

Please Read and Carefully Observe the Following Laws and Instructions

Your remittance for Grand Chapter dues must be sent with your report and unless your returns are made as required by Grand Chapter By-Laws, your Chapter is not entitled to representation in Grand Chapter. **Your Chapter report cannot be incorporated in the Grand Chapter report unless received by the Grand Secretary on or before July 10th.**

ANNUAL REPORT

The fiscal year of each Subordinate Chapter in this jurisdiction shall begin on the 1st day of July and end on the 30th day of June, and each Chapter shall on or before the 10th day of July in each year make out and forward to the Grand Secretary **an abstract of its proceedings for the year ending June 30th, a report in such form as may be prescribed by the Grand Chapter.** Such report shall include the names of the officers last elected and installed, the number initiated, affiliated, demitted, suspended, expelled, and deceased, **with the respective dates,** and the number of remaining members, listing the names in full alphabetical order and prefixing the title of Mrs., Miss, or Mr., to each. **Said report shall be signed by the Worthy Matron and attested by the Secretary under Seal of the Chapter.**

Grand Chapter By-Laws Relating to Remittances

Section 37. Every Chartered Chapter shall pay annually to the Grand Chapter Secretary on or before the 10th day of July, Eleven Dollars (\$11.00) for each and every member belonging to it on the 30th day of June of the current year, **WITH THE EXCEPTION OF PURCHASED LIFE MEMBERS, AND THOSE FOR WHOM CHAPTER DUES ARE LEGALLY REMITTED.** Of this amount, eleven dollars (\$11.00) shall be credited to the General Fund of the Grand Chapter.

Section 38. Every Chapter shall pay into the General Fund, at the time of the Annual Report, the sum of Seven Dollars (\$7.00) for each member initiated into the Chapter during the previous fiscal year. **Explanation: The seven dollars (\$7.00) represents the \$2.00 (two dollars) for each new INITIATE and \$5.00 (five dollars) for each new AFFILIATE which is a fee paid to the International Headquarters Fund.**

Section 41. No Chapter shall be entitled to representation in Grand Chapter until it has paid all dues and assessments.

Subordinate Chapter Officer Installation List

Chapter Name		Chapter No:
Installation Date		Stated or Special
Stated Meeting Days/Times		

Please indicate which officers (if any) are Past Matrons and Past Patrons. If an office is Vacant, please indicate same.

Station	PM/PP	Name
Worthy Matron	Name	
Worthy Patron	Name	
Assoc. Matron	Name	
Assoc. Patron	Name	
Secretary	Name	
Treasurer	Name	
Conductress	Name	
Associate Conductress	Name	
Chaplain	Name	
Marshal	Name	
Organist	Name	
Adah	Name	
Ruth	Name	
Esther	Name	
Martha	Name	
Electa	Name	
Warder	Name	
Sentinel	Name	
OES Home Rep	Name	
Chapter Historian	Name	

MEMBERS INITIATED
(List according to Date of Initiation)
Note: Fill in Above Lines

Name in Full	Date of Birth	Birth Place (City and State)
Occupation	Relationship of	Member's Name
Of Lodge No.	Location City	Location State
Petition Presented Date	Elected Date	Initiation Date

Name in Full	Date of Birth	Birth Place (City and State)
Occupation	Relationship of	Member's Name
Of Lodge No.	Location City	Location State
Petition Presented Date	Elected Date	Initiation Date

Name in Full	Date of Birth	Birth Place (City and State)
Occupation	Relationship of	Member's Name
Of Lodge No.	Location City	Location State
Petition Presented Date	Elected Date	Initiation Date

Name in Full	Date of Birth	Birth Place (City and State)
Occupation	Relationship of	Member's Name
Of Lodge No.	Location City	Location State
Petition Presented Date	Elected Date	Initiation Date

Name in Full	Date of Birth	Birth Place (City and State)
Occupation	Relationship of	Member's Name
Of Lodge No.	Location City	Location State
Petition Presented Date	Elected Date	Initiation Date

**RECORD OF NAME CHANGES
(By Marriage or Otherwise)**

Name as Recorded	
New Name	
Husband's Name or Initials	

Name as Recorded	
New Name	
Husband's Name or Initials	

Name as Recorded	
New Name	
Husband's Name or Initials	

Name as Recorded	
New Name	
Husband's Name or Initials	

**MEMBERS REINSTATED SINCE JULY 1 LAST YEAR THROUGH JUNE 30 THIS YEAR
(Be sure to give the name at time of suspension, if there has been a change of name since that time.)**

Name in Full	Date of Reinstatement

EXPELLED SINCE JULY 1 LAST YEAR THROUGH JUNE 30 THIS YEAR

Name in Full	Date Expelled

MEMBERS SUSPENDED FOR NON-PAYMENT OF DUES SINCE JULY 1 TO JUNE 30 THIS YEAR

Name in Full	Date of Suspension

ALPHABETICAL LIST OF MEMBERS

This list must include the names of ALL members and their address, regardless of residence, belonging to your Chapter as of July 1st last year through June 30th of the current year. Arrange the names in **alphabetical order**, indicating Mrs., Miss or Mr. Please include the following codes: the letter "I" after those initiated since the last report; the letter "A" after those affiliated, and the letter "R" after those reinstated.

Place PM and PP after Past Matrons and Past Patrons, PLM after ALL Purchased Life Members, and "50" after ALL 50-Year Members.

You may attach a copy of a spreadsheet you have already formatted in place of using this layout.

No.	Name in Full	Complete Address	Codes
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			

28			
29			
30			
31			
32			
33			
34			
35			
36			
37			
38			
39			
40			
41			
42			
43			
44			
45			
46			
47			
48			
49			
50			
51			
52			
53			
54			
55			
56			
57			
58			
59			
60			

61			
62			
63			
64			
65			
66			
67			
68			
69			
70			
71			
72			
73			
74			
75			
76			
77			
78			
79			
80			
81			
81			
82			
83			
84			
85			
86			
87			
88			
89			
90			
91			
92			