



Officers' Training Seminar

ER & Secretary Shared Duties

Secretary's Duties, Responsibilities, & Computerized Records

Frank Springer, Chanute Lodge No. 806

Ron Larson, Newton Lodge No. 706

Ron Atkinson, Galena Lodge No. 677



Secretary's Office

Business office of the Lodge

- Custody of Funds & Records
 - Secure office space in the Lodge
 - Keep office & records secure
 - Secretary is bonded
 - \$50,000 through G.L. Property Plus Insurance Program
 - All Lodges have \$20-million Liability Insurance through the G.L. program



Secretary doesn't need to be an Accountant

- Lodge may hire a clerical assistant
- Many aids available from Grand Lodge
(G.L. knows this is a part-time job)
- Secretary's Manual
 - Outline of Duties by month (p. 2)
 - Grand Lodge Contacts: phone, fax & email (p. 3)
 - Statutory Secretary Duties – exhibit A (p. 18)
 - Secretary's Cash Book – example (p. 25)



Other Aids Available

- Auditing, Accounting & Club Management Manual provides “Chart of Accounts”
- G.L. “Fax on Demand” Forms
773-775-4750
- Elks Web Site – www.elks.org
- KS Elks Web Site – www.kselks.org



www.elks.org

- Secretary needs to register on line
- May also register a *Cyber Assistant*
- Lodge pays an annual fee
 - Fee per lodge year (4/1 – 3/31, not prorated)
 - \$25 for Secretary
 - \$25 for *Cyber Assistant*
 - May transfer registration any time at no charge webmaster@elks.org



www.elks.org

Comprehensive Resource Center

- News from Grand Secretary's office
- [Elks National Foundation news](#)
- Interactive Message Board with other Secretaries
 - *Been there, done that*
- Download forms & news articles
- Cut down on paperwork & response time
 - Maintain Elks Magazine mailing list
 - Order G.L. supplies
 - Order Lodge roster
 - Order mailing labels
 - Submit Annual Membership Audit via e-mail
 - Create & maintain Lodge's "Virtual Home Page" at elks.org
 - Clip art and articles for Lodge's bulletin



www.elks.org

- [Elks.org User Manual](#)
 - Grand Lodge Website “Frequently Asked Questions”

Kansas Elks Web Site -

www.kselks.org



- Message board
- File monthly Membership Report on-line
- KEA News
- District News
- *Sunflower* on-line
- Directory (officers, committees, lodges)
- Drug Trailer Schedule
- Links to other Elk web sites ([KETCH](#) & others)



DDGER Visit

- Checklist of information and materials the DD needs to record and view
(exhibit C, p. 21, *Secretary's Manual*)

EXHIBIT C

LODGE SECRETARY WILL HAVE THE SUCCEEDING INFORMATION READY AND LAID OUT FOR DISTRICT DEPUTY VISIT, IN THE FOLLOWING ORDER

