

Daughters of Penelope

A Guide to Headquarters



What We Do

- Since 1929, the Daughters of Penelope has initiated thousands of members into our 250 chapters worldwide. With chapters in the United States, Canada, Australia, Greece, England, France, Germany, Austria, and Belgium, our mission and outreach is constantly growing.
- Founded in San Francisco in 1929, the Daughters of Penelope is the first women's organization of its kind established in the United States. The Daughters of Penelope is an international women's organization promoting Hellenism and leading in philanthropic, educational, and civic activities through community service and volunteerism.
- Philanthropy and Volunteerism have been pillars for the Daughters of Penelope over its many years of existence. From natural disaster relief, to raising funds to eliminate life threatening diseases, to making significant contributions to our local municipalities, the Daughters of Penelope is at the forefront of charitable giving. Yet, this only scratches the surface of the numerous philanthropic works of the organization. Countless philanthropic projects are also undertaken by Daughters of Penelope chapters and districts and eventually become national projects.



What We Do

- The Daughters of Penelope's commitment to education has also been well documented throughout its history and also recognizes female athletes at the high school, collegiate, and professional levels with scholarships, accolades and in some cases, induction into our Athletic Hall of Fame.
- In addition, through our members, the Daughters of Penelope communicates to elected representatives at the federal, state, and local levels, as well as diplomatic leaders, the positions of the Greek-American community on issues of concern to it.
- It is also our civic responsibility to provide affordable housing to senior citizens. The AHEPA Housing Corporation has been awarded over \$400 million from the Department of Housing and Urban Development. The total number of senior housing complexes stands at 91, with over 4,750 units complete, and more in development.



What We Do at Headquarters

- Collects and audits chapter dues and donations towards our charitable projects
- Establishes our own presence on Capitol Hill as the Daughters of Penelope and increases our legislative efforts thereby fulfilling our civic duty.
- Provides all of our available resources, professional knowledge, and skills to all of our elected officers so that they can execute their duties to the best of their abilities.
- Plays a pivotal role in conjunction with the Grand Lodge to manage expenses and promote the goals of the Order.
- Handles all items pertaining to planning events/conventions in addition to social media and marketing/communication.
- Files 990n for all chapters and districts in addition to Trademark filing

Per capita is the main source of funding that helps the Daughters of Penelope appropriately function as an international women's organization. Your support is greatly appreciated.

Reinstatement Waiver and Year End Dues

- **Reinstatement Waiver:** (information will be sent out via email to the entire membership regarding the next reinstatement waiver)
- **Dues:** Please remember that the number of members a chapter has paid through the current year by December 31 not only yields a greater rebate for your district but also will determine the number of delegates the chapter and district as a whole will be allotted to the following year's Supreme Convention.

