



2024 Chapter Membership Filing Procedures

Please read and review all Bylaws, paying special attention to Article V: Parish Chapter, Section 2: Membership Qualifications.

Download and save Membership Excel Form documents from the website, click [here](#).

1. 2024 Philoptochos Chapter Membership Excel Form
2. 2024 Per Capita Coupons – **Mailed to each Chapter**

When you are ready to submit:

1. Complete the 2024 Philoptochos Chapter Membership Excel Form. Include:
 - a. All Chapter information in the header.
 - b. Submission Date and payment information.
 - c. Information for each member.
 - d. For each submission, start with a new form and only include members not listed in prior submissions. Do not add to an already submitted form.**

This form must be completed electronically and emailed as an attachment to the National Office at membership@philoptochos.org. Please include your chapter number, parish name, and the city and state in the Subject of the email. Hard copies will **NOT** be accepted.

2. Please note you will see (4) coupon vouchers for Membership. Although the primary enrollment period for Chapter Membership is in January, membership is an ongoing process. Therefore, we've included (3) additional Membership coupon vouchers, if needed for April, July, and September
3. Please use the preprinted envelopes provided. **Enclose only one check and one coupon per envelope, or the payment cannot be processed by the bank.**

Although the primary enrollment period for Chapter Membership is in the first quarter of the calendar year, membership is an ongoing process. Therefore, your Chapter Membership should be updated to reflect the addition of new members, using the procedures set forth above.

If additional members join after your last submission date to the National Office, complete and submit a new 2024 Philoptochos Chapter Membership Excel Form*, Per Capita Coupon, and check, reflecting the additions. Please follow the instructions above. However, if there are no new members, no additional filing is required.

***For each submission, start with a new form and only include members not listed in prior submissions. Do not add to an already submitted form.**

If you need assistance, please contact your Metropolis President, or the National Office at 212.977.7770 ext. 201. If you do not have access to a computer, please ask another Philoptochos member/steward or a fellow parishioner for their assistance.