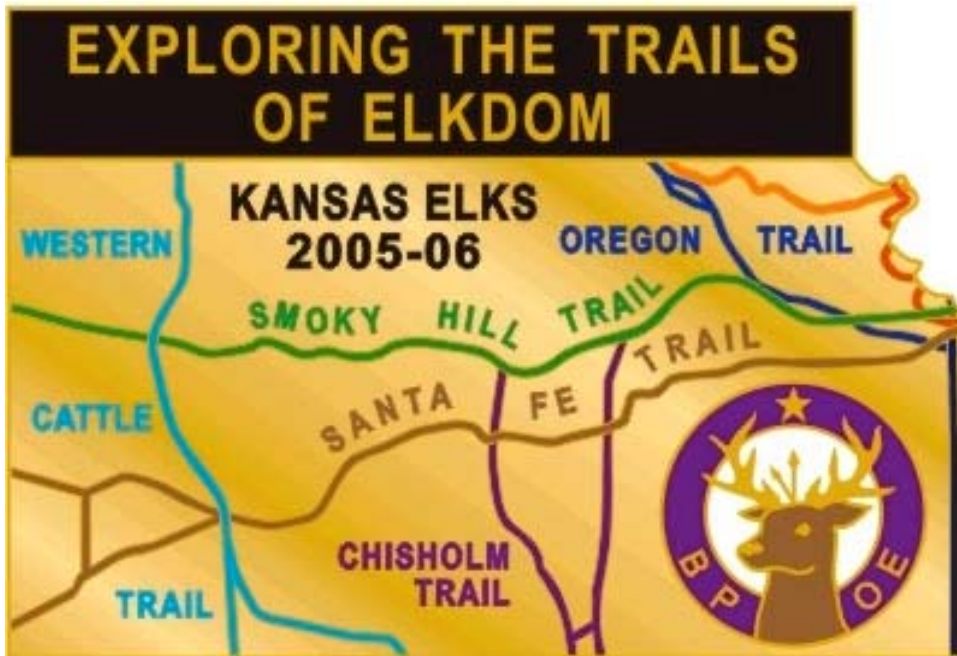
Lodge Name and Number _____ Date _____

1. All items on the check sheet, printed on the reverse side, in listed order.
2. Current membership _____, and year-to-date ENF donations \$ _____.
3. Elks Magazine Certificate, Membership Roster update. Date issued _____.
4. Copy of Grand Lodge Area Auditing & Accounting Committee evaluation form.
 - a) Have GL Committee questions or comments been replied to and/or complied with? Yes No
5. Date IRS Form 990/990T mailed _____.
6. Copy of Lodge By-Laws with general revision date. Date _____.
7. Copy of Lodge House Rules with general revision date. Date _____.
8. Salaries: Secretary \$ _____; Treasurer \$ _____; Tiler \$ _____; Organist \$ _____.
9. Initiation fee \$ _____; Annual Dues \$ _____; Reinstatement fee \$ _____.
10. Amount of fire insurance \$ _____; date when last adjusted _____.
11. Number of meetings missed by Lodge Officers, to date:
E.R. _____; Leading Knight _____; Loyal Knight _____; Lecturing Knight _____; Secretary _____;
Treasurer _____; Tiler _____; Esquire _____; Chaplain _____; Inner Guard _____; Organist _____;
1 year Trustee _____; 2 year Trustee _____; 3 year Trustee _____; 4 year Trustee _____; 5 year Trustee _____.
12. Is the Lodge incorporated? Yes No Date of incorporation _____.
13. What is current combined indebtedness of Lodge? \$ _____.
14. Current Profit/Loss Statement for each entity (Lodge, Club, Bingo, etc.).
15. Has Exalted Ruler appointed a Presiding Justice? Yes No; a Mediator? Yes No [GLS 13-020]
16. Does Lodge have Ritual coaching and are Lodge Officers able to recite Rituals from memory? Yes No
17. Has Exalted Ruler scheduled an Elks Training Session? Yes No
Will that be done? Yes No
18. Do Lodge Secretary and Board of Trustees submit written transaction reports to the Lodge at 1st sessions in April and October? Yes No
19. Does Lodge have an active P.E.R. Association and do they hold required meetings? Yes No [GLS 13.190]

Please have P.E.R. Association minutes available for District Deputy! Minutes of this body should be held in the Lodge office and be available at all times. All funds generated or held by a P.E.R. Association, other than P.E.R. Association Dues, belong to the Lodge, may only be used if budgeted and approved by the Lodge, and are subject to audit by the Lodge. [GLS 13.190, Opinion 02]

Questions ??? and Adjourn

- Secretaries & Trustees meet again Sunday 8:00 – 9:30 AM
 - ERs welcome to attend prior to their 8:30 AM start
 - Trustees may remain or attend the ER sessions at 8:30 AM... choice



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Membership Records

- Complete a record of every Elk that was ever on the roll of your Lodge
 - Keep an Active file (alphabetical order)
 - Keep an Inactive file (alphabetical order)
 - Should go back to the beginning of time
 - Permanent membership records

