

DKG State Organization Treasurer Training Overview

USA New Dues Process

LEADING WOMEN EDUCATORS IMPACTING EDUCATION WORLDWIDE



A Little History.....

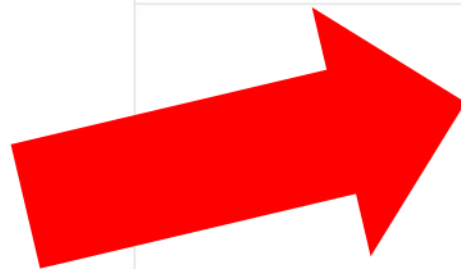
During training for state organization treasurers at the 2018 International Convention, they were told that chapter treasurers would pay international dues to International directly; state organization dues, to the state organization directly.

A Little History....

This process, which differs from that stated in Article IV.C.3., will be implemented as a pilot program by the 2018-2020 Administrative Board, as authorized by Article VII.A.1.c. The 2018 Convention instructions will be in force for all chapters during the 2019-2020 dues collection period.

Members must login with member ID to access members-only resources and forms.

Member login (Username = DKG member ID)



Username

Password

Remember me

Non-members must [create a non-member account here](#) to register for events.

For assistance, email mem@dkg.org.
512-478-5748
888-762-4685 (US and Canada only)

Note: Please contact us if you are having login problems.

The default password can be found in the President's Page that is mailed to chapter presidents.

Website Navigation Guide



- Go to www.dkg.org.
- Click on **Sign in**. Your 6 digit member number is your username.
- If you have not logged in before, the password you should use is **dkg2014society** making sure to use all lower case letters and no extra spaces. If you have logged in before, use the password you set up at that time.
- Click on the "Sign In" button.
- After logging in, click on **MyDKG** at the top right in the black bar.

Linda Vailes

[AR Beta Epsilon](#)



ID 125224

Type Active

Paid through
6/30/2018

DKG Profile

Donate Now


Shop DKG

Register

State Org/Chapter
Arkansas Beta Epsilon

Initiation Date
4/1/1972

- Here you will see your personal information like work, home, cell phone, email, and address, etc..
- Click on "Chapter Connect"

To update your information, click the  edit icon next to the section containing the information to be modified.

Note: Some fields may be read-only and cannot be changed online.

Navigation: About Me | My Participation | My Communities | Member Directory | State Connect | Chapter Connect

Membership Card

Change your password

Current username is 125224
[Change password](#)

Social Profiles

There are no social profiles defined.

Work Phone: (870) 941-8702 cell

Home Phone: (870) 942-3864

Cell Phone: (870) 941-8702

Email: linda5662@windstream.net

Website:

Position:

Birth Date 11/11/1946

Birth Date has to be entered as full date format, but it will be displayed as Month and Day only.

My Addresses

Main Address +

[Sign Out](#)

Keyword Search

[HOME](#) [MY ACCOUNT](#)

ID 125224
Type Active
Paid through 6/30/2018

[DKG Profile](#) [Donate Now](#)

[Shop DKG](#) [Register](#)

State Org/Chapter
Arkansas Beta Epsilon

Initiation Date
4/1/1972

Note: Some fields may be read-only and cannot be changed online.

[About Me](#) [My Participation](#) [My Communities](#) [Member Directory](#) [State Connect](#) [Chapter Connect](#)

Membership Card

STATE CONNECT

Chapter

iMIS Id 125224
Full Name Linda Vailes
Company Id 495579
Company AR Beta Epsilon

[Pay Dues](#)

Dues Orders

Order No	Date	Billed	Paid
10445.00	6/26/2018	80.40	0.00
10447.00	6/26/2018	80.40	0.00
10475.00	7/18/2018	281.40	0.00
10586.00	10/18/2018	320.00	0.00

- You are now at a screen with your member ID (iMIS Id), your full name, your Company ID (the code for your chapter in the database), and your Company name—which is a blend of the two initials for your state organization and your specific chapter name.
- You will note any other orders billed and paid in the box under “Dues Orders”. Dues orders represent orders billed and paid by treasurers.
- Click on Pay Dues.

ID 125224

Note: Some fields may be read-only and cannot be changed online.

