



Chapter Check Schedule

Active members pay their membership dues to Sigma for the international and chapter portion of their dues. The chapter dues are returned to the treasurer in regularly scheduled disbursements. Chapters have the option to receive a check in the mail or to utilize [direct deposit](#) into a specified bank account.

You'll find documents pertaining to disbursements in the [Chapter Management System](#). Visit the Important Links area (to view the letter) and utilize the Report Tool option called Chapter Checks (to view the detailed report of renewals). We hope that the electronic sharing of information continues to provide easier access to this information for chapter leaders. We encourage you to download these documents and save them in your chapter records.

September Disbursement

Check will include:

- Membership dues returned to chapter
 - Renewing members from 1 March-31 August
 - Newly inducted members from 1 March-31 August
 - Any ceremony and/or guest fees collected from new members from 1 March-31 August*
- Chapter Services Fee is deducted from check
 - *Each chapter of Sigma Theta Tau International Honor Society of Nursing is assessed an annual fee that helps to ensure the consistent availability of high-quality products and chapter services. The chapter services fee is automatically deducted from a regularly scheduled chapter check issued to each chapter by the Sigma. [Read more.](#)*
- Chapter Liability Insurance Fee is deducted from check
 - *This policy provides payment in the event of a "liability" loss that caused injury or property damage. It protects the chapter against liabilities that arise from their daily operations, meetings, and other officially sanctioned chapter events.*
 - *The cost to your chapter for this insurance is based on the number of active members in your chapter as of 1 July. [Read more.](#)*

November Disbursement

Check will include:

- Membership dues returned to chapter
 - Renewing members from 1 September 1-31 October
 - Newly inducted members from 1 September 1-31 October
 - Any ceremony and/or guest fees collected from new members from 1 September 1-31 October *

March Disbursement

Check will include:

- Membership dues returned to chapter
 - From renewing members to 1 November-28 February
 - From newly inducted members from 1 November-28 February
 - Any ceremony and/or guest fees collected from new members from 1 November-28 February*

Additional Checks to Chapters

Any chapter charging a ceremony fee for their induction will receive an additional check of ceremony fees by the end of the month immediately following their induction.* For example, a chapter holding an induction on 10 December will receive their ceremony money no later than the end of January. New member chapter dues money will be returned to chapters in regularly scheduled chapter checks.

*There will be some instances when ceremony and/or guest fees collected well in advance of inductions will be returned to chapters in their regular chapter checks. For example, if a chapter holds an induction in September, but a portion of their members pay in August and a portion pay in September, the August payments will be returned in the regularly scheduled September chapter check, and the September payments will be returned in the additional October check.