Membership Records Updated (exhibit F – p.24)

EXHIBIT F

FORM 1 SA
NEW MEMBER

Effective Date: _____
Lodge Name: _____ Lodge No. _____
PLEASE PRINT OR TYPE Member's No. _____
Member's Name: _____
Apt. #, Box or C/O: _____
P.O. Box, Street or Rt.: _____
City, State & Zip: _____
By Initiation SAI By Cert. of Release SAC By Reinstatement SOR
Date Mailed: _____ Secretary _____
The Elks Magazine Circulation Department
425 W. Diversy Pkwy, Chicago, Illinois 60614-6196 Former Lodge # _____

FORM 2 SC
CHANGE OF ADDRESS (Only)

Effective Date: _____
Lodge Name: _____ Lodge No. _____
PLEASE PRINT OR TYPE Member's No. _____
Member's Name: _____
Apt. #, Box or C/O: _____
P.O. Box, Street or Rt.: _____
City, State & Zip: _____
Old Zip Code: _____
Date Mailed: _____ Secretary _____
The Elks Magazine Circulation Department
425 W. Diversy Pkwy, Chicago, Illinois 60614-6196

FORM 3 SD
CANCELLATION

Effective Date: _____
Lodge Name: _____ Lodge No. _____
PLEASE PRINT OR TYPE Member's No. _____
Member's Name: _____
REASON FOR CANCELLATION:
Non-payment of dues SDN Deceased SDD Absolute Dimit SDA
Transfer Dimit SDT (Address unknown) SDM Leave on list do not send Magazine MDR
Other Reason SDO (Specify) _____
Date Mailed: _____ Secretary _____
The Elks Magazine Circulation Department
425 W. Diversy Pkwy, Chicago, Illinois 60614-6196

FORM 4 ST
TRANSFER DIMIT INTO

Effective Date: _____
Lodge Name: _____ Lodge No. _____
PLEASE PRINT OR TYPE Member's No. _____
Member's Name: _____
Apt. #, Apt. Box or C/O: _____
P.O. Box, Street or Rt.: _____
City, State & Zip: _____
Former Lodge No. _____ Former Member No. _____
Date Mailed: _____ Secretary _____
The Elks Magazine Circulation Department
425 W. Diversy Pkwy, Chicago, Illinois 60614-6196

24

- Elks Magazine maintains membership records
 - Notify them of any additions, deletions & changes
 - Update on line www.elks.org/members/secys
 - Update manually with forms shown above



Membership Report

- **Monthly Membership Chairman Report**
 - *Please submit report by the 5th of every month → KEA Membership Chr.*
- ***Submit Report On-Line...***
 - www.kselks.org → Secretary's → Member Report
 - OR
 - <http://www.kselks.org/lodge%20membership%20report1.asp>



Application Processing

(exhibit H – p. 26)

New Member Application – Set up 4 Files

NEW – Not Yet Read	<ul style="list-style-type: none"><input type="checkbox"/> Application received with proper fee.<input type="checkbox"/> Reviewed for complete entry & signatures.
Investigating Comm.	<ul style="list-style-type: none"><input type="checkbox"/> Secretary reads at Lodge Meeting. (Meeting #1)<input type="checkbox"/> Turned over to Investigating Committee.
Ready for Balloting	<ul style="list-style-type: none"><input type="checkbox"/> Report by Investigating Committee. (Meeting #2)<input type="checkbox"/> Candidates' names and ballot date published.
Ready for Initiation	<ul style="list-style-type: none"><input type="checkbox"/> Elected or Rejected – Notify (p. 27) (Meeting #3)<input type="checkbox"/> Indoctrinated<input type="checkbox"/> Initiated – Member No. Assigned – Card Issued (Meeting #4)



Reinstatement Processing

(exhibit N – p. 32)

