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Alumnae Association Basics

An alumnae association should:

- Hold at least four meetings per year (virtual meetings are included).
- Annually collect and submit per-capita dues to the Fraternity.
- Celebrate Founders Day.
- Elect an executive board that consists of a President, Secretary and Treasurer.
- Review, edit, and resubmit its bylaws every two years.

Tips for being a successful alumnae association:

- **Provide inclusive programming for all members.** Whether they're a recent graduate, career professional, stay-at-home parent, or retiree, you want every Kappa to be able to find a common interest in your association. How do you achieve this? Create programs, events and interest groups for your members to choose from. Be sure to provide options when it comes to scheduling and level of involvement as well. Pro tip: We recommended sharing all pre-planned programs with association members at the beginning of the year. Everyone loves being able to plan ahead.
- **Focus on membership development.** We want every alumnae association to grow and thrive for years to come. Attracting new members every year is vital to sustaining and flourishing as an association.
- **Develop a strong board.** A high-functioning board supports its President, develops future leaders and continues to foster new leaders among its members.
- **Budget wisely.** Fundraising activities are key to meeting financial needs. Check out [these fundraising ideas](#) for associations of every size.

Where to allocate your funds:

- **Communication.** Reach out to everyone in the association's galley. Pro tip: A quarterly email newsletter sent via MailChimp is a great way to communicate with those who have provided valid email addresses. Feeling social? Instagram and Facebook are another way to stay connected. Be sure to follow Kappa's accounts and tag us in your photos.
- **Programming.** Think about association programs and events as well as ways to support your local chapters.
- **Attend Convention.** Convention is held biennially. Consider using your association funds to send a delegate. Pro tip: Have the delegate share their experience with the association when they return.
- **Support our mental health and well-being partners.** Mental health is health! Every association is encouraged to hold at least one fundraising activity per year (event or collection). We recommend that 50% of the proceeds go to one of Kappa's mental health and well-being partners. More information can be found in the [Philanthropy FAQ resource](#).
- **Contribute to the Kappa Kappa Gamma Foundation.** Every alumnae association should make an annual contribution to the Kappa Foundation. It's strongly encouraged that 25% of all fundraising dollars be donated to the Foundation. Make an impact by donating to

unrestricted giving, scholarships, financial assistance (Rose McGill), educational training, or Kappa heritage.

- **Other philanthropic giving.** Kappas inspire positive change within their communities. Associations are welcome to donate up to 25% of funds raised to a community organization that the members are passionate about. Pro tip: Participate in at least one service activity each year.

Alumnae Association Officer Requirements

Ready to serve as an alumnae association officer? You got this! Check out the roles and responsibilities of the main officer positions below. Remember: These roles are required in order to be considered an active alumnae association and must be filled at all times (Fraternity Bylaws, Article IV. Section 3).

With Executive Board and support from the Alumna Relations Specialist and the Alumnae Experience Department, the following officers should provide opportunities for engagement across generations and encourage others to participate in or attend Fraternity programs.

Keep in mind, any alumna holding an association officer role must have a valid email address on their profile on the Kappa website. This ensures they receive Fraternity communications and stay up-to-date in Kappaland.

President

The alumnae association President leads Executive Board and works to unite local Kappa alumnae. The President should further the work of the Fraternity and embody Kappa's values. The President should share knowledge, skills, and experience in a way that fosters collaboration and empowers others to participate.

Secretary

The alumnae association Secretary serves as a member of Executive Board. The Secretary should keep accurate records of the association's members, maintain historical records, and help celebrate the Kappa anniversaries of members.

Treasurer

The Treasurer should keep the financial records of the association and submit all dues, reports and forms on time. The alumnae association Treasurer collaborates with Executive Board.

ADDITIONAL OFFICERS

To be successful and more cohesive, we recommend the following officer roles be included in Executive Boards:

- Vice President
- Philanthropy Chairman
- Membership Development Chairman
- Programming/Event Chairman

- This officer can be divided into smaller roles and/or committees (e.g., Night Owl Chairman, Founders Day Chairman, Lunch Bunch, etc.).
- Nominating Committee Chairman
- Panhellenic Delegate
 - This role is beneficial if your association plans to be involved in your community's Alumnae Panhellenic Association.
- Communications Chairman (e.g., website contact/social media chairman)
 - This role is beneficial if your association utilizes the OmegaOne website provided by Kappa or has its own social media channels (e.g., Facebook or Instagram).

