



# Transfer Request

**The transferring member is responsible for completing this form. Please read carefully the instructions given below before completing the form.**

---

Date: \_\_\_\_\_

Member ID Number: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

County: \_\_\_\_\_

Preferred Email Address: \_\_\_\_\_

Telephone Numbers: (Home) \_\_\_\_\_

(Cell) \_\_\_\_\_

Employment Location: (city and state) \_\_\_\_\_

Former Mailing Address: \_\_\_\_\_

Type of membership:       Active       Reserve       Honorary       Collegiate

Highest degree:       Bachelor       Masters       Doctorate       NBC       Other

Date of Birth: \_\_\_\_\_

Name of chapter to which dues were last paid: \_\_\_\_\_

Date of Payment: \_\_\_\_\_

<p>Name of chapter FROM WHICH TRANSFER IS REQUESTED _____</p> <p style="text-align: right;">State of _____</p> <p>Name of chapter TO WHICH TRANSFER IS TO BE MADE _____</p> <p style="text-align: right;">State of _____</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Please give this completed form to the treasurer of the chapter you wish to transfer. She will initiate the transfer through the dues portal.**

## Instructions for Transfer

A member in good standing may be transferred from one unit of the Society to another. All transfer requests must be processed by the chapter treasurer receiving the transfer. The process is as follows:

- Fill out and send to the chapter treasurer to which you wish to transfer. Society Headquarters will provide help in locating a suitable chapter should you require.
- Keep dues payment current. Dues are payable to the chapter treasurer by June 30. If a new chapter has not been located and the transfer cannot be processed before July 1, members should pay dues to their current chapter. Upon the member's request, the current chapter may waive *chapter* dues for the next year since the member will not be in attendance at its meetings. The member will then have a full year to visit chapters and complete the transfer before the next dues deadline.



INTERNATIONAL SOCIETY FOR KEY WOMEN EDUCATORS  
**DELTA KAPPA GAMMA**

416 W 12<sup>th</sup> St • Austin, TX • 78701  
Telephone: 512.478.5748 • Fax: 512.478.3961  
E-mail: [mem@dkg.org](mailto:mem@dkg.org)