

Club Dues Invoicing Kit

Sample Club Treasurer Timeline

This timeline can be used for club treasurers to plan the club dues invoicing and collection process. All the resources referenced throughout this timeline can be found in this club dues invoicing kit!

Early May

- Customize the Sample Invoice Template to reflect your region and club dues so that it shows the total you will be collecting for the upcoming club year from each individual member.
- Customize the Sample Initial Letter to be sent with the invoice to each individual member.
- Distribute the Initial Letter and Invoice to each member by email or at a club meeting. Share the Sample Employer Support Letter as needed.
- Add discussion of dues collection to the next club business meeting so that members may remit their dues payment at the meeting or discuss any questions they have about payment. If your club offers any support to members struggling to pay their dues, be sure to proactively share that information.
- Make sure that you have your correct login (email and password) for the member portal and email SIAHQ@Soroptimist.org if you need help.

Late May

- Customize the Sample Follow-Up Email.
- Review your club roster and record of payments that have been remitted so far, creating a contact list of all the members who have not yet paid dues for the upcoming club year.
- Send the follow-up email to individual members who have not yet paid their dues for the upcoming club year.

Early June

- Review your club roster and record of payments to determine who has not yet paid renewal dues.
- Ask your board to assist in making follow-up phone calls to the remaining members who have not yet paid their dues for the new club year. Divide the contacts among your volunteers, along with the Sample Follow-Up Call Script, and make phone calls to obtain the final renewals for the year.

Sample (Club Year, ex: 2026-2027) Dues Invoice Template

(DATE)

Soroptimist International of (CLUB NAME)

Club Mailing Address

Club Email Address

Bill to: (MEMBER NAME)

DESCRIPTION	AMOUNT
SIA Dues	
SIA Club Liability Insurance	
SI Per Capita Payment	
SIA Founders Pennies (Voluntary)	
Region Dues	
Club Dues/Fees	
Other miscellaneous line items	
TOTAL	\$ 0.00

Make all checks payable to (NAME) (include other payment options here) by (DEADLINE).

If you have any questions about this invoice, please contact our club treasurer, (Name of Treasurer) at (Phone) or (Email).

Sample Initial Letter

(DATE)

Dear (NAME),

As our club prepares for the upcoming club year, we are excited to continue working together to support women and girls in achieving economic empowerment. We are grateful for your volunteer service and membership, and hope that you will renew your membership for the new club year, which begins on July 1.

As you know, Soroptimist members enjoy several benefits, including:

- **Mission-based [programs](#).** Members experience joy and a sense of accomplishment by working with other like-minded women on global programs that provide women and girls with access to the education and training they need to achieve economic empowerment.
- **Connections.** Members grow professionally and personally. Through friendships with club members, relationships in your region, and connections with members from diverse countries and backgrounds, you are able to grow your network. The opportunities for leadership development provide professional growth online and at club meetings, region conferences, and [the biennial convention](#).
- **Access to a Team of Non-Profit Professionals.** Members receive guidance and resources from [SIA headquarters](#), enabling them to enjoy a meaningful and smooth club experience.
- **Soroptimist Leadership Fellows Program.** Deepen and enrich your [leadership skills](#) beyond Soroptimist roles! This multi-session certificate program provides valuable tools to help you grow personally, professionally and in your volunteer work.

We value your membership and hope that you do as well. We look forward to continuing in service with you next year! To renew your club membership for the upcoming club year, please review the enclosed invoice and remit your club dues to (Club Treasurer) no later than (Deadline).

Thank you for your service!

Sincerely,

(Name)

(Name of Club) Treasurer

Sample Employer Support Letter

TO: (Supervisor/HR Rep)

FROM: (Club Member Name)

SUBJECT: The value of Soroptimist membership to (Name of Company)

Dear (Name),

As you may know, I am a member of a global volunteer organization, Soroptimist International of the Americas, Inc.® (SIA). Through the personal and professional growth opportunities afforded me by membership in this organization, I am contributing to (Name of Company). To that end, I am requesting support with the cost of my annual membership dues (Cost).

Soroptimist International of (Club Name) is one of over 1,000 clubs worldwide that form SIA and work together to provide women and girls with access to the education they need to achieve economic empowerment. Our organization not only promotes empowerment of the women and girls our programs serve but also empowers our own members. As a Soroptimist member, I have access to the following benefits that support my professional performance:

- Leadership experience through service on my club or region board and committees (list relevant committee work and leadership positions here)
- Leadership development education through online trainings, club meeting programming, region conferences, and global conventions.
- Networking and mentorship opportunities locally, throughout the region, and internationally.
- Enrichment and goodwill through volunteer work supporting global programs that support women and girls in achieving economic empowerment.
- Access to exclusive information and education related to women's empowerment and education through SIA's member publication *Best for Women* and a wealth of resources for Soroptimist members.

To learn more about SIA, please visit [their website](#). Undoubtedly, you will see that my membership in Soroptimist International of (Club Name) will benefit (Company Name). Your support would be incredibly helpful to my continuing membership, as I move forward on this path of professional and personal growth!

Sincerely,

(Name)

Sample Follow-Up Email

SUBJECT: Reminder to Renew Your Membership!

Dear (Name),

We are preparing for the new club year that begins on July 1 and we are counting on you to continue as an active member of SI/(Name of Club) this year! As we continue in service to women and girls in achieving economic empowerment, we need to maintain our strong membership for next year!

I am emailing to remind you that our deadline for club dues is (Date). To maintain your active membership, please submit payment to (Club Treasurer) as soon as possible!

If you have any questions, or if you are unable to meet this deadline but wish to continue in membership, please contact me directly.

We value your membership and look forward to continuing in service together!

Sincerely,

(Club Treasurer)

Sample Follow-Up Phone Script

<<Good Morning, Good Afternoon or Good Evening, Member's First Name>>. I'm <<Caller's Name>> calling from SI <<Club's Name>>. How are you?

I'm calling today to let you know it's time to pay dues for the upcoming club year that begins on July 1. We really value you as a member and hope you choose to remain active. We have exciting plans for the new club year that we can't wait to include you in! Can we count on your membership?

→ **IF YES:**

That is great news <<Member's First Name>>! We are so glad that we can count on you to remain an active member of our club as we pursue our mission to provide women and girls access to the education and training they need to achieve economic empowerment.

Our deadline for dues payment this year is <<Date>>. Do you have any concerns about meeting this deadline? *(Discuss payment options as well as any possible accommodations that may be needed or your club can offer, such as paying in installments, etc.)*

Thank you so much! It was great catching up with you and we value your membership in our club. I look forward to seeing you at our next club meeting on <<Date>>.

→ **IF NO:**

I'm sorry to hear this <<Member's First Name>>. We'll miss you as a member. If you have a few minutes, would you share with me your reasons for deciding not to renew so we can do better? Is there any concern that we can address that would make you reconsider your decision? *(Discuss if applicable)* Thank you for your time and we hope you'll reconsider membership in the future or other ways to engage with the SI <<Club's Name>> club.