



TEXAS SOCIETY  
COLONIAL DAMES XVII CENTURY

STATE TREASURER'S PACKET  
DIRECTIVES AND FORMS

CHARLEEN ANN MULLENWEG  
STATE PRESIDENT  
2025-2027

*Materials enclosed are for use for the 2025-20257 term*



**NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY**  
**Texas Society Colonial Dames XVII Century**  
**2025-2027**

**STATE TREASURER'S DIRECTIVES**

**Janet Stineman Kres, State Treasurer**

P. O. Box 80635, Austin, TX 78708-0635

Telephone: 512-836-5773 Cell: 512-658-1721 Email: janetkres800@gmail.com

**GENERAL GUIDELINES**

1. Destroy all old forms. Use only forms given to you from the Chapter Presidents packet at the Fall Board of Management Meeting or from the Texas Members Web Site. You will need copies of the following forms:

APPLICATION FEE REMITTANCE FORM  
CHAPTER TREASURER'S ANNUAL REMITTANCE FORM  
REMITTANCE FORM FOR DUES NOT INCLUDED WITH ANNUAL REPORT  
SPECIAL GIFTS REPORT FORM  
INSTRUCTIONS ON HOW TO FILE THE IRS FORM 990-N  
NATIONAL STATE/CHAPTER SCHOLARSHIP FORM (*use the National form*)

2. Type or print all information requested on each form. If printing by hand please use black ink and please make sure that all copies are legible.
3. Dues and Donation Reports must be received by the State Treasurer prior to November 1<sup>st</sup> annually to qualify for any chapter awards. *These reports will cover Dues and Donations for the current calendar year.*
4. Make all checks payable to "TSCDXVIIC", unless otherwise instructed. Forward the checks to the State Treasurer at the address listed above.
5. Please forward the State Treasurer One Chapter Check attached to the required form and include a detailed list explaining what is included in the check. *Include both National & State Dues in One Check made out to the TSCDXVIIC.*
6. Please include your chapter EIN number on your chapter yearbooks. *This way you can always find your number.*

**DUES: DEADLINE NOVEMBER 1<sup>ST</sup>**

1. Dues are based on a calendar year in advance. The dues for the next calendar year must be received by the State Treasurer no later than November 1<sup>st</sup> of the current calendar year. Start collecting dues early. Early reporting by Chapter Treasurers to the State Treasurer is much appreciated!
2. Chapter Annual Dues Spreadsheet Reports will be distributed on-line from National to the State Treasurer. The State Treasurer then forwards these reports to each Chapter Treasurer. Due to this system, it is imperative that the Chapter Treasurer review their Chapter's membership records and report any discrepancies to your State Treasurer.
3. National Dues are \$ 35.00 (\$17.50 for Junior Members) and State Dues are \$10.00 for all members. *Send a total of \$45.00 dues for each regular member (\$27.50 for Junior members).*

4. Send one (1) copy of your dues report and a chapter check to the State Treasurer prior to the deadline. If a member has not paid their dues, mark them delinquent, and continue to try to collect their dues. Retain a copy of the dues report for your chapter files.

## MEMBERS AND MEMBERSHIPS

1. **NEW MEMBERS:** New members whose applications were approved by National prior to July 1<sup>st</sup> will pay dues for the upcoming calendar year. New members whose applications are approved by National after July 1<sup>st</sup> will not pay dues for the upcoming calendar since their first year's dues were included with their application fee. All members must pay State dues of \$10.00 when the application is sent to National.
2. **DELINQUENT MEMBERS:** List all members who have not paid dues **prior to NOVEMBER 1<sup>st</sup>** as delinquent on your dues report. When you receive these dues, fill out the *REMITTANCE FORM FOR DUES NOT INCLUDED WITH ANNUAL REPORTS* and forward the form to the State Treasurer with a Chapter check attached.

Delinquent members will be dropped, if the National Society does not receive dues from the State Treasurer by MARCH 1st. To ensure dues reach the National Society before the deadline, delinquent dues must reach the State Treasurer **prior to FEBRUARY 1<sup>ST</sup>**. Please remember that delinquent members are not eligible to vote, be a delegate or transfer to another chapter.