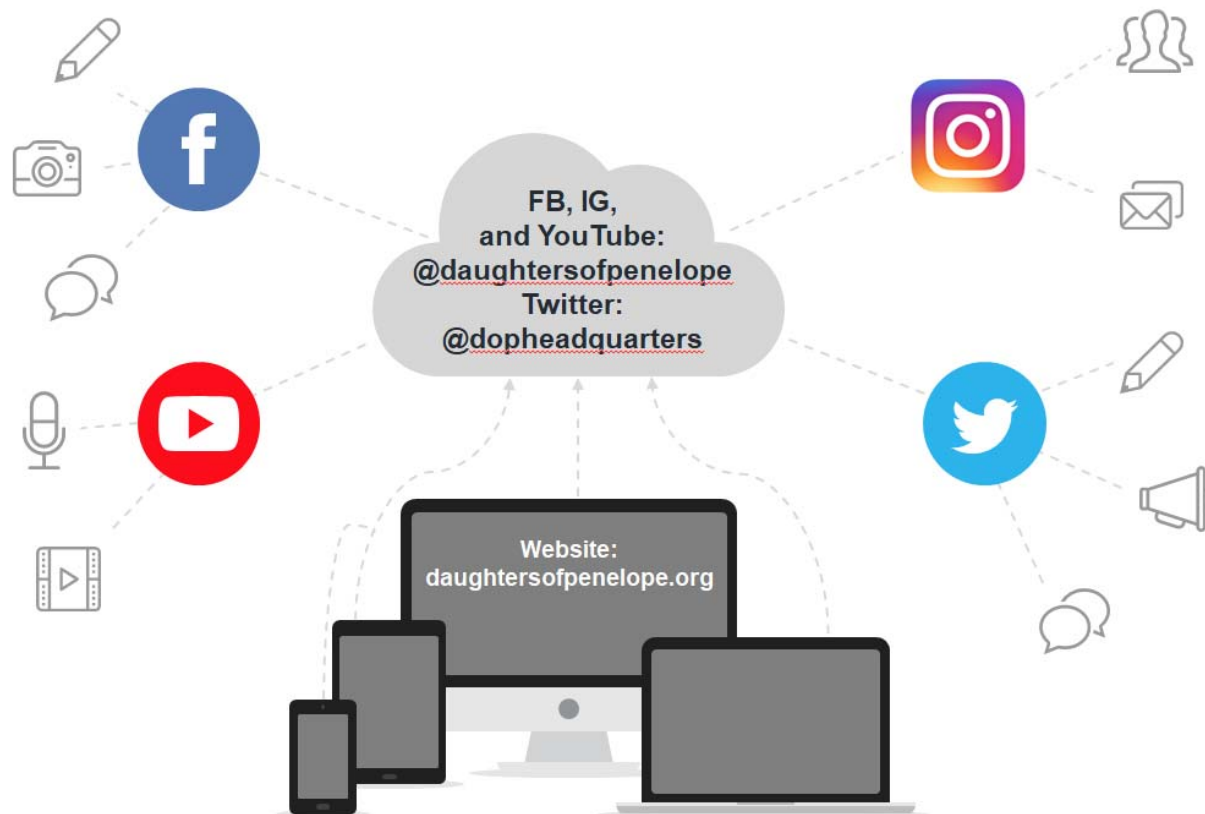


National Deadlines

- **Penelope's Scroll** deadlines are January 1 and May 15. Please submit articles to penelopesscroll@gmail.com.
- **2022 Membership Dues:** Please remit 2022 dues after the New Year through May.
- **National Obligations** are due by March 31.



DOP on the Web and Social Media



- When creating social media accounts, please be sure to include the chapter/district name and location in the title. The bio should include a brief description about the DOP and chapter/district.
- Please remember to remain positive and diplomatic when posting.

Membership System

- Headquarters' online membership system provides our members better service and easy access to information. A few features include:
- Ability to download reports (rosters, billing, labels)
- Ability to pay dues (renewal)
- Members can manage their own membership profile and easily conduct transactions via a PC, or tablet (renewals, event registration, product purchases, donations and more)
- Tap into the membership system anytime and anywhere from your PC and/or tablet
- For information on how to access including a tutorial on the membership system, please go to www.daughtersofpenelope.org and click on the MEMBERS tab.



Breakdown on EINs and 990n

- What is an EIN? An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number, and is used to identify your chapter. Each chapter and district of the Daughters of Penelope must have their own EIN and must update their bank accounts with their EIN.

501(c)10 Chapter and District E-Postcards:

- In 2008, DOP Headquarters notified each chapter that a new IRS procedure was in effect. This procedure mandated that every chapter with gross receipts less than \$50,000 under the AHEPA tax exempt umbrella needed to file an annual online e-postcard or IRS Form 990-N (Chapters and Districts must have an EIN to file an e-postcard). This filing is due by the 15th day of the 5th month after the end of the chapter's tax year.
- In order to eliminate the risk of our chapters losing their tax exempt status, Daughters of Penelope Headquarters files an e-postcard for each Chapter and District in the Daughters of Penelope. Chapters and district can view copies of their filed 990-N's via the IRS website at www.irs.gov. However any chapter with gross receipts over \$50,000 in any tax year must seek professional tax advice in their local jurisdictions and notify Headquarters. An IRS form 990 may be required instead of the e-postcard.



Supreme Convention Ad Book

- The Daughters of Penelope is pleased to announce to its members, friends and supporters the establishment of a DOP Supreme Convention Ad Book.
- Our hope is that every chapter, district and even individual members will place an ad or listing in our yearbook.
- Details on how to place an ad or listing is available online on our website under the Forms tab under Forms & More – Supreme Convention.



