



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 2025 Commitment Form** - Commitments for the Metropolis are due **April 30, 2025** (Fanouropita due October 30, 2025)

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 2025 Metropolis Commitment Form** with the check.

Each time you send a check, please fill out a **new 2025 Metropolis Commitment Form** with the **specific** information that applies only to the enclosed check. (Write name of a "Special Appeal" in designated blank space.)

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

- 3) Metropolis/National 2025 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 2025?" (Metropolis Commitments)

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**MEMBERSHIP - The 2025 Philoptochos Chapter Membership Excel Form is to be completed electronically and emailed as an attachment.**

Download 2025 Philoptochos Chapter Membership Excel Form - see important "Membership Filing Procedures" [atlmopolis.org/treasurers-forms-and-resources](http://atlmopolis.org/treasurers-forms-and-resources)

NATIONAL MEMBERSHIP - Per Capita \$15.00 per member

- 1) Complete 2025 Philoptochos Chapter Membership Excel Form online; email as an attachment to National Philoptochos at [membership@philoptochos.com](mailto:membership@philoptochos.com)
- 2) Use pre-printed envelope to mail 2025 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 2025 National Chapter Membership Excel Form to:  
Metropolis Membership Chair Dorothy Xanos [4koukla2@gmail.com](mailto:4koukla2@gmail.com)
- 2) **Mail check and copy of Metropolis of Atlanta 2025 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