3. **REINSTATED MEMBERS:** The individual must pay one year in arrears plus the current year dues. The fee for reinstatement, after being dropped by National is \$90.00 (\$55.00 for Junior members), which is two times the National dues of \$35.00 (\$17.50 for Junior Members) plus two years of State dues (\$20.00 for all members). To reinstate a member, fill out the *MEMBERSHIP REINSTATEMENT FORM* and forward the form to the State Treasurer with a Chapter check attached. Always include the dates on the form as required.
4. **RESIGNED MEMBERS:** Dues must be current for a member to resign in good standing. A member who has paid dues in the current calendar year would have to resign **prior to NOVEMBER 1<sup>st</sup>**. A member cannot resign after their dues have become delinquent unless they pay their dues **prior to February 1<sup>st</sup>** of the upcoming calendar year. If a resigned member wishes to become active again, the current year's dues of \$45.00 (\$27.50 for Junior members) must be paid, which is National dues of \$35.00 (\$17.50 for Junior Members) plus State dues (\$10.00 for all members). A member is not resigned until the resignation is entered in by the Chapter Treasurer in the National members only website.
5. **MEMBER TRANSFERS, ADDRESS CHANGES AND NAME CHANGES:** Changes must be entered by the Chapter Treasurer in the National members only website. Please fill out the form online and follow the directions carefully. Remember, dues must be current in order for a member to transfer.
6. **MEMBER EXEMPTIONS:** Members over the age of 95, who have held continuous membership for at least 15 years are exempt from paying National and State dues. Please be sure to include the member's date of birth on the Annual Dues Report Form.

## DONATIONS

1. *CHAPTER TREASURER ANNUAL DONATIONS REMITTANCE FORM:* Submit this form to the State Treasurer along with the dues report **prior to November 1<sup>ST</sup>** each year. Donations reported on this form qualify the chapter for Annual Awards. Please report only donations included in the enclosed chapter check on this form.
2. *SPECIAL GIFT REPORT FORM:* Chapters may make donations to State and National Funds anytime during the year. All Chapter donations must be submitted to the State Treasurer for processing. The *SPECIAL*

*GIFTS REPORT FORM* with the required donor information must be forwarded to the State Treasurer with a Chapter Check attached. Please provide the name of the chapter and address or name of the individual donor with their address and chapter name. Donations may be made in honor or memory of someone, if so desired. Be sure to include the name and address of the person to receive the acknowledgement. **If the form is handwritten, use black ink and write legibly.**

## SCHOLARSHIPS

*STATE/CHAPTER SCHOLARSHIP FORM* - USE THE NATIONAL FORM INCLUDED IN YOUR PACKET. Scholarships can be awarded by your chapter at any time during the year. Use a separate form for each scholarship that is awarded. Make three (3) copies of the form. Keep one copy for your records and send one copy to the State Scholarship Chairman. Send one copy of the form to the State Treasurer along with a Chapter check for the amount of the scholarship. The State Treasurer then forwards the form and a State check to the Treasurer General. The Treasurer General then issues a check from the National Society and forwards it to the University indicated on the form. Please allow at least one month for the transaction to be completed. This process may seem unduly intricate but it demonstrates that NSCDXVIIC and TSCDXVIIC are charitable organizations and ensures that our Society maintains its Tax Free Status with the IRS.

## FEES FOR MEMBERSHIP APPLICATIONS

**NEW MEMBERS APPLICATION PAPERS:** A Chapter check for \$58.00 (\$29.00 for Junior) payable to the National Society Colonial Dames XVII Century (or NSCDXVIIC), must be included with each new member application forwarded to National Headquarters for approval. A Chapter check for \$10.00 (State dues/application fee) payable to the Texas Society Colonial Dames XVII Century (or TSCDXVIIC) must be forwarded to the State Treasurer as soon as the application is sent to National Headquarters, **NOT** after the application is approved. Use the *STATE APPLICATION FEE REMITTANCE FORM* to send new member fees to the State Treasurer.

**SUPPLEMENTAL PAPERS:** A Chapter check for \$25.00 payable to the National Society Colonial Dames XVII Century (or NSCDXVIIC), must be included with each supplemental application forwarded to National Headquarters for approval. A Chapters check for \$2.00 (supplemental application fee) made payable to the Texas Society Colonial Dames XVIIC (or TSCDXVIIC), must be forwarded to the State Treasurer as soon as the supplemental application is sent to National Headquarters, **NOT** after the application is approved. Use the *STATE APPLICATION FEE REMITTANCE FORM* to send new member fees to the State Treasurer.

If you are submitting several applications at one time to National Headquarters for approval, forward only one check to the Treasurer General and one check to the State Treasurer. Please include the member's name, National number and ancestor's name on the *STATE APPLICATION FEE REMITTANCE FORM*.