- Reinstatement Application with Fee
- Locate membership info (Inactive File)
 - No Record Found – Alternatives
 - Old membership card
 - Lodge minutes
 - Elks National Foundation record
 - Affidavit from 2 Elks
 - Initiate as a new member
- Publish then Ballot



Request for Transfer Demit or Certificate of Release (exhibit O – p. 33)

- Process them Promptly!
- If a Member in good standing
 - Grant Transfer Demit immediately (exhibit J – p. 28)
 - Do not drop from role until notified of affiliation in new Lodge
- If a Member was dropped for non-payment
 - They pay a \$10 fee to original lodge
 - Original lodge issues Cert. of Release (exhibit K – p. 29)



Application for Affiliation

(exhibit L – p. 30)

- Processed same as Reinstatement
 - Read at Lodge Meeting
 - Investigated by committee
 - Published in bulletin
 - Balloted - Elected
- Assign new membership number
- Notify old Lodge of affiliation



Absolute Demits (exhibit M – p. 31)

- **Granting Lodge** (Statutes Sec. 14.110)
 - Must be member in good standing
 - Granted upon written request with membership card attached
- **Affiliating Lodge** (Statutes Sec. 14.120)
 - Notify granting Lodge 30 days prior to balloting
 - Process as Application for Affiliation



Dues & Lapsation

- Work with active Lapsation Committee
- Year-round work – bill Delinquents monthly
- Mail Dues Notices in advance
 - First Notice – February 15th
 - Second Notice – March 15th
 - Delinquent Notice – April 1st then monthly
 - May publish delinquents' names in bulletin



Membership Cards

- Order early from Grand Lodge – Sept.
 - Form supplied from Grand Secretary
 - On-line orders...
www.elks.org/members/secys/
- Emboss cards with Lodge's seal



Life & Honorary Life Members

- Pays Grand Lodge per capita dues
- Pays Grand Lodge per capita insurance
- Pays State Association dues
- Pays Lodge administration fee –
(typically \$5 to \$15)



Identification Cards

- Issued on request at no charge
(Statutes Sec. 14.140)
 - Spouses of Lodge Members
 - Child or Stepchild under age 21
 - Family of deceased Members
 - Unmarried widow or widower
 - Child or stepchild under age 21
- Privileges may be restricted by house rules or by-laws
 - Can not restrict entering lodge
 - May restrict purchase of goods or services



Life Memberships

(Statutes Sec. 14.260 & Lodge's By-Laws)

- Not granted automatically
 - Written request formally presented to the Lodge
- Request Published with date of ballot
- Secret ballot for each applicant
 - Requires two-thirds affirmative vote of members present



Elks Magazine Update & Certificate



- Completed Annually –
Do Not Delay
- Certificate reviewed by DDGER during visit (item 3 on DDGER visit list)
 - DDGER visit list (exhibit C, p. 21)
- Avoids Member complaints –
no magazine
 - Send Change of Address form to
start delivery again



By-Laws Revision

- General Revision due every 5 years
- Work with By-Laws committee
- Get By-Laws Guide Book from G.L.
 - You get 4 copies
 - Fill in the blanks
 - Lodge approval
- Send to Area Member on Judiciary Committee for approval