Pay Dues

All chapters associated with user: **Linda Vailes**

Chapter	State Org	Orders	Members
AR STATE ORG		Manage	Manage Add/Transfer
AR Alpha	AR STATE ORG	Manage	Manage Add/Transfer
AR Alpha Alpha	AR STATE ORG	Manage	Manage Add/Transfer
AR Alpha Beta	AR STATE ORG	Manage	Manage Add/Transfer
AR Alpha Chi	AR STATE ORG	Manage	Manage Add/Transfer
AR Alpha Delta	AR STATE ORG	Manage	Manage Add/Transfer
AR Alpha Epsilon	AR STATE ORG	Manage	Manage Add/Transfer
AR Alpha Iota	AR STATE ORG	Manage	Manage Add/Transfer
AR Alpha Kappa	AR STATE ORG	Manage	Manage Add/Transfer
AR Alpha Mu	AR STATE ORG	Manage	Manage Add/Transfer
AR Alpha Pi	AR STATE ORG	Manage	Manage Add/Transfer
AR Alpha Rho	AR STATE ORG	Manage	Manage Add/Transfer
AR Alpha Sigma	AR STATE ORG	Manage	Manage Add/Transfer
AR Alpha Tau	AR STATE ORG	Manage	Manage Add/Transfer
AR Alpha Theta	AR STATE ORG	Manage	Manage Add/Transfer
AR Alpha Upsilon	AR STATE ORG	Manage	Manage Add/Transfer



- You will see only your chapter unless you are also a State Organization Treasurer (in which case you will see all the chapters in the State Organization).
- Chapter Treasurers will not see this screen and will only see their specific chapter.
- Click the “Manage” button under the Orders column.

Pay Dues

CHAPTER DUES PORTAL

Logged In: **Linda Vailes**

[Home](#)

[Logout](#)

ORDER MANAGEMENT

Chapter: **AR Alpha Delta**

State Organization: **AR STATE ORG**

[\[Go to Member Management\]](#)

Paid Orders (0)

Billed Orders (1)

Unbilled Members (35)

Filter Member Names

<input type="checkbox"/>	ID	Last	First	Member Type	State Org Dues	Active Dues	Reserve Dues	Collegiate Dues	Init. Fees	Honor. Fees
<input type="checkbox"/>	481152	Banister	Janet	Active	\$15.00	\$40.00				
<input type="checkbox"/>	217425	Blevins	Cheryl	Active	\$15.00	\$40.00				
<input type="checkbox"/>	327839	Bradshaw	Gigi	Active	\$15.00	\$40.00				
<input type="checkbox"/>	481153	Brinkman	Mindy	Active	\$15.00	\$40.00				
<input type="checkbox"/>	171673	Butler	Alice	Active	\$15.00	\$40.00				
<input type="checkbox"/>	367476	Carlew	Linda	Active	\$15.00	\$40.00				
<input type="checkbox"/>	440459	Cooley	Amanda	Active	\$15.00	\$40.00				
<input type="checkbox"/>	481154	Cornelius	Kelly	Active	\$15.00	\$40.00				

New Batch Totals

Selected Members	0
AR STATE ORG Dues	\$0
Total DKG Intl Dues	\$0

[Create Order](#)

Instructions: Select unpaid members columns from the table to create a new order.

- You now see a list of the members in the chapter.
- Select the members for whom you are submitting payment by clicking the box next to each one's name.
- Please note that the names and dues amounts on this page are just for demonstration purposes and is not correct for members in Oklahoma!

Pay Dues

CHAPTER DUES PORTAL

Logged In: **Linda Vailes**

[Home](#)

[Logout](#)

ORDER MANAGEMENT

[\[Go to Member Management\]](#)

Chapter: **AR Alpha Delta**

State Organization: **AR STATE ORG**

Paid Orders (0)

Billed Orders (1)

Unbilled Members (35)

Filter Member Names

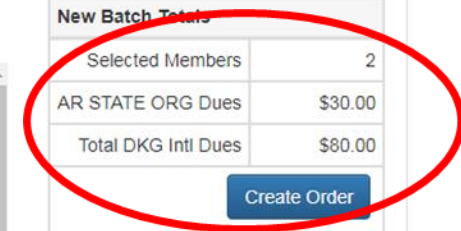
<input type="checkbox"/>	ID	Last	First	Member Type	State Org Dues	Active Dues	Reserve Dues	Collegiate Dues	Init. Fees	Honor. Fees
<input type="checkbox"/>	481152	Banister	Janet	Active	\$15.00	\$40.00				
<input checked="" type="checkbox"/>	217425	Blevins	Cheryl	Active	\$15.00	\$40.00				
<input checked="" type="checkbox"/>	327839	Bradshaw	Gigi	Active	\$15.00	\$40.00				
<input type="checkbox"/>	481153	Brinkman	Mindy	Active	\$15.00	\$40.00				
<input type="checkbox"/>	171673	Butler	Alice	Active	\$15.00	\$40.00				
<input type="checkbox"/>	367476	Carlew	Linda	Active	\$15.00	\$40.00				
<input type="checkbox"/>	440459	Cooley	Amanda	Active	\$15.00	\$40.00				
<input type="checkbox"/>	481154	Cornelius	Kelly	Active	\$15.00	\$40.00				

