



SIGMA GAMMA RHO SORORITY, INC.

1000 SOUTHHILL DRIVE, SUITE 200 | CARY, NC 27513-8630

www.sgrho1922.org | 1.888.SGR.1922

2019 – 2020

International Remittance of Funds Policies & Procedures

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REMITTANCE SUBMISSION GUIDELINES

1. The chapter shall use the International Remittance Form (2 pages) to remit all individual and chapter obligations to the international organization. Only **ONE**-chapter type should be submitted per remittance.
2. The Chapter Basileus and Chapter Grammateus/Tamiochus shall sign the Remittance Form to authenticate the remittance for the chapter and/or individuals in the chapter.
3. The chapter will retain a copy of the submitted remittance for documentation purposes.
4. Personal or chapter checks are not accepted.
5. Only Members-At-Large, General Members and Regional Undergraduates are permitted to remit individual payments directly to the International Headquarters. **Members-At-Large and General Members must submit a copy of their degree and forms with the initial assessment.**
6. Only the International Remittance Form (2 pages) will be accepted for remittance of funds; if any other form is submitted, it will be held and remain unprocessed until a corrected form is submitted. The chapter Basileus and/or Chapter Grammateus/Tamiochus will be contacted and the corrected remittance form will be requested.
7. Typed forms are preferred; handwritten forms should be legibly written.
8. **Outdated forms will be held and remain unprocessed until a corrected form is received. The sender will be contacted for the corrected form. All current forms are available online at www.sgrho1922.org under the Sorors Only section. A username and password are required to access this page. Please contact ICHQ for access.**
9. **All balances due or monies owed for the previous sorority year must be cleared or chapters could be subject to suspension.**

REMITTANCE DEADLINES

The chapter shall remit all individual and chapter obligations to the International Corporate Headquarters by July 1st with a 90-day grace period. **Remittance forms RECEIVED (NOT POSTMARKED) after the September 30th grace period will be levied late fines. ICHQ remittance processing will take approximately 10 business days and during peak times, up to 30 days to post upon receipt. Peak months are February, July, September, and October.**

PAYMENT INFORMATION

ACCEPTABLE FORMS OF PAYMENT	MAIL	FAX*	EMAIL*
Money Orders	Sigma Gamma Rho Sorority, Inc. 1000 Southhill Drive Suite 200 Cary, NC 27513	919-678-9721	mailroom@sgrho1922.org
Cashier's Check			
Credit Card Authorization			

**WHILE EMAIL AND FAX ARE FAST AND CONVENIENT, THEY ARE NOT ENTIRELY SECURE AND MAY BE INTERCEPTED BY THIRD PARTIES. WE HIGHLY RECOMMEND THAT YOU USE CARE AND CAUTION WHEN SENDING DOCUMENTS CONTAINING ANY PERSONAL, PRIVATE OR SENSITIVE INFORMATION THAT YOU WOULD NOT WANT VIEWED BY A THIRD PARTY.*

INTERNATIONAL CHAPTER OBLIGATIONS

BOULE TAX

Boule tax is due annually. The Boule Tax for Alumnae Chapters is based on the number of active members reported for the previous sorority year. If a chapter was not financial in the previous year, then no Boule Tax is to be paid.

NATIONAL HEADQUARTERS TAX

The National Headquarters Tax is for Alumnae Chapters ONLY and is based on the number of active members reported the previous sorority year. If a chapter was not financial in the previous year, then no HQ tax is to be paid.

<i>Undergraduate Chapters</i> (not required for Regional Undergraduates)		<i>Alumnae Chapters</i>			
		# of Members	Boule Tax	# of Members	Headquarters Tax
Boule Tax	Headquarters Tax	Less than 25	\$50.00	10 or Less	\$70.00
\$25.00	Not required	25 or More	\$100.00	11 to 20	\$100.00
				21 to 30	\$125.00
				31 or more	\$150.00

BOULE TO BOULE CONTEST WINNERS

In order to qualify for a retention award, alumnae chapters must have a minimum of 22 members and undergraduate chapters must have a minimum of 7 members, as well as attain a qualifying retention rate.

Chapters that qualify for Boule Tax & Headquarters Tax discounts are notified via the Chapter Profile of the reduction amount based on the chapter retention rate for the last two sorority years. When submitting these chapter assessments, it is important to submit the correct amount. Incorrect submissions with result in either a credit or a balance on the chapter's account.

The discount listed is for the 2018-2019 sorority year only.