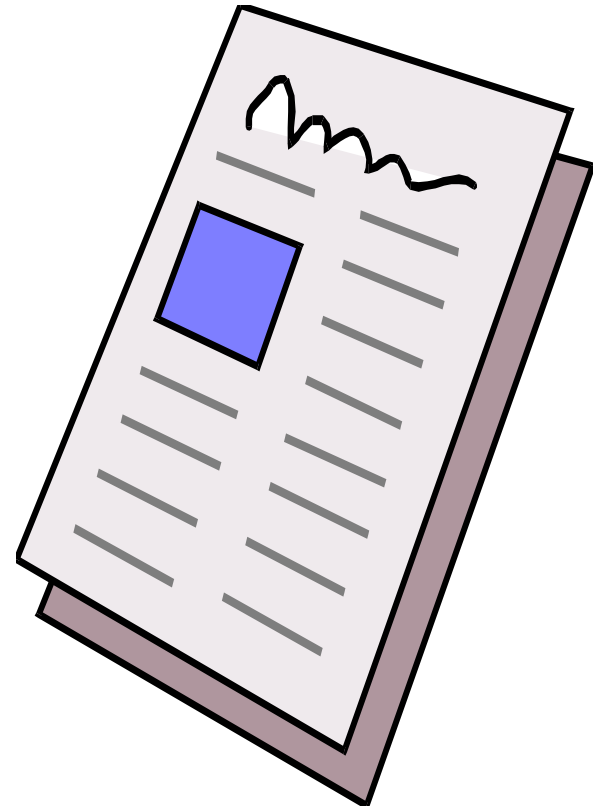
Lodge Bulletin – Editor - Publisher

- Most knowledgeable on Lodge activities
- Get other officer's & member's input
- Set advance deadlines
- Include calendar of events
- Publish new member processing
- Keep members informed of Lodge's charitable & community activities
 - Creates desire to continue membership!

Bulletin Material – Make it Interesting

- Artwork from G.L. www.elks.org
- KETCH www.ketch.org
- KS Elks Assc www.kselks.org
- Pictures
- Humor
- History
- G.L. Newsletter

Put GER, Grand Sec., PGER-Sponsor, DDGER, KEA Officers, & *Sunflower* editor on bulletin mailing list.





Office Administration

- Use the Lodge's Post Office Box for receipt of mail
 - Pick up the mail daily
 - Act on mail daily. Don't put it off... it gets lost.
- Lodge records must be organized and are open for members' inspection

Tax Reporting



- Sales Tax (due 25th each month)
- Liquor Tax (due 25th each month)
- Liquor License Fee (annual)
- Payroll Tax (varies – semi-weekly, monthly or qtrly)
 - www.irs.gov/formspubs
 - www.payroll-taxes.com
- Unemployment Tax (due qtrly)
 - www.dol.ks.gov
- IRS 990 Annual Return (due August 15th)

www.ksrevenue.org/kswebtax.htm



Federal Income Tax Exempt

Sec. 501(c)(8) I.R. code

- Closed Door Policy protects this exemption
- File 990 information return promptly
 - Due August 15th
- Keep Charitable Records Up-To-Date and Complete

Lodge Minutes – Accurate, Full & Complete



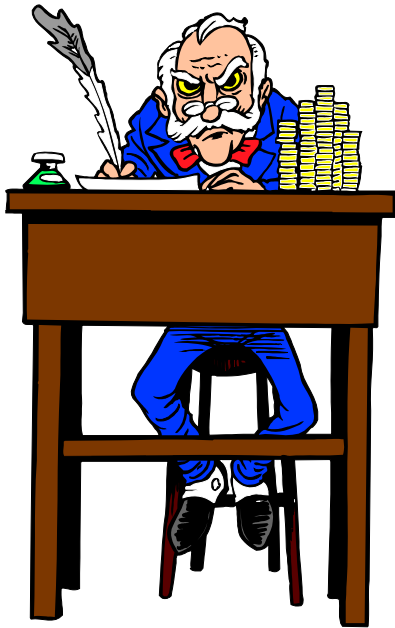
- **Knowledge of Lodge's condition & activities is vital to members' interest & participation.**

Lodge Minutes – Accurate, Full & Complete



- Knowledge of Lodge's condition & activities is vital to members' interest & participation.
- **Well kept minutes provide a future reference when information is needed.**

Lodge Minutes – Accurate, Full & Complete



- Knowledge of Lodge's condition & activities is vital to members' interest & participation.
- Well kept minutes provide a future reference when information is needed.
- **G.L. Minute Book provides easy format for minutes. May use a notebook too.**