Alumnae Association Management

TIPS & BEST PRACTICES FOR ASSOCIATION PRESIDENT

- Preside at all meetings.
- Supervise the planning of programming.
- Supervise the work of other officers and committees.
- Hold elections before April 30 of each year.
- Appoint chairmen and committees as necessary (subject to Executive Board approval).
- Connect with the Alumna Relations Specialist (at least two to four times per year).
- Send forms, reports or information to the Alumna Relations Specialist and/or Kappa Headquarters by the respective due dates.
- Assign Nominating Committee Chairman, if needed.
 - In the absence of a Membership Development Chairman, the President must delegate the Membership Development Chairman's responsibilities as described below.

As the association President, consider approaching your work with these leadership attributes in mind:

- Embraces risks by seizing opportunities and connecting with others.
- Inspire and guide others toward a shared vision.
- Empower participation and foster collaboration.
- Be a role model and lead by example.
- Recognize and celebrate wins. An idea: Share Hoots & Salutes at meetings.
- Encourage others to take on leadership roles. We thrive when women support each other!
- Utilize your members' unique talents and skills.
- Provide leadership and growth opportunities.
- Master the art of delegation to help members develop new skills.
- Mentor, encourage and support members.
- Share knowledge, skills and experience in a friendly way.
- Put others' interests before your own.

TIPS & BEST PRACTICES FOR ASSOCIATION SECRETARY

- Record meeting minutes.
- Maintain the association's historical records and archives.
- Send alumnae association news to the Alumna Relations Specialist and the Editor of *The Key*.
- Identify and order award pins for any eligible 50-, 65- and 75-year Kappas who are interested in being honored by the association.
- Validate galley members monthly.

Sample Meeting Agenda

Opening ritual

Reading and approval of minutes

Reports of officers, boards and standing committees

Reports of special committees

Old business

New business

Announcements and program (if a program or a speaker is planned for the meeting)

Closing ritual

Tips for a Successful Association Meeting

- Before the meeting:
 - Reach out to board members for any topics they'd like to discuss to ensure it's listed on the agenda.
 - Share the agenda with all association board members one week in advance.
- During the meeting:
 - Ensure everyone follows the agenda and the meeting stays on track.
 - Use a "parking lot" space to postpone issues that can't be addressed in the current meeting.
- Delegate the work effectively.
- Start and end on time. This shows that you know every member's time is valued and respected.
- Inspire, motivate and stay organized. Board and committee meetings should not be an extension of a stressful day at work.
- Focus on action. People want to experience movement and progress if they give their time. Avoid merely hashing out the same thing over and over.
- Examine the association's programming to work on growing attendance at general meetings. Are the events still relevant? Is there some way to make it fresh?
- Involve members in decision-making.
- Provide something to eat. Gathering around food is a great community builder. Plus, it's important to consider that some members may have come from work and not had a chance to eat dinner.

Let's Talk Newsletters

The Fraternity recommends sending at least one newsletter each year to everyone in the association's galley. You can do this electronically or send a hard copy. Not sure what to include? Here are suggestions to get you started:

- Begin with an inviting President's letter.
 - Share how the President got involved with the association or something special they've done with the group.
 - Remind them that their Kappa connection is special.
 - Outline your association's annual goals. Do you hope to increase membership? Increase philanthropic activities? Donate more to the Kappa Foundation?
 - Invite potential new members to join! Let them know you want and need their participation.
- Add a list of officers and their contact information.
- Include a calendar for the year ahead.
 - Outline the meetings and events with dates, locations, and committees for each. You can also include activities that support your local collegiate chapters.
 - Share opportunities to get involved and make sure members know there are chairmen in place for each event, so volunteering doesn't mean you have to run it by yourself.
 - Avoid "TBA." This doesn't give readers anything to look forward to or any incentive to join.
 - Try to reach all generations by using social media, evites, and hard copies of calendars or invitations.
- Don't forget your association membership form and dues request.
 - Ask for contact information, including email address, by a specific date.
 - Get members involved by inviting them to join a committee or host a meeting at their home. Be sure to follow up with all volunteers.
 - If you have interest groups, have a checklist so members can sign up for activities. Include a section for special skills and talents.
 - Offer various levels of membership, including reduced rates for recent graduates, regular dues and higher options for those who would like to give more (e.g., fleur-de-lis or golden key members). List recognition in the roster or directory.
 - Indicate if dues payments may be made electronically and include instructions.
- If you'd, you can enhance your newsletter with:
 - A return envelope for the membership form and dues request.
 - Welcome note for Owls Out on a Limb. List their names so members can get to know them.
 - Member news (e.g., marriages, births, new jobs, etc.).
 - Local chapter news (e.g., dates of Recruitment, academic activity, Homecoming information, etc.).
 - Fraternity and Foundation news and events.