## AWARDS

Chapter awards are determined by Chapter Reports forwarded to State Chairman and the State Treasurer's Records. Award categories for each chapter are determined by the total number of members who paid dues **by November 1<sup>st</sup>** plus exempt members.

## CREDENTIALS:

The State Treasurer forwards a report to the State Credentials Chairman with the total number of members who paid dues **by November 1<sup>st</sup>** plus exempt members. Chapter Treasurers and Presidents will use this number to determine the number of delegates to the State Conference.

## **TAX EXEMPT STATUS, IRS 990-N POSTCARD FILING**

Please keep in mind that the State and National Society are TAX EXEMPT entities with IRS 501(c)(3) status. Each Chapter and the State Society is considered a subordinate organization under the National Society umbrella tax exemption. Therefore, it is the responsibility of each Chapter Treasurer to file the appropriate IRS Form 990 annually.

The IRS code states that tax exempt organizations (i.e. State Societies with or without Chapters, and Chapters) must file an electronic Form 990-N (also referred to as the e-Postcard), if the subordinate organization has received gross receipts of \$50,000 or less in a fiscal year. The IRS code also states that tax exempt organizations must file another type of Form 990, if they received gross receipts in excess of \$50,000 in a fiscal year. These forms and more information regarding them are available on the web at [www.irs.gov](http://www.irs.gov).

The Treasurer General maintains a list of the State and Chapter EINs and must file that information with the IRS for the States and Chapters to continue to be covered by the National Society's tax exempt letter. Please keep the State Treasurer informed of any changes.

If a Chapter fails to file the required annual Form 990 with the IRS for three consecutive years, that Chapter will lose its tax exempt status. A Chapter which loses their tax exempt status places the State and National Society at risk for losing their tax exempt status as well. It is possible to regain tax exempt status under the National Society's exemption. Any chapter that has lost their tax exempt status must contact the IRS customer account services at 877-829-5500. There will most likely be a fine involved so the chapters must be prepared to pay the fine and must have their tax exempt status regained. If the chapter does not regain tax exempt status, it cannot remain a part of the State or National Society.



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY  
Texas Society Colonial Dames XVII Century  
2025-2027

FEES AND DUES SCHEDULE  
(AS OF SEPTEMBER 1, 2025)

Janet Stineman Kres, State Treasurer

P. O. Box 80635, Austin, TX 78708-0635

Telephone: 512-836-5773 Email: janetkres800@gmail.com

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**ANNUAL DUES:**

**Membership Dues:**

Active Member	\$35.00
Member at Large	\$35.00
Junior Member (age 18-35)	\$17.50
Over-95 Member	no charge
Honorary Presidents General	no charge
State Dues	\$10.00
Chapter Dues	dictated by Chapter Bylaws/Standing Rules

National membership dues for members 95 years of age and older, who have been members of the National Society for 15 years or more shall be waived. Texas Society dues shall be waived for members who meet these criteria.

**Any member admitted** between July first and December thirty-first shall be listed in the chapter's annual dues report to the National Society as a "new member." The dues of a member admitted or reinstated on or after July first shall be accredited to the remaining months of that year and for the next year.

**A member in good standing who has resigned** from membership may be reinstated in a Chapter in the manner provided in its bylaws, provided she has been invited to become a member and upon payment of dues for the current year and any fees. (*NSCDXVIIC Bylaws Article X, Section 7, paragraph a*)

**A member transferring** after July 1st shall pay dues for the coming year through her new Chapter. (*NSCDXVIIC Bylaws Article X, Section 6, paragraph b*)

**A member who has been dropped for non-payment of dues** may be reinstated by the following provisions:

- a. The former member has been approved by a Chapter as prescribed by the Chapter Bylaws.
- b. She shall pay the equivalent of two years Chapter, State and National dues to the Receiving Chapter.
- c. The Receiving Chapter Treasurer shall forward two years' National and State dues to the State Treasurer and the Chapter dues for one year to the Original Chapter. An Original Chapter may

require or waive payment of her indebtedness to it at the time she was dropped, as its Bylaws may require.

