Member Education** | New Member Supplies | Any supplies used/purchased for new members such as notebooks, handouts, bid day gifts and flowers, t-shirts, etc. |  |
|  | New Member Activities | New members’ activities sponsored by the chapter such as bid day, big sister reveal, new member retreat and includes the costs of food, venue rental, transportation, security, etc. This account does not cover the cost of Inspiration and Initiation. |  |
|  | Scholarship | Expenses for scholarship activities such as scholarship receptions, scholarship incentives, professor gifts/awards, etc. |  |
|  | Rituals & Initiation | Expenses for chapter ritual activities.  This account includes costs for Pi Alpha pins, membership certificates (invoiced from Printing Plus to the chapter) and all other costs related to the Inspiration and Initiation ceremonies and celebrate (flowers, food, venue rental, gifts).  Also include expenses associated with formal meetings and informal rituals. |  |
| **Membership** | Recruitment Expenses | All expenses for formal and informal recruitment including decorations, refreshments, printing, bid cards, sponsorship cards and costumes. Food costs for PNMs are expensed to this account. Include expenses associated with COB and RPWs. |  |
| **Communications** | Composite | Group composite pictures paid by the chapter for chapter use. |  |
|  | Chapter Archives | Expenses related to the chapter archives. |  |
|  | Public Relations | Includes school yearbook costs, advertisements, banners, yellow page ads or any published announcements regarding chapter activities. |  |
|  | Correspondence | Cost for stationery, holiday cards, thank-you notes, etc. |  |
| **Housing** | Utilities | All utilities, electricity, water, gas, and waste removal. This may include Internet service. Chapters pay these expenses year-round. |  |
|  | Telephone, Internet, and Cable | Expense for chapter telephone service, including Internet charges as well as cable when services are bundled. |  |
|  | Food & Kitchen | All kitchen supplies and food consumed by the chapter members **not** provided by a caterer (*e.g*., the chapter has a chef and kitchen staff that is employed by house corporation, not a catering company, and the chapter pays food vendors directly). |  |
|  | Repairs, Laundry, and Maintenance | Expenses for any repairs, services or laundry expenses for the house not covered by the house corporation. |  |
|  | Housing Miscellaneous | Incidental housing expenses not covered by the house corporation; generally one-time in nature. |  |
| **Finance** | Discounts | Use this for discounts given to members who pay their bills by using a paper check, not e-check, in advance and prior to the first due date, in accordance with the BLSR. Invoices must be paid in full, and the discount is given AFTER payments are made. |  |
|  | Copying & Printing | This is for chapter costs for printing and copying NOT for newsletters, Anchor Games, new member information or recruitment. |  |
|  | Postage & Office Supplies | For postage and other supplies necessary for the chapter. |  |
|  | Expenses from Prior Year | Includes any invoices/expenses still owed by chapter at end of fiscal year, but will not be paid until after July 1 (new fiscal year). |  |
|  | Travel & Workshops | Includes travel costs for February Institute, Lewis Institute, Regional Training and Adviser Training such as parking, meals, taxi/Uber fees and baggage fees. Includes expenses for any University/Panhellenic workshops including registration and travel. Includes any travel, lodging, babysitting expenses for advisers when they visit the chapter. |  |
|  | Bank Fees, greekbill credit card charges, and Purchase card fees | Includes charges incurred by credit card/e-check use on greekbill. The cost of purchase cards ($5 per card, charged by greekbill in December and June). The more members who pay with a paper check - the lower the fees on this account. Members may NOT be charged for using an e-check or credit card, as this is considered a "cost of doing business." |  |
|  | Bad Debt Collection Fee | Invoiced from Collegiate Finance for fees associated with sending members to collections for non-payment. This is for the charge from the collection agency to collect debt that is more than the $750.00 minimum. |  |
|  | Miscellaneous | Atypical expenses that are not covered by another budget account |  |
| **Foundation** | Contributions to Other Philanthropies | All charitable donations made by the chapter, including to the Delta Gamma Foundation or other community or Greek philanthropies, except Anchor Games and AnchorSplash® activities. |  |
|  | Chapter Fundraiser | All expenses incurred for chapter Foundation-awareness projects and hands-on Foundation projects associated with Service for Sight, Joining Forces and the Golden Anchor program. |  |
| **Panhellenic** | Panhellenic Activities | Expenses associated with activities related to Panhellenic or IFC events such as Greek Week, Greek Sing, non-alcoholic events the chapter co-hosts with other Greek organizations, and other events put on as a Greek community (outside of recruitment). |  |
|  | Alumnae Relations | Costs related to chapter newsletter (paper and printing) and collumnae social events. |  |
|  | NPC Fee | Fee charged per member by NPC. | $4.00 |
|  | Campus Panhellenic Dues | Panhellenic dues for the chapter or members. |  |
| **Paid to House Corporation** | Rent, Chapter Obligation, and Catering | Includes all operating costs of the house corporation both fixed and variable other than payroll. Such costs include insurance, property taxes, maintenance, catering, security, accounting, cleaning, equipment rental and any costs associated with a loan such as interest expenses. |  |
|  | Payroll | Includes all salaries paid to the staff of the house corporation such as the House Director, Chef, Housekeeper and any kitchen staff. It also encompasses all taxes and benefits that go along with the salaries and all payroll charges for administering the payroll and filing all necessary tax forms. |  |
| **Executive Offices** | Tech Fees | A per member fee paid to Executive Offices for maintenance of Delta Gamma website, Anchorbase, OmegaOne, and to pay the recruitment software fee. | $22.00 |
|  | ANCHORA Subscription | Chapter’s annual *ANCHORA* subscription. | $8.00 |
|  | Per Capita Dues | Fee set by Council that every member pays in the fall term. This fee supports the collegiate development consultant (CDC) program, the Anchora, work of the virtual programming committee, the development New Member Pursuits and DG Dialogues, printing of Pi Alpha and Initiation ceremonies, Convention, and other work done by EO. | $90.00 |
|  | Convention, Seminars, and Adviser Training Fee | Covers costs (registration, means, travel, hotel) of Adviser Training and Regional Training/Transition Workshop. Covers cost to send 9 CMT officers to regional training. |  |
|  | Financial Audit Report Fees | Fee covers monthly bookkeeping, preparation of financial reports and tax returns. |  |
| **Paid To Greekbill** | Greekbill Fees | Fee paid to greekbill who provides an online financial platform for Delta Gamma. Greekbill provides the ability to issue individual chapter member invoices, make online payments (via credit card, e-check or check), payment installment plans, sign/view contracts, view member account history, parent account access and provides a customer service team to our members. | $30.00/year or $15.00 per term |
| **Taxes** | City/State/Federal Taxes | Used for local/state/federal tax payments. |  |