



# Application for Transfer

The transferring member is responsible for completing this application. Please read carefully the instructions given on the back before completing the form.

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Date \_\_\_\_\_

Name: \_\_\_\_\_ ΔΚΓ I.D. Number \_\_\_\_\_  
 (Title) (First) (Middle) (Last)

Mailing address: \_\_\_\_\_  
 (Street, Route, P.O. Box)

\_\_\_\_\_ (City) \_\_\_\_\_ (State and Country) \_\_\_\_\_ (ZIP/Postal Code) \_\_\_\_\_ (County)

E-mail address: \_\_\_\_\_

Telephone numbers: (Home) \_\_\_\_\_ ( ) \_\_\_\_\_  
 (Business) \_\_\_\_\_ ( ) \_\_\_\_\_

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

Former mailing address: \_\_\_\_\_

Type of membership:  Active  Reserve  Honorary

Highest degree: \_\_\_\_\_ Date of birth: \_\_\_\_\_

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

Name of chapter FROM WHICH TRANSFER IS REQUESTED \_\_\_\_\_

State of \_\_\_\_\_

Name of chapter TO WHICH TRANSFER IS TO BE MADE \_\_\_\_\_

State of \_\_\_\_\_

## INSTRUCTIONS FOR TRANSFER

A member in good standing may be transferred from one unit of the Society to another upon application to Society Headquarters. All applications must be processed through Society Headquarters. The process is as follows:

- Fill out and send to Society Headquarters the Application for Transfer (Form TR-A). Or e-mail Society Headquarters to give the information requested on the application form. It is not necessary to have the name of a chapter to which to transfer. Society Headquarters will provide help in locating a suitable chapter.
- When the information is complete and membership standing is verified, Society Headquarters will process the transfer. The member will receive a copy of the Notice of Transfer, and copies will be sent to the presidents and treasurers of the two chapters involved and to the state treasurer(s).
- Keep dues payment current. Dues are payable between July 1 and October 31. If a new chapter has not been located and the transfer cannot be processed before October 31, 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 October 31 deadline.



INTERNATIONAL SOCIETY FOR KEY WOMEN EDUCATORS  
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