- d. The State Treasurer shall forward two years dues to the Treasurer General made payable to the NSCDXVIIC, one-half for arrears of National dues and one-half for the current National dues.
- e. The Original Chapter shall send the Receiving Chapter a copy of the former member's Application Papers.
- f. The reinstatement is complete when the Treasurer General receives the dues and notifies the Headquarters Office Manager. (*NSCDXVIIC Bylaws Article X., Section 7, paragraph b.*)

**MEMBER AT LARGE:**

A Member-at-Large shall be a member who upon the disbanding of her Chapter may apply for Member-at-Large status for one year only. She shall pay dues directly to the Treasurer General with a Cashier's Check or Money Order made payable to the National Society Colonial Dames XVIII Century. A Member-at-Large who is in good standing may transfer into a Chapter to which she has been invited and approved. The Headquarters Office Manager shall notify the Chapters of completion of the transfer. (*NSCDXVIIC Bylaws Article IV, Section 7b*)

**MEMBERSHIP APPLICATION FEE:**

**Members 36 and older**

National application fee	\$23.00
National dues	\$35.00
State dues	<u>\$10.00</u>
<b>Total application fee</b>	<b>\$68.00</b>

**Junior Members (18-35)**

National application fee	\$11.50
National dues	\$17.50
State dues	<u>\$10.00</u>
<b>Total application fee</b>	<b>\$39.00</b>

The fees above do not include Chapter Dues which are specified in the Chapter's bylaws/standing rules.

**SUPPLEMENTAL APPLICATION FEE:**

National Fee	\$25.00
State Fee	\$2.00
Chapter Fee	Dictated by Chapter Bylaws/Standing Rules

**COATS OF ARMS APPLICATION FEE:**

National Fee	\$25.00
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The National Society's current fee, payable to NSCDXVIIIIC by either check or money order from the member or chapter shall accompany a Supplemental Paper which is mailed to National Headquarters. A Chapter may require a fee for supplementals if such provision is written into its Bylaws. (NSCDXVIIIIC Bylaws Article X, Section 9) The State fee for each supplemental paper shall be paid by the member to the Chapter Treasurer, who then remits it to the State Treasurer by chapter check.

**OTHER FEES:**

**Certificates:**

Approved Supplemental	\$10.00
Replacement	\$10.00
25 year Membership	\$10.00
50 year Membership	no charge

**Record Copy of Approved Application:**

Membership	\$10.00
Supplemental	\$10.00
Coat of Arms	\$10.00

**Reinstatements:**

Resigned Active Member	\$35.00
Resigned Junior Member	\$17.50
Resigned Dropped Active Member	\$70.00
Resigned Dropped Junior Member	\$35.00

<b>Charter Fee</b> (postage included)	\$75.00
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**NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY**  
**Texas Society Colonial Dames XVII Century**  
**2025-2027**

**INSTRUCTIONS TO FILE THE IRS 990-N FORM**

**Janet Stineman Kres, State Treasurer**

P. O. Box 80635, Austin, TX 78708-0635

Telephone: 512-836-5773 Email: janetkres800@gmail.com

Chapter Presidents and Treasurers,

Every tax-exempt organization whose annual gross receipts are \$50,000 or less must file an annual IRS Form 990-N online. This requirement applies to all CDXVIIC chapters.

The instructions below explain how the form is to be completed. Please file your chapter's 990-N Form as soon as possible after the close of your chapter's fiscal year. Not filing this form risks the Tax Exempt Status of your Chapter as well as that of the National Society.

**IRS Form 990-N Filing Instructions**

Access the website IRS.GOV.

Select **Filing** in the upper left-hand corner.

Select **Charities & Non-Profits** on the left-hand side.

Select **Annual Electronic Filing Requirements for Small Exempt Organizations – Form 990-N (e-Postcard)**

Under How to File, select **Form 990-N Electronic Filing system (e-Postcard)**

If you are a first Time User select **Get Started**. Follow the directions **Let's Get Started**. Open your email system. **A confirmation code will be sent to your email address**. Retrieve the code from your email and enter the code on the IRS site.

**E-POSTCARD PROFILE PAGE:**

From the drop-down page, select **Exempt Organization** in the "user type" field. After selecting the user type, select **CONTINUE**

Follow the instruction filling out the **PROFILE PAGE**. This is a **one time filing**. Once your profile is accepted you will be allowed to continue.

Answer the questions as follows:

- Terminated or gone out of business: Enter **NO** unless chapter has disbanded.
- Gross receipts are \$50,000 or less: Enter **YES**.
- Gross receipts are more than \$50,000: Enter **NO**, stop filling this form, and file a Form 990 or 990EZ.
- C & D. Verify that the legal name and EIN are correct.

