



Transfer Request

The transferring member is responsible for completing this form. Please read carefully the instructions given below before completing the form.

Date: _____ Member ID Number: _____

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____ County: _____

Preferred Email Address: _____

Telephone Numbers: (Home) _____ (Cell) _____

Employment Location: (city and state) _____

Former Mailing Address: _____

Type of membership: Active Reserve Honorary Collegiate

Highest degree: Bachelor Masters Doctorate NBC Other

Date of Birth: _____

Name of chapter to which dues were last paid: _____ Date of Payment: _____

Name of chapter FROM WHICH TRANSFER IS REQUESTED _____ <div style="text-align: right; margin-right: 100px;">State of _____</div>
Name of chapter TO WHICH TRANSFER IS TO BE MADE _____ <div style="text-align: right; margin-right: 100px;">State of _____</div>

Please give this completed form to the treasurer of the chapter you wish to transfer. She will initiate the transfer through the dues portal.

Instructions for Transfer

A member in good standing may be transferred from one unit of the Society to another. All transfer requests must be processed by the chapter treasurer receiving the transfer. The process is as follows:

- Fill out and send to the chapter treasurer to which you wish to transfer. Society Headquarters will provide help in locating a suitable chapter should you require.
- Keep dues payment current. Dues are payable to the chapter treasurer by June 30. If a new chapter has not been located and the transfer cannot be processed before July 1, members should pay dues to their current chapter. Upon the member's request, the current chapter may waive *chapter* dues for the next year since the member will not be in attendance at its meetings. The member will then have a full year to visit chapters and complete the transfer before the next dues deadline.



INTERNATIONAL SOCIETY FOR KEY WOMEN EDUCATORS
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