Lodge Minutes – Accurate, Full & Complete



- Knowledge of Lodge's condition & activities is vital to members' interest & participation.
- Well kept minutes provide a future reference when information is needed.
- G.L. Minute Book provides easy format for minutes. May use a notebook too.
- **Taping meetings is allowed. Transcribe the tape then erase it.**



Primary Correspondent of Lodge

- Typically you are the only contact your Lodge has with others.
- Provide directory information to Grand Lodge
 - Elks Magazine forms (exhibit F – p. 24)
- Complete 2 G.L. statistical reports
 - October 31st – due 11/15 (exhibit D – p. 22)
 - March 31st – due 5/1 (exhibit B – p. 19-21)



Common Errors & FYI

- Do not change “Line 1”, *Starting Membership*
- Report YTD figures only, not MTD or QTD
- The reporting year starts on April 1st and ends on March 31st
- Dues are payable in advance. There is no grace period.



Dues are payable in advance

Dues not paid by April 1 st	6-months delinquent (Send monthly statement. May publish in bulletin)
Dues not paid by October 1 st	12-months delinquent (Statute Sec. 14.160: May Drop for Non-Payment)
Dues not paid by <u>next</u> April 1 st	18-months delinquent (Don't let this happen!)

Annual Report (exhibit B – p. 19)

EXHIBIT B (Refer to the enclosed instructions)

ANNUAL REPORT (Page One)
To the Grand Lodge, Benevolent and Protective Order of Elks of the United States of America
For the year ending March 31, 2001

ORIGINAL TO GRAND SECRETARY;
COPIES TO:
PUSH SPONSORS
DISTRICT DEPUTY
STATE MEMBERSHIP CHAIRMAN
LODGE FILES

OFFICERS FOR THE ENSUING YEAR (AS ELECTED IN FEBRUARY)

EXALTED RULER
Address _____ Zip _____

SECRETARY
Address _____ Zip _____

Lodge No. _____
Dist. No. _____

MEMBERSHIP STATISTICS FOR THE LODGE YEAR ENDING
Membership reported on lines 2-12 covers period APRIL 1, 2000 through March 31, 2001

A

1	NUMBER OF ELKS REPORTED ON APRIL 1, 2000	DO NOT CHANGE STARTING MEMBERSHIP	
2	Number of Elks initiated	2	
3	Number of Elks affiliated by dimit and certificate of release	4	
4	Number of Elks affiliated by reinstatement	4	
5	TOTAL NUMBER OF ELKS ADDED TO ROLL (add lines 2, 3, and 4)	10	
6	Number of Elks sickened from roll for non-payment of dues	6	
7	Number of Elks expelled	7	
8	Number of Elks granted transfer dimit	8	
9	Number of Elks granted absolute dimit	9	
10	Number of Elks deceased	10	
11	TOTAL NUMBER OF ELKS DROPPED FROM ROLL (add lines 6 to 10)	11	
12	TOTAL NUMBER OF ELKS ON ROLL (line 1 plus line 5 minus line 11)	12	
13	NET MEMBERSHIP GAIN or LOSS (check one) (Line 12 minus line 1)	13	THIS TOTAL FOR PER CAPITA USE ONLY

B

MEMBERSHIP STATISTICS FOR THE LODGE YEAR STARTING

14	Number of applications on hand, waiting for investigation	14	
15a	Number of candidates waiting for vote	15a	
15b	Number of candidates waiting for initiation	15b	
16	Number of Life Members, (excluding Honorary Life Members)	16	
17	Number of Honorary Life Members	17	
18	Elks 6 months in arrears as of April 1st	18	
19	Elks 1 year in arrears as of April 1st	19	
20	Elks 18 months in arrears as of April 1st	20	
21	Top membership recruiter for 4/1/00 - 4/1/01, Name _____	Total Number Recruited _____	

