

ELECTRONIC FORM INSTRUCTIONS

Revised for use by the Grand Commandery of Missouri only

Please Report Monthly – whether or not changes take place.

1. Complete the form as needed to document your changes. Print 3 (three) copies (all may be on white paper.) If you require more than one sheet, simply start at the top and make the appropriate changes for page 2, 3, etc. Print 3 copies of each sheet. Be sure to clear information from previous page that does not apply. Before the end of each calendar month (by the 20th of the report's month), mail 1 (one) copy to the Grand Recorder of your Grand Commandery so he will receive it by the 2nd day of the next month or earlier. He will retain one copy and forward another copy to the Grand Encampment office in Chicago for arrival **ON OR BEFORE THE 5TH OF THE MONTH**. Retain one copy in the local Commandery's records.
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. Spaces are provided to indicate when changes in these officers occur. Use your **TAB** key to move from space to space, **SHIFT+TAB** to move backward. You may also select a space by using your mouse.
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. Use the Set No. - - of - - spaces to indicate the number of the current page as well as the total number of pages. For example, if you have a total of two pages to file, then the first page would be "Set No. 1 of 2" and the second page would be "Set No. 2 of 2." If you have only one page to file, then put "1" in the first space and "1" in the second space. If you require more than one page, complete the first page and print it out. Make sure you print 3 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 spaces provided, the activity should be listed. As an example:

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

6. 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 in 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 the Grand Commandery, should forward sheet 1 (white) directly to the Grand Encampment office.