



Monthly Membership Report



Set No. _____ of _____ Grand Chapter membership
 Total companions at end of last report: _____
 Total companions at end of this report: _____
 Current Excellent High Priest (name and address with ZIP+4 or ZIP Code)

Report, Month of _____, 20____
 From: _____ Chapter No. _____
 City: _____, Illinois
 Current Secretary (name and address with ZIP+4 or ZIP Code)

Temple Location: _____

Meeting date: _____ Time: _____

CHANGES TO ROLL AND ADDRESSES

Last name: _____		First: _____		Middle: _____	
Address: _____					
City: _____		State: _____		ZIP Code: _____	
<input type="checkbox"/>	New address? Place "*" in box	(If not new address, indicate activity - Exalted, Affiliated, Reinstated, Add/Adjust, Died, Suspended, Demitted, Remove/Adjust - With Date.)		Birth Date: _____	
				Affiliated From: _____	
				Past High Priest? _____	
				Dual Member? (Where?) _____	

Last name: _____		First: _____		Middle: _____	
Address: _____					
City: _____		State: _____		ZIP Code: _____	
<input type="checkbox"/>	New address? Place "*" in box	(If not new address, indicate activity - Exalted, Affiliated, Reinstated, Add/Adjust, Died, Suspended, Demitted, Remove/Adjust - With Date.)		Birth Date: _____	
				Affiliated From: _____	
				Past High Priest? _____	
				Dual Member? (Where?) _____	

Last name: _____		First: _____		Middle: _____	
Address: _____					
City: _____		State: _____		ZIP Code: _____	
<input type="checkbox"/>	New address? Place "*" in box	(If not new address, indicate activity - Exalted, Affiliated, Reinstated, Add/Adjust, Died, Suspended, Demitted, Remove/Adjust - With Date.)		Birth Date: _____	
				Affiliated From: _____	
				Past High Priest? _____	
				Dual Member? (Where?) _____	

Last name: _____		First: _____		Middle: _____	
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				Affiliated From: _____	
				Past High Priest? _____	
				Dual Member? (Where?) _____	

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Address: _____					
City: _____		State: _____		ZIP Code: _____	
<input type="checkbox"/>	New address? Place "*" in box	(If not new address, indicate activity - Exalted, Affiliated, Reinstated, Add/Adjust, Died, Suspended, Demitted, Remove/Adjust - With Date.)		Birth Date: _____	
				Affiliated From: _____	
				Pas High Priest? _____	
				Dual Member? (Where?) _____	

INSTRUCTIONS

For form GRAC-IL 301-E of the Grand Royal Arch Chapter of Illinois, "Monthly Membership Report"

Print two copies: one copy for the Grand Secretary and one copy for retention in your chapter's records archive.

1. TYPE or PRINT. Before the end of each calendar month, mail one copy to the Grand Secretary so that he will receive it before the end of the month.
2. The forms must show the REPORT month; the name, number and location of the Chapter; the names and addresses of the Excellent High Priest and Secretary; and that month's meeting date, time and temple location.
3. Forward a report every month, even if the chapter is dark. If there is no change or activity to report, write "NO CHANGES" on the report, after having provided all of the information required at the top of the form prior to meeting date, time and location.
4. If you need to file more than one page of report forms, mark the first page "Page No. 1 of x pages where x is the total number of pages submitted that month. For example, if your report for that month consists of two pages, the first page should be marked "Page No. 1 of 2 Pages," and the second page should be marked "Page No. 2 of 2 pages."
5. In the entry block for each companion, insert:

Last name, first name or initial, and middle name or initial (the name should be entered exactly as the companion would like his mail addressed).

Enter a complete mailing address, including ZIP code or ZIP+4 code

Mark an "x" in the square provided, if this is an address change.

In the large space provided, indicate the activity. Examples include, but are not limited to:

- Exalted 26 May 1967,
- Died 27 January 1967
- Spelling Change: from Carpentur to CARPENTER
- Birthdate: 18 July 1921 (*if not previously submitted*)

6. The special and "dual" notations are for mutual help – and to make our records as complete as possible.
7. Each time you report any type of change or addition, please indicate whether or not the individual is a Past High Priest, and what is birth date is.