C

CALCULATION OF GRAND LODGE PER CAPITA FOR _____ MEMBERS

22	For Grand Lodge Expenses and Operations	\$2.50 per member	(Enter from Line 12)
23	For Subscription to The Elks Magazine	\$3.50 per member	
24	For General Liability Insurance Assessment	\$ _____ per member	
25	Insurance Experience Credit	\$ _____ per member	
26	TOTAL GRAND LODGE PER CAPITA	\$ _____ per member	X Line 12

REMIT FOLLOWING DUES WITH REPORT OR COMPLY WITH SEC. 14.010 AND REMIT DUES ON OR BEFORE MAY 1ST. FAILURE TO COMPLY WILL RESULT IN A FINE OF \$100.00. Make Checks Payable To: GRAND LODGE, BPO ELKS

D

VALUE OF PROPERTY OF THE LODGE (ESTIMATED)
DONOT TOTAL

ASSETS (IN DOLLARS ONLY)		LIABILITIES (IN DOLLARS ONLY)	
28	Value of Real Estate, whether owned by Lodge or Holding Corporation	34	Loans Outstanding
29	Value of Building, whether owned by Lodge or Holding Corporation	35	Mortgage
30	Value of Furniture and Fixtures	36	Funds to be repaid
31	Other invested assets	37	Other debts
32	Cash on hand and in bank		
33	Amount of Revenue due to Lodge for dues, etc., remaining uncollected		

WE HEREBY CERTIFY that Page One and Page Two are a correct exhibit of the transactions of Lodge No. _____ for the Lodge year ending _____

ATTEST: _____ Exalted Ruler
19 _____ Secretary

Seal of Lodge
Must be Affixed Here

NOTE: Actual form is 2-sided; Section D and Certification normally appear on reverse side.

- Due by May 1st
- Form mailed to you by the Grand Secretary's office
- Send with Grand Lodge dues

Annual Report (exhibit B – p. 20)

EXHIBIT B

ORIGINAL TO GRAND SECRETARY;
COPY TO PGRS SPONSOR(S)

ANNUAL REPORT (Page Two - Side One)

To the Grand Lodge, Benevolent and Protective Order of Elks of the United States of America

FOR THE YEAR ENDING MARCH 31,
(Compile from statistics maintained in
Lodge Copy of Charity Records Book)

SURVEY OF VOLUNTEER, YOUTH, CHARITABLE AND COMMUNITY SERVICE PROGRAMS									
YOUTH PROGRAMS	HEAD COUNT OF PARTICIPANTS (B)	— INVOLVEMENT —						CONTRIBUTIONS (DOLLARS ONLY)	
		# ELKS (C)	# HELPERS (D)	ELKS HOUSES (E)	HELPERS HOUSES (F)	ELKS MEETS (G)	HELPERS MEETS (H)	NONCAST EST. VALUE (I)	— CASH — (J)
Hoop Shoot	1001								
Youth Scholarship	1002								
Boy/Girl of Month or Year	1003								
Boy Scouts (see EAGLE below)	1004								
Eagle Scouts	1005								
Girl Scouts	1006								
National Youth Week	1007								
Boy/Girls State	1008								
Boy/Girls Clubs of America	1009								
Drug-Free Events	1012								
After-School Programs	1013								
Mentoring Programs	1014								
Youth Community Service	1015								
Other Programs	1099								
ATHLETIC PROGRAMS									
Baseball/Softball	1101								
Football	1102								
Basketball	1103								
Bowling	1104								
Golf	1105								
Swimming	1106								
Youth Olympics	1107								
Soccer/Shotball	1108								
Summer Camps	1109								
Other Programs	1199								
PROGRAMS FOR NEEDY OR HANDICAPPED									
Crippled Children	1201								
Eye Bank	1202								
Hospital	1203								
Blood Bank	1204								
Eye Glasses	1205								
Hearing Aids	1206								
Aid to Blind	1207								
Prosthetic Device	1208								
Wheelchair	1209								
Spec. Equipment Purch/Loan	1210								
State Major Project	1211								
Lodge Major Project	1212								
Other Programs	1299								

(CONTINUE ON REVERSE SIDE)

- Survey of volunteer, youth, charitable, and community service programs
- Complete Charitable Workbook monthly!

