

Getting Started

Stationery and Business Cards

Personalized PDK stationery and business cards may be ordered at any time. Simply phone or e-mail a request to proberts@pdkintl.org.

Vitae Form and Photo

A vitae form is sent to each CML to complete at the time he/she assumes office. The form is to be returned to the international office. A photo also is requested for use on the website and in printed materials.

Employer Letter Form

The international office is pleased to send a letter to an employer advising them of the position and responsibilities that have been assumed in the association. A form to complete and return is sent by the international office at the time the CML assumes office.

Funds

CML Budget

The International Board sets a budget for the regions. Each regional representative has oversight for his/her budget. The CML works with the regional representative to establish a budget for their respective service area or to request funds.

Regional Membership Funds

Regional membership funds vary by region. Each region initially receives \$10 for each direct member and \$15 for each direct member renewal. The CML works with the regional representative to prepare requests for funding from this source. Funding requests are sent to the business manager at the international office.

Regional Project Grant Funds

The association provides funds within its budget for the support of projects conducted within each region. Projects may be conceived and carried out by members or chapters. Proposals are submitted to the regional representative. The application may be found on the PDK website.



Chapter Visits

CMLs are encouraged to visit each chapter and to forward a copy of the report to the regional representative and international office. The form to do this is the “Report of Official Chapter Visit.” The form may be found on the PDK website.

Additional visits should be determined collaboratively with the regional representative. CMLs may be invited to assist with chapter events and/or provide information, guidance, support, or intervention. Visits may be made to:

- Promote positive relations between the chapter and the association
- Serve as a speaker for a chapter event
- Help chapter officers to understand PDK-sponsored programs and services
- Provide leadership training for the governing board
- Promote PDK publications, products, and services
- Answer questions about PDK issues, governance, and management
- Assist with new member induction and new officer installation
- Recognize chapters for awards, celebrations, and annual fund giving
- Assist struggling chapters with intervention and support strategies
- Support chapter activities (*P. Appendix F*)

New Chapters

When a chapter is installed, the CML, along with the regional representative and executive director or designee, will attend and assist with the installation ceremony.

The CML schedules a follow-up visit with the chapter 9-12 months after the installation. The purpose of the visit is to review the affiliation agreement and assess chapter progress with the governing board. The visit is to be reported to the international office, for presentation to the International Board, as part of the new chapter’s conditional charter status. A 21-24 month visit also is required prior to granting a permanent charter. This visit is generally made by the regional representative (*P. Appendix F*).

Travel Reimbursement for CMLs

PDK International pays the expenses of approved visits. To be reimbursed, use the “Expense Reimbursement Form.” Submit the form to the regional representative for approval prior to forwarding it to the business manager at the international office (*P. Appendix F*).

Travel Reimbursement for Chapter Officers Attending a Leadership Conference

Chapter officers may be reimbursed for travel to a leadership conference or training. The rate is paid per car and based on the rate allowed by the IRS. The guideline for reimbursement is one car, 1-4 officers; 2 cars, 5-8 officers; and 3 cars, 9+ officers. The form to use for reimbursement is the “Chapter Travel Expense Form.” The form is submitted to the CML for approval prior to forwarding it to the business manager at the international office (*Form 72*).

Accident Insurance

PDK carries Group Travel Insurance coverage for a CML. It covers accidents while traveling on PDK business. The coverage applies to injuries or death during travel. The maximum benefit is \$100,000 (*PI.10.3.4*).

Automobile Liability Insurance

When a CML is renting a vehicle to be used for PDK business it is suggested that the vehicle be rented in the association’s name, address, and phone number. If a personal credit card is used a CML is still covered by the association’s policy by adding his/her name as the authorized user/driver of the vehicle when signing the car rental agreement. For a copy of the Non-Owned and Hired auto policy declaration page that applies to vehicles rented for PDK business, please contact the PDK business manager. PDK does not have coverage for personal vehicles used by a CML for PDK business (*PI.10.3.3*).

Substitute Expenses

Reimbursement of up to a maximum of 10 days per year is provided for substitute expenses incurred by CMLs. Procedures for filing and reimbursing claims are worked out between the individual and the business manager at the international office (*PI.6.7*).



Chapter Affairs

Tax Exempt Status

Chapters automatically have *federal* tax exempt status through the association. However, if a chapter wants *state* tax exemption, then an application is required. The process varies by state. (www.pdkintl.org/chapters/business.htm)

Canadian chapters may inquire about tax exempt status by contacting the Charities Directorate, Canada Revenue Agency, Ottawa ON KIA OL5, 1-800-267-2384, or at www.cra-arc.gc.ca/tax/charities/contact-e.html.

Insurance Coverage for Chapter Events

Chapters have insurance coverage for events through the association. To obtain a certificate of insurance, contact the business manager at the international office. The insurance covers chapters located in the United States and its territories and possessions (*e-mail: glettelleir@pdkintl.org*).