To: CHAPTER PRESIDENT and CHAPTER TREASURER  
(Please copy these Guidelines and all Attachments for Chapter Treasurer)

GUIDELINES - Metropolis Commitments and Chapter Membership

1) Letter to Chapter President and Chapter Treasurer

2) Metropolis of Atlanta Philoptochos 2024 Commitment Form - Commitments for the Metropolis are due April 30, 2024 (Fanouropita due October 30, 2024)

This Form is to be used to report ALL Metropolis commitments, donations, special appeals, projects, and any type of other payments that are sent to the Metropolis Treasurer. Please make copies of this form for your use.

Each time you send any check to the Metropolis Philoptochos Treasurer, please complete and send copy of the 2024 Metropolis Commitment Form with the check.

Each time you send a check, please fill out a new 2024 Metropolis Commitment Form with the specific information that applies only to the enclosed check. (Write name of “Special Appeal” in designated blank space.)

TWO signatures are required on all checks; write Chapter Number on check.

3) Metropolis/National 2024 Commitments and Donations (tracking sheet) - this is a list for Chapter Treasurer to record dates of payments to National Philoptochos and to Metropolis Philoptochos. Keep Tracking Sheet as a Chapter Record.

4) “Where Does Your Chapter’s Donation Go in 2024?” (Metropolis Commitments)

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MEMBERSHIP - The 2024 Philoptochos Chapter Membership Excel Form is to be completed electronically and emailed as an attachment.

Download 2024 Philoptochos Chapter Membership Excel Form - see important “Membership Filing Procedures” at metropolis.org/treasurers-forms-and-resources

NATIONAL MEMBERSHIP - Per Capita $15.00 per member

1) Complete 2024 Philoptochos Chapter Membership Excel Form online; email as an attachment to National Philoptochos at membership@philoptochos.com

2) Use pre-printed envelope to mail 2024 National Per Capita Coupon and check to National Philoptochos (Envelopes and Coupons were mailed to chapters)

METROPOLIS MEMBERSHIP - Stewardship-Per Capita - $10.00 per member

1) Email as an attachment the same completed copy of the 2024 National Chapter Membership Excel Form to:
   Metropolis Membership Chair Dorothy Xanos 4koukla2@gmail.com

2) Mail check and copy of Metropolis of Atlanta 2024 Commitment Form (fill in how many/number of Members in Stewardship-Per Capita section) to:
   Martha Driscoll, Metropolis Philoptochos Treasurer
   1228 Sherlock Drive - Marietta, GA 30066