- **Print page for your records. Click Next.**
- Electronic Notice- Form 990-N (ePostcard) Organization Address and Principal Officer Information C.  
Organization's legal name: **Verify and leave alone.**
- If organization does business using another name: **type in chapter name followed by Colonial Dames 17th Century.**
- Organization's website address: **Leave blank**
- Principal officer: **Type your name followed by a dash and Treasurer.**
- Name and Address: **Your Name and your street address and city. Print page before going to the next page. Type your state and zip code. Print page. Select "Submit Filing to IRS".**

The message "Form 990-N (ePostcard) Submitted" will appear.

**Print this page for your records. Select LOG OUT.**

Once your submission has been accepted, **Chapter Treasurers forward a copy of the Electronic Notice (e-Postcard) to your State Treasurer.**

If your submission is rejected, you will need to start the process from the top.

**NOTE:** The chapter or State Society is responsible for the maintenance of its own EIN. The National Society cannot intervene on your behalf with the Internal Revenue Service. If you fail to file the required annual 990 form with the Internal Revenue Service for three years, the IRS will revoke the chapter and possibly the Texas Society EIN. It is possible to reinstate the revoked tax exempt status after filling out a multi-page form and paying a significant fine to the IRS.

**If a chapter or state loses their tax exempt status, they must pay the fine to be reinstated, otherwise they will be dropped from the National Society.**





NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century
2025-2027

SPECIAL GIFT REPORT FORM

Forward Check and Completed Form To: Janet Stineman Kres, State Treasurer

P. O. Box 80635, Austin, TX 78758-0635 Telephone:

Telephone: 512-836-5773 Email: janetkres800@gmail.com

Please type or print legibly. Prepare a separate form for each donation. Make the check payable to TSCDXIIC.

Name of Preparer: National # Date:

Address: (Number) (Street) (City) (State) (Zip +4)

Telephone: Email

Donor (if different from preparer): National #

Address: (Number) (Street) (City) (State) (Zip +4)

In Honor Of:

In Memory Of:

Chapter To Be Credited:

Forward Acknowledgement to (Name):

Address: (Number) (Street) (City) (State) (Zip +4)

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Check #: Amount Donated: \$ to the following Fund/Project:

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TEXAS SOCIETY FUNDS/PROJECTS DONATION

- Heraldry and Coats of Arms Fund
Honorary State President Grave Marker Fund
Pages to National Conference Fund
Scholarship Fund: Dale Etter Cook Music
Scholarship Fund: Harding-Massengill
Scholarship Fund: Texas Society
State Conference Benefactor Fund
State Conference Fund
State President's Project Fund
Texas Events at National Fund

NATIONAL FUNDS/PROJECTS DONATION

- Colonial Heritage & Research Fund
Computers & Technology Support Fund
Electronic Imaging Fund
Endowment Fund
Expansion Fund
Heraldry and Coats of Arms Fund
Historic Documents Fund
HQ Decorating & Furnishing Fund
HQ Maintenance Fund
Library Fund
Long Range Capital Improvements Fund
Marking of Historic Sites Fund
Museum Fund
President General's Project Fund
Scholarship Fund: Ackerman
Scholarship Fund: General
Scholarship Fund: Johnston
Scholarship Fund: Pocahontas
Scholarship Fund: Taney Founder's
Scholarship Fund: Williamson History Fund
Texas Room at National Headquarters Fund



**NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY**  
**Texas Society Colonial Dames XVII Century**  
**2025-2027**

**STATE APPLICATION FEE REMITTANCE FORM**

**Janet Kres, State Treasurer**  
 P. O. Box 80635, Austin, TX 78708-0635  
 Telephone: 512-836-5773 Email: janetkres800@gmail.com

**INSTRUCTIONS:** Complete this form and send it to the State Treasurer along with the applicable State Application Fees collected for each New Member or Supplemental Application sent to National Headquarters for approval. This fee is non-refundable. Retain a copy of this form for your chapter records and forward a copy of the completed form to the State Registrar.