Communication Is Key

From personal phone calls to using the latest in technology (e.g., evites, Facebook, Instagram,

etc.), there are so many ways to engage with your members. Pro tips: Evites are terrific for reminding members about upcoming events, emails keep members regularly informed, and a Facebook group makes it easy to share updates, photos, and event reminders.

Model Alumnae Association Bylaws

According to the Fraternity Bylaws, Article XV. Section 7, “Each association shall adopt bylaws for its governance, which shall be consistent with the Fraternity *Bylaws*, *Standing Rules* and *Policies*.”

The Model Association Bylaws provide a structure for association operations that aligns with Fraternity *Bylaws*, *Standing Rules* and *Policies*. The provisions outline a broad framework of basic rules intended to give associations the flexibility to operate while remaining consistent with the Fraternity’s governing documents. The current copy of the Model Association Bylaws can be found on by logging in to the [Kappa website](#) and navigating to See All Resources > Chapter, Association & Housing Resources > Alumnae Associations > President.

- The Model Association Bylaws can be used exactly as is by filling in the name of the association, the charter date and the date the association adopted the bylaws.
- Associations are free to add other provisions that pertain to the specific ways they operate as long as the provisions do not conflict with Fraternity documents. For example, if an association would like to include additional officers and their duties, they are free to do so.
- The proposed bylaws should be presented at a meeting and voted upon by members present.
- The association Bylaws should be reviewed every two years. Appoint a committee of two or three association members. Ask the following questions:
 - Are the bylaws still consistent with Fraternity documents? Check for amendments adopted at the most recent Convention that might affect your bylaws.
 - Is the association operating as prescribed by its bylaws? This is a good chance to make changes as needed.
 - If association bylaws are updated (either by the Fraternity or within your organization), associations should present the changes to their membership and vote within 90 days of the updates being shared. Once they have been approved, you must upload a copy to *KeyReports* under Operations > Administrative > Submit Association Bylaws (see Appendix 3). In addition, notify your Alumna Relations Specialist if your association has made any bylaw changes.

TIPS & BEST PRACTICES FOR ASSOCIATION TREASURER

- Maintain the association’s financial records.
- If you have more than \$50,000 in your association bank account, submit appropriate IRS tax filing requirements before Nov. 15.
- Disburse funds as required and keep an accurate account of all receipts and disbursements.

- Prepare the annual association budget. Lead the operation of the budget under the supervision of Executive Board.
- Submit per capita fees by mailing in your membership roster, check, and Alumnae Association Fee Report or submit it via *KeyReports* by Nov. 1.

Bank Accounts, How to Receive Dues, and More

All associations must have a business bank account. Need help setting one up? Please contact the [Alumnae Experience Department](#) so they can provide a letter for your association and a tax ID number to open a bank account.

With a bank account, you're able to accept payments from your members for things like dues, event tickets, philanthropic donations, and more. Recommended forms of payment include cash, check, PayPal and Zelle (if your bank is equipped to take Zelle). Venmo is NOT an acceptable payment method.

Dual Membership

You may come across alumnae who belong to more than one alumnae association. These alumnae are considered "dual members." They can choose to pay their Fraternity per capita fee to one association with that association's local fees. They only pay the local dues to the other association(s), as their Fraternity fees are paid only **once** during the fiscal year by only **one** association. The alumna determines to which alumnae association they pay their Fraternity fees.

If you encounter a Kappa alumna who claims dual membership when they pay their dues, please confirm if they've already paid their Fraternity per capita dues to an association so you can properly account for them as a member. You can also contact your Alumna Relations Specialist and have them confirm for you. When submitting your dues-paying member list to the Fraternity, please ensure that any dual members are marked as such.