New Batch Totals	
Selected Members	2
AR STATE ORG Dues	\$30.00
Total DKG Intl Dues	\$80.00

[Create Order](#)

Instructions: Select unpaid members columns from the table to create a new order.

- Once you have selected all the members for whom you are submitting payment, you should note in the box to the right the number of members and the amounts to be paid.
- Please verify this information is correct before you click on the blue button titled "Create Order."



Pay Dues

CHAPTER DUES PORTAL

Logged In: **Linda Vailes**

[Home](#)

[Logout](#)

ORDER MANAGEMENT

[\[Go to Member Management\]](#)

Chapter: **AR Alpha Delta**

State Organization: **AR STATE ORG**

Review Pending Order

ID	Last	First	State Org Dues	DKG Intl Dues
217425	Blevins	Cheryl	\$15.00	\$40.00
327839	Bradshaw	Gigi	\$15.00	\$40.00
TOTALS			\$30.00	\$80.00

I have reviewed this new order for accuracy and acknowledge that any corrections can only be made by DKG International staff.

[Back](#)

[Submit](#)

- Review the details of the order.
- If anything looks incorrect, click on the "back" button.
- If it is correct, check the box that indicates that you have reviewed and confirmed your order.
- Please remember that once you **click "Submit"** you will not be able to make changes and will have to contact HQ which could delay your process.
- After you have checked the box, you will click on the **"Submit"** button.

Chapter: **AR Alpha Delta** (495567)State Organization: **AR STATE ORG**Order # **10592**

- Please submit a check to **AR STATE ORG** for **\$30.00** along with a copy of this invoice.
- Please submit a check to **DKG International** for **\$80.00** along with a copy of this invoice.

Write the order number in the check memo: **10592**

Mail DKG International checks to:

DKG International
416 West 12th St.
Austin, TX 78701

Mail State Organization checks to your State Organization Treasurer

 Print

Filter results

ID	Last Name	First Name	Paid Thru	State Org Dues	DKG Intl Dues
217425	Blevins	Cheryl	6/30/2019	\$15.00	\$40.00
327839	Bradshaw	Gigi	6/30/2019	\$15.00	\$40.00
TOTALS				\$30.00	\$80.00

[Back to Order Management](#)

- Once processed, you will see the screen with your order #, the amounts to pay to your State Organization and International.
- Additionally, the address to International is listed too.
- You will be responsible for confirming the address of your State Organization Treasurer.
- Please be sure to include your order number on your checks.
- We will not be able to process your payment without this order number.

10/30/2018

Chapter Dues

Chapter: **AR Alpha Delta** (495567)
State Organization: **AR STATE ORG**

Order # 10592

Please submit two (2) checks for the following:

- A check to **AR STATE ORG** for: **\$30.00**
- A check to **DKG International** for: **\$80.00**

Please write the order number in the check memo: **10592**

Additionally, please send a copy of this invoice with your payment.

Mail DKG International checks to:

DKG International
416 West 12th St.
Austin, TX 78701

ID	Last Name	First Name	Paid Thru	State Org Dues	DKG Int'l Dues
217425	Blevins	Cheryl	6/30/2019	\$15.00	\$40.00
327839	Bradshaw	Gigi	6/30/2019	\$15.00	\$40.00
TOTALS				\$30.00	\$80.00

- This is your print option screen.
- You will want to make sure to print at least two (2) copies as you will be sending one check to the State Organization and one check to International Society Headquarters with your payment.
- You may wish to print a third copy for your own records if you like having a paper copy. This is advised!
- Remember to include your order number on each check.