<i>Chapter Retention Award</i>	<i>Boule Tax Discount</i>	<i>Headquarters Tax Discount</i>
100-91% Retention	100% Off	100% Off
90-81% Retention	50% Off	50% Off
80-75% Retention	25% Off	25% Off

OTHER CHAPTER FEES- (REFER TO STANDARD OPERATING PROCEDURES: APPENDIX A)

Chapter Late Fine	\$10.00	Chapters failing to pay chapter obligation by the end of the grace period shall be fined a \$10 late fee
Chapter End of Year Report Late Fine	\$50.00	Reports must be received (not postmarked) at ICHQ by July 15th.
Chapter Late 990N Submission Fine	\$50.00	Reports must be received (not postmarked) at ICHQ by July 15th.
2 Consecutive Missed Boule Fine	\$50.00	UNDERGRADUATE: Chapters not represented at the Boule shall be fined.
	\$100.00	GRADUATE: Chapters not represented at Boule shall be fined.
CHAPTER REACTIVATION		
	Alumnae	\$45.00
	Undergraduate	\$25.00
CHAPTER CHARTERS		
	New Charters	\$25.00
	Duplicate Charters	\$50.00

INDIVIDUAL MEMBER INTERNATIONAL OBLIGATIONS

NATIONAL FEES BY MEMBER TYPE – SENT TO ICHQ

Membership Type	*Annual Centennial Assessment	Insurance	Head Tax	General Surcharge
Cultured Pearl	\$50.00	\$50.00		
Life Member	\$50.00	\$50.00		
Alumnae	\$50.00	\$50.00	\$150.00	
General Member	\$50.00	\$50.00	\$150.00	\$175.00
Member-At-Large	\$50.00	\$50.00	\$150.00	
Military Soror/Associate (<i>must provide official proof**</i>)	\$50.00	\$50.00	\$100.00	
Military Undergraduate/Regional Undergraduate	\$25.00	\$50.00	\$20.00	
Undergraduate	\$25.00	\$50.00	\$70.00	
Regional Undergraduate	\$25.00	\$50.00	\$70.00	
Associate Member***	\$50.00	\$50.00	\$150.00	

***Refers to Undergraduate members not completing requirements for the Baccalaureate Degree

*ANNUAL CENTENNIAL ASSESSMENT

At the 56th International Boule in 2016, the Grand Chapter passed a recommendation requiring ALL members to pay an **annual** Centennial Assessment to help finance the Centennial goals beginning July 1, 2017 and ending June 30, 2021. This annual assessment is \$50.00 for Alumnae members and \$25.00 for Undergraduate members.

UNDERGRADUATE TO GRADUATE TRANSFER

Undergraduates that meet the requirements of a Baccalaureate Degree and immediately transfer into an alumnae chapter shall be eligible for a 50% reduced on Alumnae Headtax for 2 consecutive years. **Proof of degree or official transcript** stating when the degree was conferred is **required** upon transfer.

How to submit: Using the “Other” section of the International Remittance Form, choose the: Graduating Undergraduate Headtax” option in the dropdown menu. Manually enter \$75.00 per eligible member in the amount total.

MILITARY SORORS

This new membership benefit and incentive is extended to **all** active duty; reserved; retired; and inactive (reserve) military women of Sigma Gamma Rho Sorority Inc.

Military Sorors have the option to affiliate with a local chapter; however, if they choose not to affiliate with their local chapter they are exempt from local fees and the General Surcharge. The number of financial years of spent as a Military Soror count toward Life Membership. Military Sorors are required to submit a copy of their DD214 document to ICHQ to confirm their military service. The three discounted options are listed below:

	Returning (no lapse in membership)	Regular Reactivation (Members Inactive 1+ Year)	Extended Reactivation (Members Inactive 10+ Years)
Option 1	Graduate: \$200 Undergraduate: \$95	One Installment of \$262	One Installment of \$352
Option 2		Two installments of \$131	Two installments of \$176
Option 3			Three installments of \$117.33

How to submit: Using the “Other” section of the International Remittance Form, choose the “Military Soror” option in the dropdown menu. Manually enter the amount that applies. If reactivating, please use the Reactivation Form that can be found on the National Website.

FOUNDATIONS

Foundations each have a **separate** mailing address outside of the address for ICHQ. Please **do not** submit any foundation payments to ICHQ or include them on the remittance form with membership dues. All foundation remittance forms are available online at www.sgrho1922.org under the Sorors Only section.

