



# GREEK ORTHODOX METROPOLIS OF ATLANTA

## PHILOPTOCHOS

January 15, 2018

TO: Metropolis of Atlanta Philoptochos Chapter Presidents

FROM: Irene Politis, Metropolis of Atlanta President  
Martha Driscoll, Metropolis of Atlanta Treasurer

RE: **2018 Chapter Commitment and Donation Coupons**

Dear Sisters in Christ:

Enclosed are your Metropolis Commitment and Donation Coupons for the 2018 calendar year.. Please make sure all this vital information is given to your Chapter Treasurer in a timely manner.

In order for the Metropolis Treasurer to ensure Chapter Commitments and Donations are applied appropriately listed below are a few guidelines to follow:

1. Submit the correct enclosed coupon with your check that specifies on the memo line which commitment or donation the check is for.
2. All checks should be payable to Metropolis of Atlanta Philoptochos. **ALL COMMITMENTS AND DONATIONS MAY BE PAID IN ONE CHECK!** Please note the **SPECIFIC AMOUNT for each commitment/donation on check memo line.**
3. Stewardship - Per Capita on the Metropolis level is \$10.00 per member. The number of members submitted to the Metropolis and National must match.
4. Stewardship - Per Capita 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.
5. **E-mail**, the enclosed completed 2018 Stewardship - Per Capita Excel Form to the Metropolis Treasurer. Also, **mail a copy** of the form with 2018 Stewardship - Per Capita coupon and check to Martha Driscoll, Metropolis Treasurer.
6. Please do not mail checks to the Metropolis of Atlanta. The correct mailing address is on each coupon.
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, Donations and Stewardship - Per Capita must be paid by April 30, 2018 to ensure your Chapter is in good standing for the National Philoptochos Clergy Laity Conference in Boston, MA in July.