January 18, 2021

TO: Metropolis of Atlanta Philoptochos Chapter Presidents
FROM: Irene Politis, Metropolis of Atlanta President
       Martha Driscoll, Metropolis of Atlanta Treasurer

RE: 2021 Chapter Commitments and Donation Form

Dear Sisters in Christ:

Enclosed is your Metropolis Commitment Form for the 2021 calendar year. Please follow the instructions on the form for fulfilling Chapter Commitments, Stewardship-Per Capita and any Special Appeals.

In order for the Metropolis Treasurer to ensure that Chapter Commitments, Stewardship-Per Capita and Donations for Special Appeals are appropriately applied to chapters, please follow these guidelines:

1. Submit a copy of the 2021 Metropolis Commitment Form to the Metropolis Treasurer with check. Please write ONE check for all Chapter Commitments and Stewardship-Per Capita.

2. Stewardship-Per Capita (Membership) on the Metropolis level is $10.00 per member. The number of members submitted to the Metropolis and National for membership must match.

3. Stewardship-Per Capita (Membership) should be paid by April 30 following the enrollment period of January 1- April 30. Stewardship-Per Capita paid after April 30 must be submitted by December 31.

4. List members on the 2021 Stewardship-Per Capita Excel Form found on the website and email to Metropolis Membership Chair Linda Cepeda. lindacepeda2@gmail.com

5. Fill in the NUMBER of members on the 2021 Commitment Form and mail the form with the check to Martha Driscoll, Metropolis Treasurer.

6. Please do not mail checks to the Metropolis of Atlanta. The correct mailing address is on the Form.

7. Chapter Number must be on all checks mailed to the Metropolis Treasurer. Chapter checks must have two signatures as required by the National Philoptochos By-laws.

8. All Commitments and Stewardship-Per Capita (Membership) must be paid by April 30, 2021 to ensure your Chapter is in good standing for attendance at the Metropolis Philoptochos Clergy Laity Conference.