

DATE: July 2009
TO: Chi State Chapter Presidents
FROM: Chi State Financial Development Committee
SUBJECT: Ordering Merchandise for Conferences/Functions



MISSION STATEMENT: The Delta Kappa Gamma Society International promotes professional and personal growth of women educators and excellence in education.

AREA CONFERENCES AND CHI STATE FUNCTIONS

1. Merchandise to be sold at functions:
 - To reserve merchandise to be sold at Area or Chi State functions, a written request must be made and include the following:
 - Name of function
 - Date of function
 - Area Director's name and Area number (if an Area function)
 - Name and address of person responsible for merchandise
 - E-mail address of Area Director (if applicable) and/or person responsible for merchandise
 - If done via e-mail:
 - A hard copy will be printed at the Chi State Education Center
 - The ordering Area or person should print a hard copy of the request
 - Requests must be made a minimum of six weeks prior to the event
 - The cost of return shipping is the responsibility of the ordering party
2. The Financial Development Committee will select items to be used for sale at Conferences and functions. These will reflect a range of merchandise available. If special items are desired, this should be stated in the written request.
3. Order forms will be included with the merchandise. These forms can be used by individuals at the function to order items not included in the standard order sent by the Financial Development Committee.
4. Receiving/Returning Merchandise:
 - Upon receipt, the person responsible for the merchandise will:
 - Inventory items received, using enclosed inventory sheet
 - Notify the Chi State Education Center immediately of any discrepancies
 - At the end of the Conference/function, the person responsible for the merchandise will:

- Inventory the unsold merchandise using the enclosed inventory sheet
- Mail money received from the sales to Chi State Education Center within 7 days of the function: cash received is to be converted to one check
- Return unsold merchandise to the Chi State Education Center within 7 days of the function unless prior arrangements have been made with the Financial Development Committee
- The cost of return shipping is the responsibility of the ordering party
- Notification of receipt of merchandise at the Chi State Education Center will be made via e-mail or postcard.