	SEVEN PEARLS FOUNDATION	NEF NATIONAL EDUCATION FUND	SPEAR SIGMA PUBLIC EDUCATION AND RESEARCH FOUNDATION
	ONE TIME ASSESSMENT	DUE JANUARY 1, 2018	DUE JULY 1, 2018
Mail to:	Seven Pearls Foundation, Inc. PO BOX 3055 Cary, NC 27519-3055	NEF C/o Georgia Johnson, Financial Secretary PO BOX 140433 Austin, TX 78714	SPEAR FOUNDATION PO BOX 335688 North Las Vegas, NV 89033
Fax to:	919-800-3367		
Email to:	executiveassistant@sevenpearls.org	info@nationaleducationfund.org	info@SPEARFoundation.org
Make Payable to:	Seven Pearls Foundation, INC.	Sigma Gamma Rho Sorority National Education Fund	SPEAR Foundation
Alumnae*	\$100.00	\$7.00	\$7.00
Undergraduate	\$50.00		
*Note: Alumnae refers to Life Members, Cultured Pearls, General Members, Members-at-Large & Alumnae members.			

OTHER INDIVIDUAL FEES

The following fees are remitted only if applicable:

Transfer Fee	\$5.00	The transfer fee is remitted by Sorors who transfer from one chapter to another, transfer from Undergraduate chapter to an Alumnae chapter, or with any other change in membership type. Undergraduates who transfer within 90 days of graduation are exempt. Proof of graduation must be provided with Transfer Form
Late Fee	\$20.00*	Sorors who were active the previous sorority year but did not remit assessments by the end of the grace period pay a late fee of \$10.00 to Headquarters . A separate \$10 late fee is also paid to the chapter.
Reinstatement Fee	\$30.00*	Sorors who were not active the previous sorority year pay a reinstatement fee of \$20.00 to Headquarters . The reinstatement fee includes a late fee. The chapter collects a \$10.00 reinstatement fee. Please refer to the Reactivation Packet for Alumnae members. For Undergraduates, use the "other section" of the International Remittance Form.
One Time Centennial Assessment		At the 54th International Boule in 2012, the Grand Chapter passed a recommendation requiring ALL members to pay a one-time Centennial Assessment to help finance the Centennial goals beginning with the 2013-14 sorority year. The onetime assessment will end June 30, 2023. (Note: Sorors who paid the \$100.00 assessment in the 2013-14 sorority year are exempt from this assessment.)
Alumnae	\$100.00	
Undergraduate		

LIFE MEMBERSHIP FEES

Life Membership payments are due only for approved Life Membership Applicants. Life membership shall be available only to Alumnae Sorors who have been **financial for at least ten years**. Years spend in the category of General Membership shall not count towards qualifying years for Life Membership. **Life Members continue to pay the head tax assessment annually including the year when the life membership fee is paid in full.** These fees should be submitted through the chapter.

General Cost (10 CONFIRMED Financial Years or more)	≤ \$3,750.00	Initial payment will vary. Potential Payment arrangements will be communicated upon approval. Payment due per year thereafter, in addition to the International dues.
25 Years Continuous	\$1,750.00	\$700.00 initial payment and \$350.00 per year in addition to International dues.

TORCH FEES (NON-REFUNDABLE)

*Please Note the remittance processing timelines listed for chapter and member dues. TORCH approvals can be delayed if remittances are not submitted in a timely manner from the chapters. **Grouped induction and application fees to pay for more than one person are not accepted. Please submit individual money orders and credit card authorizations.**

Application Fee	\$25.00	Non-refundable fee
Induction Fees		TORCH Fees include a onetime National Building Assessment, onetime Centennial Assessment(s), liability insurance, head tax, initial copy of Constitution and Bylaws, History Book and Official Badge. Please remember Regional Assessments are not included in the TORCH fees and must be submitted to the Regional Grammateus separately.
Alumnae Induction Fee	\$1175.00	Alumnae: \$1,175.00 made payable to Sigma Gamma Rho Sorority, Inc. for the induction fee, liability insurance, centennial assessment(s), and official sorority blazer, post induction year national assessments and sorority pin. \$100.00 made payable to Seven Pearls Foundation, Inc. for the building assessment.
Undergraduate Induction Fee	\$935.00	Undergraduates: \$935.00 made payable to Sigma Gamma Rho Sorority, Inc. for the induction fee, liability insurance, centennial assessment(s), and official sorority blazer, post induction year national assessments and sorority pin. \$50.00 made payable to Seven Pearls Foundation, Inc. for the building assessment.

REGIONAL ASSESSMENT OVERVIEW

Regional assessments are submitted to the locations designated in the “Send to” column below. Please do not submit any regional assessments to ICHQ or include them on the remittance with membership dues. For a more detailed breakdown and your region’s remittance form, please visit your region’s website listed below.

