

Prince Hall Grand Chapter Order of the Eastern Star

Rite of Adoption for the State of South Carolina and Jurisdiction

Instructions for Completing the Annual Report.

July 1, 2020 – June 30, 2021

Page 1.

1. Print or type the Chapters Name, Mailing Address, Physical Address and when the chapter meets. (ex. 1st, Monday at 4:00 PM).
2. Print or type the names of each members who has paid their Grand Chapter dues (\$ 20.00). In spaces 1-6, you are to list your chapter's officers.
3. Each member's name should be written only once in spaces 1-100

Page 2.:

Note: This page is to be used by chapters who have **more than 31 members**.

Page 3.

1. List the names of the officers elected in May of this year. They will take office the year 2021-2022.
2. Spaces 32 – 100 are to be used by chapter with more than 31 members.
3. Under "Chapter Re-Instated Members" list the names of re-instated members and the amount of back dues each paid. \$20.00 for each year of re-instatement. This amount will also be recorded below on line # 1.
4. Under "**Summary of Chapter Membership**", write the number of members you reported on last years' Annual Report, the number of your members that died during the year, number demitted to another chapter. number dropped from your roll and the number of new members added to your membership.
5. Give the number of members on this year's Annual Report.
6. Write the amount of money due for beneficial members (ex. 10 members X \$20,00 = \$200.00).
7. All chapters are to pay the \$25.00 Special Charity
8. Total amount owed to the Grand Chapter is **Chapter re-instatement dues + special charity + Grand Chapter dues.**
9. Dues may be paid by **chapter check, cashier check, or money order.** Personal checks are not desirable.

Annual Reports are due to the Grand Secretary on or **before June 5, 2021.**
Chapters that have not sent their Annual Reports to the Grand Secretary by June 30, 2021
will be assessed a late fee of \$ 20.00. Annual Reports are to be mailed to:

Sister Tamiquia T. Simon, Grand Secretary
Post Office Box 210
Pamplico, South Carolina 29583
843.616.4225

Prince Hall Grand Chapter Order of the Eastern Star

Rite of Adoption for the State of South Carolina and Jurisdiction

Annual Report

July 1, 2020 to June 30, 2021


Chapter's Name _____	# _____	District # _____
Mailing Address: _____ / _____ / _____		
	City	State
Physical Address _____ / _____ / _____		
Street	City	State
This Chapter Meets every _____ at _____ / _____		
Day	Hour	PM or AM

Please list in alphabetical order all beneficial members of your chapter (Please print using black or dark blue ink.)

Names of Beneficial Members		Year Joined	Names of Beneficial Members		Year Joined
1.		WM	16.		
2..		WP	17.		
3..		AM	18.		
4.		AP	19.		
5.		Treasurer	20.		
6.		Secretary	21.		
Beneficial Members Continued			22.		
7.			23.		
8.			24.		
9.			25.		
10.			26.		
11.			27.		
12.			28.		
13.			29.		
14.			30.		
15			31.		

Annual Report Continued

	Names of Beneficial Members	Year Joined		Names of Beneficial Members	Year Joined
32.			60		
33.			61		
34.			62		
35.			63		
36.			64		
37.			65		
38.			66		
39.			67		
40.			68		
41.			69		
42.			70		
43.			71		
44.			72		
45.			73		
46.			74		
47.			75		
48.			76		
49.			77		
50.			78		
51.			79		
52.			80		
53.			83		
54.			81		
55.			82		
56.			83		
57.			84		
58.			85		
59.			86		
87.			94		
88.			95		
89.			96		
90.			97		
91.			98		
92.			99		
93.			100		

Officers Elected to Serve Next Year		Chapter Re-instated Members	Amt. Pd.
	Matron	1.	
	Patron	2.	
	Assoc. Matron	3.	
	Assoc. Patron	4.	
	Trea.	5.	
	Sec.	6.	
	Cond.	7.	
	Assoc. Cond	Total Amt. of Grand Chapter Dues Paid. (\$ 20.00 per year)	
		Enter here and on Line 1 below. 	

Summary of Chapter Membership

Number of members reported on last year's Annual Report?	
Number of members dropped for non-payment of dues?	
Numbers of members demitted from your chapter to another chapter?	
Numbers of members died since June 30 of last year?	
Number of new Members added to your membership since June 30 of last year?	
How many Beneficial Members are you reporting on this year's Annual Report?	

Dues Owed to Prince Hall Grand Chapter

1	Total Amount due for Chapter Reinstated Members	
2	Total Beneficial Members X \$20.00 = amount of Grand Chapter dues owed	
3	Special Charity Donation (Required of all chapters)	\$25.00

Total Grand Chapter Dues Owed (Add lines 1,2, &3) 

Please make check Payable to Prince Hall Grand Chapter OES ~SC

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 # _____

Chapters Seal