



Two Plans for Collecting Local Chapter dues and Assessments

The two plans described below are collection systems which other chapters have used with success. These plans should help your treasurer and all your members.

Plan No. 1

The treasurer secures plain white statement forms (from a stationery or office supply store) which she prepares prior to the first meeting of each month. At the first meeting of each month, she gives a white statement to each member who owes any local dues and/or other assessments to the chapter treasury. It is made clear to all members that the white statements are to be returned to the treasurer at the second meeting of each month along with a remittance covering the exact amount owing.

Plan No. 2

Use small manila envelopes. The treasurer secures an adequate number of envelopes so that she has one for each active member in the chapter. Sometimes your local banks will supply these free to customers, if not check your office supply store or discount store.

On the front of the envelope the treasurer writes in the names of the months during which local dues are paid. To the right of the space allowed for the name of the month, she draws lines for two columns. In the first column, the treasurer will write in the amount owed for that particular month. When the amount has been paid, the treasurer will write in the amount paid in the second column.

These envelopes are handed out by the treasurer to each member at the first meeting of the month and returned to the treasurer at the second meeting of the month with the exact payment of the money owed inside. Since making change is not necessary, the treasurer and all members save time and lessen the possibility of errors.

We recommend that you suggest these two plans to your chapter members. Discuss them and see if one would be suitable for your chapter. If so, then your chapter membership should vote on the plan desired. The plan which is approved should be followed by the treasurer and all members. By presenting the plan to the entire chapter for a vote, there will be a clear understanding and no misunderstanding when the treasurer starts issuing the white statements or the envelopes.

The president and the treasurer of a chapter should plan a time during the chapter business meeting (5 or 10 minutes) for issuing these reminders and collecting money.