Alumnae Association Treasurer's Calendar

Due Date	Name	Purpose or Explanation
Nov. 1	Alumnae Association Fees	The per capita fees and an alphabetized list of each member's name, address, and information regarding their payment of per capita fees and local association fees are sent to Kappa Headquarters. In a non-Convention year, it will determine whether your association is in good standing to vote at the Convention the following year.
Nov. 15	990N/e-Postcard (filed by Kappa Kappa Gamma Headquarters)	IRS tax filing when the association's gross receipts are under \$50,000. This is filed by Kappa Headquarters unless gross receipts are greater than \$50,000. If gross receipts are greater than \$50,000, the association must

		work with an outside accountant to file IRS Form 990 EZ or Form 990.
Feb. 1	Annual Per Capita Fees Amount	The annual per capita fee is calculated each year, as of Jan. 1, by the annual cost of living adjustment (COLA). Notification of the per capita fee will be sent to alumnae associations on this date to prepare for the upcoming budget. For more information, please review Fraternity Bylaws, Article III. Section 8.
May	Alumnae Association Budget	The association's yearly budget for the upcoming year is prepared.
May 31	Foundation Contribution Form	For associations that have contributed to the Kappa Kappa Gamma Foundation.
July 1	Annual Per Capita Fee Increase	The annual per capita fee increase goes into effect on this date per Fraternity Bylaws, Article III. Section 8.

TIPS & BEST PRACTICES FOR ASSOCIATION MEMBERSHIP DEVELOPMENT CHAIRMAN

The work of the Membership Development Chairman and their committee is key to welcoming new Kappas to the area or the alumnae association. They also foster existing relationships with members. While a Membership Development Chairman is not a required position, it's strongly recommended they handle the following:

- Maintain a current list of dues-paying members in cooperation with the Secretary and Treasurer.
- Greet and introduce newcomers at meetings and in the community.
- Examine the association's galley regularly (e.g., monthly, bimonthly, and quarterly).
- Identify dues-paying and non-dues-paying members and look for trends among these groups.
- Work with Executive Board to identify your membership demographic and ensure programs are relevant to members of all ages and stages of life.
- Form a committee to call every alumna listed on the galley to verify contact information and invite them to become a member.
- Send membership roster changes to Kappa Headquarters.
- Encourage members to update their contact information on the [Kappa website](#).
- Contact those who are sent over via Owls Out on a Limb.
- Maintain historical records of membership and follow up with Kappas who previously paid dues but haven't in the current year. Encourage them to join and remain a member in good standing.
- Verify that local members who serve as Kappa volunteers have paid their dues.
- Work with Executive Board and the Alumna Relations Specialist to identify plans to increase dues-paying members.

- Work with Executive Board and the Alumna Relations Specialist to collaborate with other Content Specialists as necessary.

Why You Should Consider Having a Membership Development Chairman

This position helps your association grow and thrive. They can help identify new leaders within your Kappa community, serve as an ambassador to newcomers, and foster connections with the association's existing membership as well.

Another great thing about this position? They can analyze your association's galley and determine membership groups you're not yet reaching by:

- Planning programs to appeal to these groups and considering how to best reach them (e.g., a formal invitation sent by mail, evites, Facebook, etc.).
- Calling everyone in the galley. Psst ... Hosting a phone party where members make calls as a group makes it more fun.
- Connecting with graduating seniors if there's a chapter nearby. Providing a senior programming event and encouraging them to pay their alumna association dues before they graduate is a great place to start.

Owls Out on a Limb

These are Kappas who've moved into an association's area and contacted the Fraternity asking to be connected to an association. The Alumnae Experience Department will connect associations with members who filled out the form. The President or Membership Development Chairman should contact the individual when Kappa's Owl Out on a Limb Chairman sends them their name. Often, these Kappas make outstanding, involved members since they have reached out to the Fraternity. Here are some ideas for getting them involved with your association:

- Invite them to the next meeting or event. When they come to a meeting, be sure to greet them and introduce them to members.
- Put them on your email list and send them a newsletter and membership form.
- Follow up with a reminder to join either by phone or email.

