



LWML SOUTH DAKOTA DISTRICT

GUIDELINES FOR ORDERING *LUTHERAN WOMAN'S QUARTERLY* AND SUBMITTING FINANCIAL SECRETARY REMITTANCE FORM

In an effort to improve communication and record-keeping, the LWML South Dakota (SD) District asks you to provide information on **two** forms, included with this letter, and available from the LWML SD website, www.sdlwml.org

1. The LWML SD *Lutheran Woman's Quarterly (LWQ)* Form

- This form provides the number of *LWQ* and *HiLites* subscriptions ordered by your society.
- *LWQ* subscriptions that are not paid for by societies are subsequently paid for from our LWML SD mites, thus making fewer funds available for our mission grants. Please consider submitting funds for your subscriptions if you are not already doing so.
- Subscription quantities ordered by your society can be changed by using this form. If your society is unable to afford the subscriptions ordered, a decrease in subscription quantity may be considered.

For your records, in 2011:

Your Society: _____

Ordered _____ *LWQ* subscriptions and _____ *HiLites* subscriptions

Paid for _____ *LWQ* subscriptions and _____ *HiLites* subscriptions

2. The Financial Secretary's Remittance Form

- This form is used when **any** money is sent to the LWML SD District. This includes Mite Offerings, *LWQ* subscriptions, *HiLites* subscriptions, Stamps, Special Gifts Fund, Memorial Mites, and Other Donations.
- When sending your society's subscription payments, please include the number of subscriptions ordered on this form and for which year.
Example: Year 2012 Number Ordered 30 x \$5.00 = \$150.00
Many societies pay for subscriptions at the end of the year and it is difficult to determine if the payment is for the current year or the upcoming year, thus the request for the year on the form.
- This form has had a few changes over the years. Of note are these changes: All money is sent to the Financial Secretary and subscription rates have increased. **Please destroy any old forms.**
- This form is **not** used when submitting monies to zones. They go to your zone treasurer.