

“ESP... Excellent Scholarly Performance”

**Alpha Kappa Alpha Educational Advancement Foundation, Inc.
Chapter & Member FAQs**

CHAPTER REMITTANCES

Q: Where and to whom does the Chapter Captain send additional contributions collected from chapter sorors? Do these need a remittance form as well?

A: All monies should be sent separately to EAF, no matter the source. An Overflow Remittance form allows you to itemize donors and indicate (in the right-hand contribution column) the amount given.

Q: Does the Chapter Captain send in a roster of all financial sorors plus the remittance form or just last year's with updates?

A: An update of the prior year's roster is preferable. New members should be submitted on the Overflow Remittance form. If you did not receive a roster in your fall packet, a roster of all financial sorors should be submitted.

Q: Should the chapter treasurer send contributions to the Corporate Office with the dues and remittance form or should they be sent separately by the Chapter Captain?

A: Chapter contributions should be sent by the Chapter Captain separately to EAF, with an Overflow Remittance form indicating the amount of the contribution.

Q: What is the procedure if chapters need to submit dues for a prior year? Should these monies be applied to the previous year or the current year?

A: When chapters want to maintain continuity by "picking up the prior year," they should submit an accurate roster of the financial members for that year and the corresponding dollar amount for dues, accompanied with a remittance summary indicating the year that the payment should be applied.

Q: How do we handle contributions made through workplace giving (i.e. a soror who contributed through the Combined Federal Campaign/CFC)?

A: “Workplace giving” contributions should be noted next to the donor's name on the chapter roster or the Overflow Remittance Form. A copy of the signed pledge card should be included as documentation. Our CFC number is 1627. Make sure that you only count monies indicated for that number on the pledge card when you tally the donations.

Q: Should I send a copy of the chapter remittance summary to my Regional Coordinator?

A: Yes. The bottom of the Chapter Remittance Summary requests that you send the original to EAF, maintain a copy for chapter records, and copy the Regional Coordinator. Once we have the bugs out of the form we will issue it in NCR format so that you won't have to make copies, and may simply forward the appropriate color.

Q: What recognition does a chapter receive for EAF membership?

A: There are four levels of recognition: Bronze, Silver, Gold and Platinum. See the Chapter Remittance Guidelines (online in "Publications & Forms – Chapters & Members" section) for an explanation of these levels, including examples.

MISCELLANEOUS

Q: If I am a life member of AKA do I have to pay EAF dues?

A: Yes. There is no life member designation within EAF.

Q: Can you transfer my call to the Sorority?

A: No. EAF is a tenant in the Corporate Office building, with separate offices and does not share phone lines with the Sorority.