Keeping Dues-Payers Paying Their Dues

- Contact dues-payers who paid last year but not this year.
- Send emails or make phone calls to remind members to send in their dues. A gentle reminder is often all that's needed to get members to pay their dues.
- Connect with new dues-payers by personally inviting them to association meetings. A Hospitality Chairman or committee helps welcome new Kappas.
- If feasible, acknowledge women who have paid dues in your newsletter or email.
- Evaluate your membership form and dues flyer. You could include an addressed return envelope!
- Consider a separate mailing of dues invoices.
- Make paying dues easy. Think about PayPal or Zelle. Would those work for your association?

Ritual and Fraternity Education

Our shared ritual is what binds us together as Kappas. Many members join an alumnae association to connect with the traditions and values at the core of our sisterhood. These traditions and values, plus the bonds of sisterhood we share, are what make Kappa special — different from the Junior League, the PTA, or the hospital board — and what makes them choose to give their time to Kappa.

- Ideas for when to use ritual:
 - Opening and closing of alumnae association meetings.
 - FS or RR services for alumnae.
 - Memorial service when a special Kappa has died.
 - Founders Day celebration.
 - Anniversary of your charter.
 - Senior graduation event.
- Make Fraternity education part of every meeting and make it fun!
 - Appoint an Education Chairman.
 - Involve members in an activity that is quick and engaging.
 - Discuss an article from *The Key*, Kappa's award-winning magazine.
 - Share an interesting fact from Kappa's history. Here's an idea: You could even host a trivia event all about Kappa history.
 - Borrow "Archives in a Box" from Kappa Headquarters.
- Work smarter, not harder. Use your resources.
 - Use the *Book of Ritual for Alumnae Associations*.
 - Consult with the Ritual and History Specialist for suggestions for incorporating ritual into your meetings.
 - Attend General Convention.
 - Invite a chapter officer to share chapter news, updates, and activities.
 - Request a Kappa Education Trainer.

CELEBRATING FOUNDERS DAY

I'm so happy that I amma ... Kappa Kappa Gamma! Founders Day is every Kappa's favorite day. Every Oct. 13, we celebrate another year of this bold and beautiful sisterhood. We remember those six women who donned their golden keys and dared to dream.

Kappa is here to help make your Founders Day celebration come to life. Resources include a PowerPoint presentation with Founders Day facts and detailed instructions for how to perform the Founders Day Ceremony. Find these and more by logging in to the [Kappa website](#) and navigating to See All Resources > Chapter, Association & Housing Resources > Alumnae Associations > President.

Tips for planning your celebration:

- Founders Day is a great time to honor 25-, 50-, 65- and 75-year Kappas. Use the ceremony found in the *Book of Ritual for Alumnae Associations*. Looking to add a little something to the ceremony? Sprinkle in some fun facts about the years these women

were initiated. Pro tip: Review the wording of the service ahead of time so you feel prepared. After members receive their pins, invite them to say a few words about their Kappa experience.

- Perform the Founders Day Ceremony. Because this ceremony is not secret, it may be performed before uninitiated guests and at a public place, such as a restaurant. If the MC is used after the ceremony, then all uninitiated members should be excused.
- Bring that rah rah spirit! If you're feeling up to it, use Kappa songs. It's touching to be able to sing songs like "Lovely Girl" in a group of Kappas again.
- Three cheers for the girls who wear the blue and blue. Honor former Presidents, House Board and Advisory Board members, and any other Official Family or committee members in attendance.
- Consider including an educational element in your program. Connect with your Ritual and History Specialist if you need ideas.
- According to Fraternity Policies, Policy II. Section 1. B., "Alcoholic beverages shall not be used or served in conjunction with services of Fraternity ritual or Founders Day."
- Grammar note to remember: Founders Day DOES NOT have an apostrophe.
- On the heart of each sister lies one key that binds us. Remember to wear your badge.

25-, 50-, 65- AND 75-YEAR MEMBERS

We encourage taking the time to recognize membership milestones for your members (25-, 50-, 65- and 75-year members). Who doesn't love a reason to celebrate in Kappaland? Typically, alumnae associations recognize these members during Founders Day. They may also be recognized at a spring tea or another fitting activity. The ceremony for 50-, 65- and 75-year members can be found in the *Book of Ritual for Alumnae Associations*.