Yearly Membership Worksheet

This sheet is intended to you in the hope that it will prove helpful to you in preparing your Annual Report for the following year. If you will keep it up-to-date month by month, you will have at hand all the figures necessary for making up the report to be sent to this office at the end of the Lodge year. This sheet is for your use only. Do not return it to this office.

YEARLY WORK SHEET
For Use in Preparing Your Lodge's
ANNUAL REPORT TO THE GRAND LODGE
(Refer to Pages 5 and 6, Secretary's Manual, for instructions)

MEMBERSHIP STATISTICS	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	TOTAL
Number of Elks at date of previous report March 31st (or at institution) (line 1)													
Number of Elks who have been initiated during Lodge year (line 2)													
Number of Elks affiliated by dimit and certificate of release during Lodge year (line 3)													
Number of Elks affiliated by re-instatement (line 4)													
(add lines 2, 3, and 4) = Total Added (line 5)													
Number of Elks stricken from the roll for non-payment of dues (line 6)													
Number of Elks expelled during the Lodge year (line 7)													
Number of Elks granted transfer dimita during Lodge year (line 8)													
Number of Elks granted absolute dimita during Lodge year (line 9)													
Number of Elks deceased during Lodge year (line 10)													
(add lines 6, 7, 8, 9 & 10) = Total Dropped (line 11)													
The number of Elks on the rolls of March 31st (line 1 plus line 5 minus line 11)													
Number of Elks Delinquent:													
Number of members on roll, 6 months in arrears for dues (line 18)													
Number of members on roll, 1 year in arrears for dues (line 19)													
Number of members on roll, more than 1 year in arrears for dues (line 20)													
*CHARITABLE WELFARE AND PATRIOTIC WORK (Estimated) *-CONTRIBUTIONS													
Cash Contributions (In Dollars Only)													
10. Hoop Shows*													
11. Scholarship													
12. Scouting Activities (Boy Scouts, Girl Scouts, etc.)													
13. Other Youth Programs													
14. Youth Athletic Programs													
15. Programs for the Needy or Handicapped													
16. State Major Projects													
17. Patriotic Programs													
18. Veterans' Programs													
19. Community Service Programs (Support of Hospitals & Charitable Institutions, etc.)													
20. Community Recognition Projects													
21. Elks National Foundation													
22. Drug Awareness Program													
23. Other Programs													
24. TOTAL CASH CONTRIBUTIONS (add lines 10 thru 23)													
NON-CASH CONTRIBUTIONS By Members @ \$_____ per hour or \$_____ per mile*													
25. Donated hours by members (estimated total for all programs _____ hours)*													
26. Out-of-pocket cash spent on charitable projects (telephone, postage, etc.)													
27. Transportation costs (mileage traveled) _____ miles*													
28. Contributions other than cash (estimated value of contributions)													
29. TOTAL NON-CASH CONTRIBUTIONS BY MEMBERS (add lines 25 thru 28)													
NON-CASH CONTRIBUTIONS By Ladies @ \$_____ per hour or \$_____ per mile*													
30. Donated hours by ladies (estimated total for all programs _____ hours)*													
31. Out-of-pocket cash spent on charitable projects (telephone, postage, etc.)													
32. Transportation costs (mileage traveled) _____ miles*													
33. Contributions other than cash (estimated value of contributions)													
34. TOTAL NON-CASH CONTRIBUTIONS BY LADIES (add lines 30 thru 33)													
35. GRAND TOTAL (add line 24, line 29, and line 34)													

*NOTE: These figures may be estimated and amended later, if necessary, by letter to the Grand Secretary. DO NOT HOLD UP FILING THE ANNUAL REPORT PENDING COMPLETION OF AN AUDIT.

- Aids in preparation of Annual Report
 - Complete this Membership Worksheet monthly



Questions & Answers

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620-431-8577 (cell)
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