Chapter Name: \_\_\_\_\_ Chapter #: TX \_\_\_\_\_

Treasurer's Name: \_\_\_\_\_ National # \_\_\_\_\_ Report Date: \_\_\_\_\_

Address: \_\_\_\_\_  
(Number) (Street) (City) (State) (Zip +4)

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_ **Total Remitted: \$** \_\_\_\_\_

National #	Last Name	First Name	Ancestor & Colony	New Member \$10.00	Supplemental \$2.00



NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Texas Society Colonial Dames XVII Century
2025-2027

MEMBERSHIP REINSTATEMENT FORM

Send this Form with Chapter Check via US Mail to:

Janet Kres, State Treasurer
P. O. Box 80635, Austin, TX 78708-0635

AND Send a copy of this form via email or US Mail to:

Kimberley Calaway, State Registrar
2028 Tarver Rd, Burleson TX 76028-1714

Date: Chapter: Chapter #: TX-

Prepared By: Chapter Office

Address: (Number) (Street) (City) (State) (Zip +4)

Telephone: Email

\*\*\*\*\*

Member Name: National #: (Last Name) (First Name) (Middle Name)

Chapter Reinstating Into: Chapter #: State:

Chapter Resigned From: Chapter #: State:

Resignation Date: OR Date Dropped:

If there has been a name change, please write the member's name below as it was before the member resigned or was dropped:

Previous Name:

Please give current contact information below:

Address: (Number) (Street) (City) (State) (Zip +4)

Telephone: Email

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Reinstate a Dropped Member: Two years of National dues totaling \$70.00 (\$35.00 for Junior Members), plus two years of State dues totaling \$20.00. Total: \$90.00 (\$55.00 for Junior Members)

Reinstate a Member Resigned in Good Standing: One year of National dues totaling \$35.00 (\$17.50 for Junior Members), plus one year of State dues totaling \$10.00. Total: \$45.00 (\$27.50 for Junior Members).

Amount enclosed: \$

Please make the check payable to TSCDXVIC



**NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY**  
**Texas Society Colonial Dames XVII Century**  
**2025-2027**

**REMITTANCE FORM FOR DUES NOT INCLUDED WITH ANNUAL REPORTS**

**Mail this Form with a Chapter Check to:**  
**Janet Kres, State Treasurer**  
 P. O. Box 80635, Austin, TX 78708-0635  
 Telephone: 512-836-5773 Email: janetkres800@gmail.com

Chapter Name: \_\_\_\_\_ Chapter #: TX \_\_\_\_\_

Treasurer's Name: \_\_\_\_\_ National # \_\_\_\_\_ Report Date: \_\_\_\_\_

Address: \_\_\_\_\_  
 (Number) (Street) (City) (State) (Zip +4)

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_ Total Remitted: \$ \_\_\_\_\_

National #	Last Name	First Name	Delinquent Dues \$35 National & \$10 State	Resigned Dues \$35 National & \$10 State	Dropped Dues \$70 National & \$20 State

- November 1<sup>st</sup> is the deadline for the State Treasurer to receive both State and National dues and all donations to State and National Funds
- Junior members pay one half of National dues
- Members are delinquent if the dues are not received by the State Treasurer prior to November 15<sup>th</sup>
- Delinquent members are dropped on March 1<sup>st</sup>. To reinstate membership, the dropped member must pay dues for the current year AND the previous year.
- December 30<sup>th</sup> is the deadline to resign in good standing



# NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY

## STATE/NATIONAL SCHOLARSHIPS

**Rebecca Anne Legler Shelton**

2224 Hepburn Lane

Evansville, IN 47715-3812

Phone: (812) 774-2980

Email: bek.shelton@yahoo.com

### 2025-2027 STATE/CHAPTER SCHOLARSHIP AWARD FORM

#### USE A SEPARATE FORM FOR EACH SCHOLARSHIP AWARD

Are you reporting on a State or a Chapter Scholarship:  State  Chapter

State: \_\_\_\_\_ Chapter Name: \_\_\_\_\_ Chapter ID: \_\_\_\_\_

Scholarship Chair: \_\_\_\_\_ National #: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Amount of Scholarship Award: \_\_\_\_\_

Name of Recipient: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Social Security # or College ID # of Recipient: \_\_\_\_\_

Name of College or University: \_\_\_\_\_

Address of College or University: \_\_\_\_\_

Name and Title to Whom Check Should be Sent: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

#### Distribution Instructions for this form:

##### CHAPTER Treasurer: make 3 copies

- (1) Send one copy to your State Treasurer along with the Chapter check
- (2) Send a copy to your State Chairman of the State/Chapter Scholarship Chairman
- (3) Keep a copy for your files

##### STATE Treasurer: make 4 copies

- (1) Send copy of this form with the State check to Treasurer General
- (2) Send copy to National State/Chapter Scholarship Chairman as listed above
- (3) Send a copy to your State Chairman of the State/Chapter Scholarship Chairman
- (4) Keep a copy for your files

Please contact the National Chairman listed above, if you have any questions.