

## ZETA PHI BETA SORORITY, INC.

### INSTRUCTIONS FOR COMPLETING SOUTHERN REGION FINANCIAL REPORTING FORM

1. Please type all information
2. Complete the CHAPTER name and chapter address, including zip code.
3. Fill in Basileus' name and phone number. Be sure to include area code.
4. Be sure to complete sorority year. (Example: July 2009 to June 2010)
5. Check the appropriate box for graduate or undergraduate chapter. If an undergraduate chapter, be sure to write the name of the university or college in the appropriate blank.
6. Indicate whether the report is the first report, a supplemental report or report of new intake members.
7. Complete information for each Soror paying regional per capita. Be sure to type full address with zip code and phone number. For each undergraduate Soror, supply both campus and permanent address.
8. For each Soror, check whether she is paying per capita, paying the life member assessment, is a new member or a reclaimed member, and paying late fees, if applicable.
9. Be sure to include late fees if paying after October 31st.
10. Count number of Sorors X \$10.00 for total graduate per capita.  
Count number of Sorors X \$ 5.00 for total undergraduate per capita.
11. Count number of life members X \$10.00 for graduate chapters. This is in addition to per capita.
12. Add chapter tax - \$25.00 for graduate chapters and \$10.00 for undergraduate chapters.
13. Include appropriate late fees if submitting dues after October 31st.  
  
\$2.00 per graduate member (late fee)  
\$1.00 per undergraduate member (late fee)  
  
\$10.00 chapter tax (graduate late fee)  
\$ 5.00 chapter tax (undergraduate late fee)
14. All graduate chapters must pay a "Collegiate Development Contribution" fee of \$25.00.
15. Total fees. Send to REGIONAL FINANCIAL SECRETARY in form of chapter check, money order or cashier's check made payable to: ZETA PHI BETA SORORITY - SOUTHERN REGION.
16. Be sure to number pages of form. (Example: Page 1 of 5 or Page 3 of 3).
17. Preparer of report should sign form and indicate chapter office or title.
18. Signature of Basileus is required as well as the signature of the undergraduate advisor if an undergraduate chapter.
19. Review forms for information accuracy. Send completed form(s) and money to the Regional Financial Secretary.

Jennie Curry  
Regional Financial Secretary  
P.O. Box 872287  
New Orleans, LA 70187-2287