	Member Cost Range	Chapter Cost Range	Send to	Region Grammateus	Region Website
CENTRAL REGION	\$20 - \$50	\$25 - \$50	PO BOX 36332 Cincinnati OH 45236	grammateus@sgrhocentral.com	www.sgrhocentral.com
NORTHEASTERN REGION	\$24 - \$60	\$3.50 - \$35	PO Box 47457 Windsor Mill, MD 21244	ner.grammateus@sgrhoneregion.com	www.sgrhoneregion.com
SOUTHEASTERN REGION	\$10 - \$25	\$15 - \$75	PO Box 19825 Birmingham, AL 35219	grammateus@seregionsgrho.org	www.seregionsgrho.org
SOUTHWESTERN REGION	\$15 - \$50	\$10 - \$20	PO BOX 227133 Dallas, TX 75222	grammateus@sigmaswregion.com	www.sigmaswregion.com
WESTERN REGION	\$20 - \$55	\$20 - \$95	935 Kendall Drive Suite A-233 San Bernadino, CA 92407	grammateus@westernsgrho.org	www.westernsgrho.org



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International Remittance Form

PLEASE TYPE

Chapter Name: _____
College/University: _____
Chapter Address: _____
City, State, Zip: _____
Chapter Email Address: _____

Date Prepared: _____
Reporter: _____
Reporter Phone: _____
Reporter Email: _____

***Please submit Regional Undergraduates on a form separate from the Graduate Chapter.**

Check ONE Region: Central Northeastern Southeastern Southwestern Western
Check ONE Member Type: Alumnae Undergraduate Member-At-Large General Member Military Soror Regional Undergraduate

MEMBER ASSESSMENTS

	Number of Members:		Associated Fee:		
Head Tax		x		= A	
Insurance		x	\$50.00	= B	
ANNUAL Centennial Assessment		x		= C	
ONE TIME Centennial Assessment		x	\$100.00	= D	
Transfer Fee		x	\$5.00	= E	
Late Fee		x	\$10.00	= F	

CHAPTER ASSESSMENTS

Boule Tax (ANNUAL)				= G	
Headquarters Tax (ALUMNAE ONLY)				= H	
Late Fee				= I	

OTHER ASSESSMENTS (ie. Fines, Induction Fees, Chapter charter, Surcharge, Etc.)

Other (Please Select from Dropdown)	_____			= J	
Other (Please Select from Dropdown)	_____			= K	
Other (Please Select from Dropdown)	_____			= L	

Total Amount Submitted: (A+B+C+D+E+F+G+H+I+J+K+L) =

Remitter Signature(s):

_____ Chapter Basileus Signature	_____ Chapter Grammateus/Tamiochus	_____ Advisor (Undergraduate Chapters Only)
_____ Print Name	_____ Print Name	_____ Print Name
_____ Email	_____ Email	_____ Email

Headquarters Use Only

Date Recv'd	Amt. Recv'd	Form of Payment	Receipt #	Balance Due/ Credit
			AUTH	Batch #

*SEE INSTRUCTIONS FOR LISTING OF ASSOCIATED FEES

**Remittance forms RECEIVED (NOT POSTMARKED) after the September 30th grace period will be levied late fines.

***Refer to Reactivation packet for all Alumnae reinstatement fees & forms; DO NOT SUBMIT ON REMITTANCE FORM.



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International Remittance Form

Region:	Chapter Name:	Member Type:
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Membership # Last, First Middle Initial	Aurora Opt Out	Information Change*	Address City, State Zip	H	C	(Area Code) Phone #	E-mail	Head Tax	Insurance	Annual Centennial Assessment	One Time Centennial Assessment	Transfer Fees	Late Fee	Life Membership Payment
1	<input type="checkbox"/>	<input type="checkbox"/>		H										
				C										
2	<input type="checkbox"/>	<input type="checkbox"/>		H										
				C										
3	<input type="checkbox"/>	<input type="checkbox"/>		H										
				C										
4	<input type="checkbox"/>	<input type="checkbox"/>		H										
				C										
5	<input type="checkbox"/>	<input type="checkbox"/>		H										
				C										
6	<input type="checkbox"/>	<input type="checkbox"/>		H										
				C										
7	<input type="checkbox"/>	<input type="checkbox"/>		H										
				C										
8	<input type="checkbox"/>	<input type="checkbox"/>		H										
				C										
9	<input type="checkbox"/>	<input type="checkbox"/>		H										
				C										
10	<input type="checkbox"/>	<input type="checkbox"/>		H										
				C										
								<i>Subtotal:</i>						

* Please check box if address or personal information changed

Subtotal:

***Refer to Reactivation packet for all Alumnae reinstatement fees & forms; DO NOT SUBMIT ON REMITTANCE FORM.