Penelope's Emporium

- Our Penelope's Emporium catalog and order form can be found on our website at www.daughtersofpenelope.org under the Forms tab under RESOURCES.
- All Penelope's Emporium Merchandise is purchased through Headquarters. Headquarters accepts credit cards so you may also email or call in your order.
- Please refer to the updated order forms on our website before placing your order.
- Please also visit our CaféPress store for additional customized merchandise at <https://www.cafepress.com/dophq>.



Updated Stat Report

DOP Statistical Report -2020

as of 9/30/2020

Chapter	City/State	Established	Initiated This Year	Reinstated This Year	Total Paid 2018	Total Paid 2019	Total Paid 2020
District 01							
053-MENELAOS	Atlanta, GA	11/10/1936	0	0	5	31	41
180-ALPHEUS	Memphis, TN	03/31/1948	0	0	1	46	0
241-LYRA	Greenville, SC	04/05/1951	0	0	0	5	39
302-ALETHIA	Columbia, SC	06/16/1995	1	0	3	2	19
344-THAIS	Mobile, AL	06/17/1978	0	0	0	7	18
369-HERA	Myrtle Beach, SC	03/27/1985	0	0	5	8	15
370-FURIES	Knoxville, TN	03/08/1986	0	0	2	29	0
District 01 Totals			1	0	16	128	132

Notes:

- Stats are live so numbers constantly change
- Stats are from January 1 to December 31
- Stats are driven by member's paid through date
- Life Members are now specified as Members on the stat by paid through date

Breakdown on Per Capita

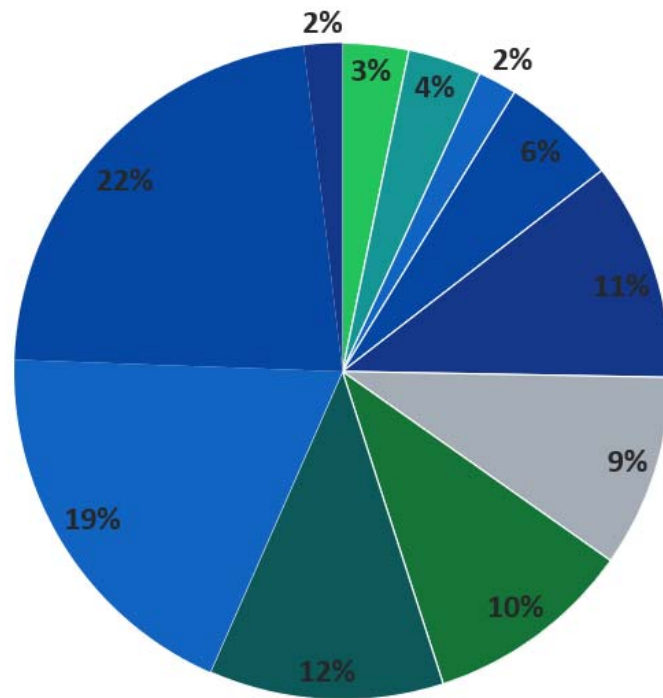
Office and Equipment Expenses	\$1.14
Penelope's Emporium Cost of Goods Sold	\$1.27
Postal Mail Postage and Printing	\$0.67
District Rebates to Districts	\$2.00
Membership System Maintenance, Computer Software, & Upgrades	\$3.77
Supreme Convention and District Governors Seminar	\$3.32
Legislative Consulting Services for Civic Responsibility & Marketing/PR	\$3.59
AHEPA Administrative Fee (includes rent, accounting, auditing)	\$4.05
Grand Lodge & Headquarters Travel Appropriations	\$6.64
Staff Payroll & Payroll Taxes and EIN Filing Services for all Chapters & Districts	\$7.89
Office Telephone, Fax, Bank Charges, Membership to GFWC	\$0.66
Total:	<u>\$35.00</u>

Note: These amounts go towards budget approved line items. Additional funds to balance the budget comes from sources outside per capita revenue such as Supreme Convention profits, Cost of Goods Sold, Investment Interest Income, and Miscellaneous Income.



Breakdown on Per Capita

Percentage of Per Capita



- Office & Equipment
- Penelope's Emporium
- Postage & Printing
- District Rebates
- Membership System & Computer Upgrades
- Annual Events
- Legislative/Marketing/PR
- AHEPA Admin Fee
- GL & HQ Travel
- Payroll & EIN Services
- Office Tel/Fax & Bank Charges

