



# PHI DELTA KAPPA INTERNATIONAL

The Professional Association in Education

## New Member Remittance Form

New members expect their membership services to begin immediately after submitting their applications and paying their dues. Please forward applications and dues to the International Office as soon as you receive them.

Sometimes several new members join PDK at the same time, usually before a scheduled induction ceremony or at an open meeting. Form 40 is provided only to make these en masse inductions more convenient. Please do not hold applications and dues to wait for a ceremony, because the delay disappoints new members by postponing their receipt of services, including the *Kappan*.

1. **Submit** personal checks to the chapter treasurer. Ask the treasurer to write a check to PDK for the total amount due to the International Office or to request that PDK invoice your chapter by checking the appropriate space on this form.
2. **Attach** the original applications and chapter check to this form, or, if you are being invoiced, attach the original applications only. Do not submit chapter-generated membership application forms. Only applications with a PDK form number are accepted at the International Office.
3. **Make** a copy of this form and each application for your chapter records.
4. **Mail** the remittance packet to the International Office at the address indicated on this form.

<b>REMITTANCE SUMMARY</b>		
_____	Professional Members @ \$ 75.00 each <i>(\$70 international dues/\$5 processing fee)</i> Date of Induction _____	\$ _____
_____	Associate Members @ \$ 75.00 each <i>(\$70 international dues/\$5 processing fee)</i>	\$ _____
_____	Undergraduate Student Members @ \$ 37.50 each <i>(\$35 international dues/\$2.50 processing fee)</i>	\$ _____
<b>TOTAL REMITTANCE</b>		<b>\$ _____</b>
<input type="checkbox"/> Chapter check enclosed payable to Phi Delta Kappa International <input type="checkbox"/> Invoice the chapter		

New members will receive a welcome packet from PDK that includes a membership certificate. If your chapter requested certificates from the International Office and presented them prior to submitting this form, please indicate so by checking here:

Chapter Name	Chapter #
Chapter Officer Signature	Office Held
Mailing Address	City/State/Province <span style="float: right;">Zip/Postal Code</span>
Daytime Phone: (    ) _____	Fax: (    ) _____ E-Mail: _____
Signature	Date Submitted

Return to: **Phi Delta Kappa International**  
 408 N. Union, P.O. Box 789 • Bloomington, Indiana 47402-0789  
 Phone 812-339-1156 • 800-766-1156  
 membership@pdkintl.org • www.pdkintl.org