Print
Total: 1 sheet of paper

Destination:

Pages: All
 e.g. 1-5, 8, 11-13

Copies:

Layout:

Color:

Options: Two-sided

Print using system dialog... (Ctrl+Shift+P)

Pay Dues

CHAPTER DUES PORTAL

Logged In: **Linda Vailes** [Home](#) [Logout](#)

• You can now check your order by clicking on the "Billed Orders" button.

ORDER MANAGEMENT

Chapter: **AR Alpha Delta**

State Organization: **AR STATE ORG**

[\[Go to Member Management\]](#)

Paid Orders (0) -



Billed Orders (2) -

Unbilled Members (33) -

Filter Member Names

<input type="checkbox"/>	ID	Last	First	Member Type	State Org Dues	Active Dues	Reserve Dues	Collegiate Dues	Init. Fees	Honor. Fees
<input type="checkbox"/>	481152	Banister	Janet	Active	\$15.00	\$40.00				
<input type="checkbox"/>	481153	Brinkman	Mindy	Active	\$15.00	\$40.00				
<input type="checkbox"/>	171673	Butler	Alice	Active	\$15.00	\$40.00				
<input type="checkbox"/>	367476	Carlew	Linda	Active	\$15.00	\$40.00				
<input type="checkbox"/>	440459	Cooley	Amanda	Active	\$15.00	\$40.00				
<input type="checkbox"/>	481154	Cornelius	Kelly	Active	\$15.00	\$40.00				
<input type="checkbox"/>	471498	Cox	Dana	Active	\$15.00	\$40.00				
<input type="checkbox"/>	276189	Culpepper	Debra	Active	\$15.00	\$40.00				

New Batch Totals	
Selected Members	0
AR STATE ORG Dues	\$0
Total DKG Intl Dues	\$0

[Create Order](#)

Instructions: Select unpaid members columns from the table to create a new order.

Pay Dues

CHAPTER DUES PORTAL

ORDER MANAGEMENT

Chapter: **AR Alpha Delta**

State Organization: **AR STATE ORG**

Logged In: **Linda Vailes**

[Home](#)

[Logout](#)

[\[Go to Member Management\]](#)

- You can view any billed orders from here.
- Once the payment is received at International Society Headquarters, you will see those orders moved up to the "Paid Orders" section.
- Only Society Headquarters can move orders from "Billed Orders" to "Paid Orders" and this will only be done once the payment has been received and processed.

Paid Orders (0)

Billed Orders (2)

Show 10 entries



Order #	Order Date	DKG Total	State Org Total
10592	10/30/2018	\$80.00	\$30.00
10571	9/19/2018	\$620.00	\$235.00

Previous 1 Next

Unbilled Members (33)

ID	Last	First	Member Type	State Org Dues	Active Dues	Reserve Dues	Collegiate Dues	Init. Fees	Honor. Fees
481152	Banister	Janet	Active	\$15.00	\$40.00				

New Batch Totals	
Selected Members	0
AR STATE ORG Dues	\$0

Dues Collection Timeline

- **June 30** – Member dues collection deadline (chapter). Begin collecting in April, May and June for 2019-2020 membership year.
- **July 1** – Chapters begin sending dues to International and State Organization (separate checks to each entity for respective portion)
- **August 1** – Automated notices are emailed to members whose dues have not been paid. Email reminders will also be sent to all treasurers to remind them to reach out to members who have not paid dues.
- **September 1** – Second automated notices are emailed to members whose dues have not been paid. Email reminders will also be sent to all treasurers to remind them that members who have not paid dues will be dropped on October 1 if dues are not received.
- **October 1** – Members who have not paid dues will be dropped

This PPT along with the PPT on “How to Add/Transfer/Reinstate” a Member can be found in your Chapter Connect on your DKG Dashboard.



LEADING WOMEN EDUCATORS IMPACTING EDUCATION WORLDWIDE

Questions?

A possible question may come up regarding scholarship and induction fees..... ANSWER: No scholarship or induction fees (per amendments voted upon at the 2018 International Convention) are sent to International. Thus, if your state organization or chapter does assess scholarship fees – please do not send any portion to International. **In Oklahoma, the scholarship fee should be added to your check when you send your state dues to Diane. It will not be on your order. It will either be \$1 or 20 cents per member. Contact Diane if you have questions.** See your state organization treasurer for instructions. The State Organization receives **\$2.50 of the induction fee. The remainder of the induction fee stays with the chapter.**

Thank you!



LEADING WOMEN EDUCATORS IMPACTING EDUCATION WORLDWIDE