

INSTRUCTIONS

Please Report Monthly - whether or not changes take place.

Report forms in triplicate (white, yellow, pink) NCR paper (*no carbon required*). Please guard against accidentally writing or making impressions except for report purposes.

1. TYPE or PRINT. Before the end of each calendar month, mail sheets 1 and 2, *while and yellow, to the Grand Recorder of your Grand Commandery* so he will receive them by the *2nd of the month, or earlier*. He will retain the yellow sheets and forward the white sheets to the Grand Encampment office in Chicago for arrival ON OR BEFORE THE 5TH.
2. The forms must show the REPORT MONTH, the name and number of the Commandery, and the city and state. Also, the names of the Commander and Recorder.
3. Forward a report every month. If there is no change or activity to report, write NO CHANGES on the form and mail making sure to identify your Commandery.
4. If you need to file more than one page of report forms, mark the first page "Page No. 1 of -- Pages" (of whatever number of pages there are), the second page "Page No. 2 of -- Pages," etc. For, example, if you have a total 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 Sir Knight insert:

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

Next enter complete address, including zip code.

Mark an "X" in the square provided if this is a new address (an address change).

In the large space provided, the activity should be listed. As an example:

- Knighthood: June--, 20--,
- or Died: December--, 20--,
- or Spelling Change. From Smith to SMYTH
- or Birth date. (if not previously submitted)

6. Beginning in 1984, the Recorders are also requested to complete the "occupation" box for each Sir Knight -- if the occupation is known. This will allow us to add a new dimension to our information on file the Grand Encampment office.
7. The special and "dual" notations are for mutual help -and to make our records- as complete as possible

These forms, apply to Subordinate as well as Constituent Commanderies.

Subordinates which are those not a part of a Grand Commandery, should forward *sheet 1 (white) directly to the Grand Encampment office*.

Charles R. Neumann
Grand Recorder, Grand Encampment