

**Prince Hall Grand Chapter Order of the Eastern Star and
Rite of Adoption for the State of South Carolina and Jurisdiction**



Annual Reporting Form Instructions

In the top section of this report, you will input demographic information about your Chapter. Please be sure to include the Chapter's full name, number, and District.

When inputting the mailing address, this is the address where correspondence is received.

The physical address is the location where your Chapter's meeting is held.

Please include your Chapter's monthly meeting schedule (ex. 1st Monday of Every month, etc.) and include the time.

In the section titled "Summary of Membership":

The total Beneficial Membership is the **total number of members in your Chapter.**

In the section titled "Financial Summary":

The reinstatement dues for the members reinstated through the Chapter includes the Grand Chapter dues collected from those members who have been dropped from your roll for less than three years. **For 2023 the amount is \$25.00, for 2022 and 2021 the amount is \$20.00. *If they have been off the roll of your Chapter for more than three years, they must be reinstated through the Grand Chapter.***

The fee for each beneficial member is \$25.00. The number you reported at the top should be multiplied by \$25.00 to give you the total amount of dues owed to the Grand Chapter.

A late fee in the amount of \$50.00 will be assessed to all reports postmarked after June 1, 2024.

The total amount to be paid to the Grand Chapter is equivalent to:

Total reinstatement dues + Charity (\$25.00) + Membership dues = Total due to Grand Chapter

In your **Membership Roll**, the first eight officers are those who are presently serving, not the ones who are newly elected. The remaining members should all be listed in the additional spaces provided. Please type or print and list them in alphabetical order by their last name.

In the section for **New Members**, list those members who were initiated this year and those that have been **reinstated through the Grand Chapter by paying \$100.00.**

In the section for **Reinstatement Members**, list only those members that were reinstated into your Chapter that have been out **for less than three years.**

In the section for **Newly Elected Officers**, list those officers that were elected during the most recent election.

Be sure that this document is signed by the Worthy Matron and Secretary and has the Chapter's seal affixed to the last page. Please list the complete address to include city, state, and zip code. Include the telephone number and email address in the event we need to correspond with the Chapter.

If you have any questions, or need clarity, please don't hesitate to call Sister Tamiquia T. Simon, **Grand Secretary** at 843.616.4225 or via email at Mrstsimon003@gmail.com.

**Prince Hall Grand Chapter Order of the Eastern Star and
Rite of Adoption for the State of South Carolina and Jurisdiction**



Annual Reporting Form

July 1, 20 ____ to June 30, 20 ____

Chapter's Name _____ Chapter's Number _____ District _____

Mailing Address: _____

Physical Address: _____

This Chapter Meets every _____ at _____ (time)

Summary of Membership:

Total Beneficial Membership This Reporting Period	
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Number of Members Reported Last Year	
Number of Members Who Died During the Year	
Number of Members Dropped/Transferred	
Number of Chapter Reinstated Members	
Number of Grand Chapter Reinstated Members	

Financial Summary

Reinstatement Dues for Members Reinstated through Chapter		
Grand Chapter Special Charity	\$25.00 total	\$25.00
Total Beneficial Members:	x \$25.00 each	
Late Fee: A Late fee of \$50 will be assessed for all reports postmarked after June 1, 2024.	\$50.00	
Grand Total Amount Paid:		

Membership Roll

Please list all beneficial members (including reinstated and new members) of your Chapter.

Officers: Presently Serving

Name	Position	Year Joined	Dues
1.	<i>Worthy Matron</i>		\$25.00
2.	<i>Worthy Patron</i>		\$25.00
3.	<i>Associate Matron</i>		\$25.00
4.	<i>Associate Patron</i>		\$25.00
5.	<i>Treasurer</i>		\$25.00
6.	<i>Secretary</i>		\$25.00
7.	<i>Conductress</i>		\$25.00
8.	<i>Associate Conductress</i>		\$25.00

Beneficial Members, cont.

Name	Year Joined	Dues
9.		\$25.00
10.		\$25.00
11.		\$25.00
12.		\$25.00
13.		\$25.00
14.		\$25.00
15.		\$25.00
16.		\$25.00
17.		\$25.00
18.		\$25.00

Beneficial Members, cont.

Name	Year Joined	Dues
19.		\$25.00
20.		\$25.00
21.		\$25.00
22.		\$25.00
23.		\$25.00
24.		\$25.00
25.		\$25.00
26.		\$25.00
27.		\$25.00
28.		\$25.00
29.		\$25.00
30.		\$25.00
31.		\$25.00
32.		\$25.00
33.		\$25.00
34.		\$25.00
35.		\$25.00
36.		\$25.00
37.		\$25.00
38.		\$25.00
39.		\$25.00
40.		\$25.00
41.		\$25.00
42.		\$25.00

Beneficial Members, cont.

Name	Year Joined	Dues
43.		\$25.00
44.		\$25.00
45.		\$25.00
46.		\$25.00
47.		\$25.00
48.		\$25.00
49.		\$25.00
50.		\$25.00
51.		\$25.00
52.		\$25.00
53.		\$25.00
54.		\$25.00
55.		\$25.00
56.		\$25.00
57.		\$25.00
58.		\$25.00
59.		\$25.00
60.		\$25.00
61.		\$25.00
62.		\$25.00
63.		\$25.00
64.		\$25.00
65.		\$25.00
66.		\$25.00

Beneficial Members, cont.

Name	Year Joined	Dues
67.		\$25.00
68.		\$25.00
69.		\$25.00
70.		\$25.00
71.		\$25.00
72.		\$25.00
73.		\$25.00
74.		\$25.00
75.		\$25.00
76.		\$25.00
77.		\$25.00
78.		\$25.00
79.		\$25.00
80.		\$25.00
81.		\$25.00
82.		\$25.00
83.		\$25.00
84.		\$25.00
85.		\$25.00
86.		\$25.00
87.		\$25.00
88.		\$25.00
89.		\$25.00
90.		\$25.00

Beneficial Members, cont.

Name	Year Joined	Dues
91.		\$25.00
92.		\$25.00
93.		\$25.00
94.		\$25.00
95.		\$25.00
96.		\$25.00
97.		\$25.00
98.		\$25.00
99.		\$25.00
100.		\$25.00

Please list the New Members below (*This includes those who were initiated this year and those members that were reinstated through the Grand Chapter by paying \$100.00*): These members should also be listed in the Membership Roll

Please list all members that were reinstated through your Chapter by paying their back dues: These members should also be listed in the Membership Roll

Newly Elected Officers: These are the officers that were elected in May of this year.

Name	Position
	<i>Worthy Matron</i>
	<i>Worthy Patron</i>
	<i>Associate Matron</i>
	<i>Associate Patron</i>
	<i>Treasurer</i>
	<i>Secretary</i>
	<i>Conductress</i>
	<i>Associate Conductress</i>

My signature below certifies that all information entered on this report is true and correct to the best of my knowledge.

Current Worthy Matron's Signature

Current Secretary's Signature

Mailing Address

Mailing Address

_____/_____/_____
City State Zip Code

_____/_____/_____
City State Zip Code

Phone #: _____

Phone #: _____

Email: _____

Email: _____

Chapter's Seal

For Grand Chapter Official Use

Date Received: _____

Processed by: _____

Approved Rejected