

CLUB DUES PROCESS

INTERNATIONAL DUES

Annual ZI dues must be received at ZI HQ by June 1 to be a club in good standing (and to be seated at convention in convention years).

- Club treasurers will receive an International dues invoice directly from ZI in March.
- **Online filing** - Zonta International (ZI) has given Club Treasurers the ability to pay dues, add new members, and change information on existing members online. All necessary information is on the ZI website (www.zonta.org) – read that information carefully before starting any transaction.
- **Mail-in filing** – Mark changes on ZI invoice, complete ZI Form B if necessary, prepare check, mail paperwork to arrive at ZI HQ by June 1.

Changes in membership during club year:

- Follow same instructions as above.
- **File changes timely (as they occur).**

DISTRICT DUES

Annual District dues must be received by the District Treasurer by June 1 each year.

- If there is a change in the club treasurer, the outgoing treasurer should work with the incoming treasurer to insure timely and accurate dues processing.
- Bill members for dues well in advance of the due date to ensure timely receipt.
- Complete **District 11 Members Report Form B** available on the District 11 website (www.zonta-district.org) or from the District Treasurer.
 - You may also submit ZI's invoice with corrections marked – please attach first page of District Form B with completed information as cover letter.
- Prepare check for the amount due:
 - **District full year dues > June 1st – May 31st > \$20.00**
- Send **District Form B** and check payable to "Zonta International District 11" to the District Treasurer (address below).
- Note - District 11 club dues must be received by June 1 to qualify for the Rosa E. Fiol membership award. And, only clubs that have submitted their Annual Report by June 1 are eligible for this award.

Changes in membership during club year:

- Follow same instructions as above.
- **District half year dues > December 1st – May 31st > \$10.00**
- **File changes timely (as they occur).**

Dues are NOT tax deductible – Clubs, Districts and ZI are not charitable organizations under IRS guidelines. Only donations to 501(c)(3) organizations are tax deductible - if clubs have an IRS approved foundation, donations to it are tax deductible as are donations to the ZI Foundation.

Mail District dues and paperwork for 2016-18 to:

Zonta International District 11
Donna Poulton, Treasurer
4751 Lightkeepers Way 16GLittle River, SC 29566