CELEBRATING GRADUATING SENIORS

If your association is located close to a chapter, we encourage hosting a graduation event for seniors wrapping up their time as a collegian. This is a great way to encourage getting involved with the association and give them a taste of life as a Kappa alumna. We want them to remember that Kappa's not just for four years, it's for a lifetime. During your event, conduct the Service for Graduating Seniors, which is found in the *Book of Ritual for Alumnae Associations*. Pro tip: You could also take the time to show the graduating seniors how to locate an alumnae association on the Kappa website and invite those who plan to stay in the area to become an association member.

TIPS & PRACTICES FOR VARIOUS ASSOCIATION OFFICER ROLES

Local Partnerships

Association officers represent Kappa at the local level. An association's partnership may include local Kappa chapters, Advisory Boards, House Boards, and local Alumnae Panhellenic Associations. An association's leadership should also be mindful of its partnership with the local community.

An alumnae association is an outstanding link to all of these entities. Nourish partnerships with

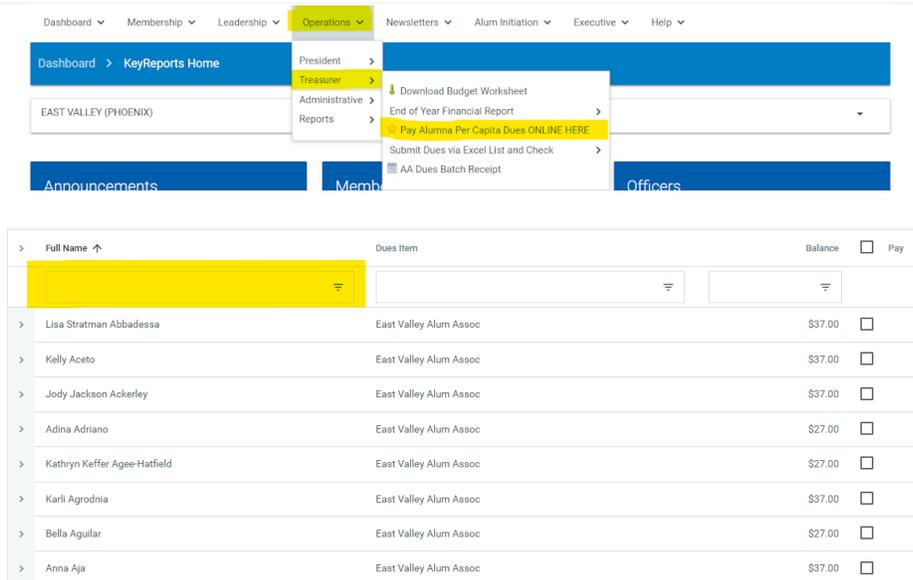
these groups of Kappas and community volunteers so you can all flourish together. An association, regardless of its size, can make a substantial difference in the lives it touches and can bring special meaning to its members.

Established a relationship and have open communication with a local or long-distance chapter through an Alumna Reference Chairman or Chapter Relations Chairman. Chapter contact information may be found on the Fraternity website or by contacting your district's Leadership Development Specialist. Chapters may have different officer roles that pertain to alumnae relations so it's helpful to know who your main contact at the local chapter will be. Important dates should be shared (e.g., Recruitment, Initiation, Founders Day, finals weeks, graduating senior event, etc.), and associations should participate in and support these events.

An association should also supply advisers and House Board members to the local or long-distance board. If there are any Advisory Board or House Board openings, let your members know. All who serve on the Advisory Board and House Board should be members in good standing and pay dues to the local association or directly to Kappa Headquarters.

The alumnae association President should share communications with all associations in the district. If associations are nearby, they can share events such as Founders Day or a spring tea. Likewise, the Content Specialists are the association's link to the Fraternity and should be included in programming, leadership and membership development. If there is a local Alumnae Panhellenic, the association is encouraged to participate by electing a Panhellenic Delegate.

Appendix



The screenshot shows a web application interface with a navigation menu at the top. The 'Operations' menu is expanded, showing options like 'Download Budget Worksheet', 'End of Year Financial Report', and 'Pay Alumna Per Capita Dues ONLINE HERE'. Below the menu is a table with columns for 'Full Name', 'Dues Item', 'Balance', and 'Pay'.

Full Name	Dues Item	Balance	Pay
Lisa Stratman Abbadesa	East Valley Alum Assoc	\$37.00	<input type="checkbox"/>
Kelly Aceto	East Valley Alum Assoc	\$37.00	<input type="checkbox"/>
Jody Jackson Ackerley	East Valley Alum Assoc	\$37.00	<input type="checkbox"/>
Adina Adriano	East Valley Alum Assoc	\$27.00	<input type="checkbox"/>
Kathryn Keffer Agee-Hatfield	East Valley Alum Assoc	\$27.00	<input type="checkbox"/>
Karli Agrodnia	East Valley Alum Assoc	\$37.00	<input type="checkbox"/>
Bella Agullar	East Valley Alum Assoc	\$27.00	<input type="checkbox"/>
Anna Aja	East Valley Alum Assoc	\$37.00	<input type="checkbox"/>

> Full Name ↑	Dues Item	Balance	<input type="checkbox"/> Pay
> Lisa Stratman Abbadessa	East Valley Alum Assoc	\$37.00	<input checked="" type="checkbox"/>
> Kelly Aceto	East Valley Alum Assoc	\$37.00	<input type="checkbox"/>
> Jody Jackson Ackerley	East Valley Alum Assoc	\$37.00	<input type="checkbox"/>
> Adina Adriano	East Valley Alum Assoc	\$27.00	<input type="checkbox"/>
> Kathryn Keffer Agee+Hatfield	East Valley Alum Assoc	\$27.00	<input type="checkbox"/>
> Karli Agrodnia	East Valley Alum Assoc	\$37.00	<input type="checkbox"/>
> Bella Agullar	East Valley Alum Assoc	\$27.00	<input type="checkbox"/>
> Anna Aja	East Valley Alum Assoc	\$37.00	<input type="checkbox"/>

ACH Routing/Transit Number *

Bank Account Number *

Check Account Type
 Checking Account ▼

Account Holder's Information ▲

Company name
 East Valley (Phoenix)

First name
 [REDACTED]

Last name
 [REDACTED]

Email address
 [REDACTED]

Telephone
 6208931704

Fax

Street address line
 [REDACTED]

Street address line 2

City
 [REDACTED]

State
 [REDACTED] ▼

ZIP code
 [REDACTED]

Country
 UNITED STATES ▼

ACH Routing/Transit Number *

Bank Account Number *

Check Account Type

Checking Account

Account Holder's Information

Company name

East Valley (Phoenix)

First name Last name

Email address

Telephone Fax

6208931704

Street address line

Street address line 2

City State

ZIP code Country

UNITED STATES

Dashboard ▾ Membership ▾ Leadership ▾ **Operations ▾** Newsletters ▾ Alum Initiation ▾ Executive ▾ Help ▾

Operations > Treasurer > Pay Alumna Per Capita Dues ONLINE HERE

EAST VALLEY (PHOENIX)

- President > ONLINE HERE
- Treasurer > Download Budget Worksheet
- Administrative > End of Year Financial Report
- Reports > Pay Alumna Per Capita Dues ONLINE HERE
- Submit Dues via Excel List and Check >
 - 1. Download Alumnae Association Fee Report
 - 2. Download Excel file & mark paid members
 - 3. Email Excel list to AlumnaeExperience@kkg.org
 - 4. Mail check and AA Fee Report to HQ
- AA Dues Batch Receipt

Step: Overview

Dashboard ▾ **Membership ▾** Leadership ▾ Operations ▾ Newsletters ▾ Alum Initiation ▾ Executive ▾ Help ▾

Dashboard > Actions > Reports > Membership Roster (Galleys on Demand)

EAST VALLEY (PHOENIX) ★ 10-25-50-65-75 Year Anniversary Members

Dashboard ▾ Membership ▾ Leadership ▾ **Operations ▾** Newsletters ▾ Alum Initiation ▾ Executive ▾ Help ▾

Dashboard > KeyReports Home

EAST VALLEY (PHOENIX)

- President >
- Treasurer >
- Administrative >
 - Change Alum Association profile
 - Submit Association Bylaws**
 - Submit Association Standing Rules
 - Submit Meeting Minutes
- Reports >

Announcements Membership Officers