TO THE WORTHY MATRON AND SECRETARY

On or before the **31st of January**, forward to the **Grand Secretary** this statistical report for the preceding year, **signed by the Worthy Matron and Secretary**. Make the report in duplicate and **keep one copy for your own Chapter files**.

Enter the names of EVERY MEMBER of the Chapter in ALPHABETICAL order under the heading of "Names of Members" on page 2. Please type or use a computer. Put the surname first, then the given name in full. ***Example: Adams, Mary Q.*** Add the letters **PM** or **PP** after each Past Matron or Past Patron. If such title came through service in another Chapter or Grand Jurisdiction, that Chapter or Jurisdiction must also be designated. ***Example: Adams, Mary Q., PM # ___ (the chapter number)***, indicating the other Idaho chapter in which this member has been Worthy Matron, or ***Adams, Mary Q., PM-__ (the two-letter state abbreviation)***, indicating the other Grand Jurisdiction in which this member has been Worthy Matron. Also use the letters **VPL** to designate Voluntary Prepaid Life members; **GS** for fifty year members; **DM1** for dual members for whom you are the primary chapter; **DM2# ___*(the chapter number)*** indicating the primary chapter for dual members for whom you are the secondary chapter and the primary chapter is another Idaho chapter, or **DM2__ *(the two-letter state abbreviation)*** for dual members for whom you are the secondary chapter and the primary chapter is in another Grand Jurisdiction.

If there is a member that you have been unable to locate, report this member on Page 9.
Report the name change of any member on Page 9. It is very difficult to follow members through the Grand Chapter records if these name changes are not recorded.

Figure the per capita tax on EVERY MEMBER of the Chapter as per your alphabetical listing on page 2. Be sure your recapitulation tallies with the items on each of the pages. Include a check for the per capita tax of $10.00 per member *(By-Laws & Rules, Art. IV, 1A, Page 12)* and International Headquarters funds of $5.00 per initiated/affiliated member. A fine of $2.50 per day up to $50.00 will be charged for the late submission of this report *(Rules & Regulations, Art. XI, C1, Page 49)*. Remember to ***affix the Chapter Seal and the signatures of the Worthy Matron and the Chapter Secretary***.

Any Chapter failing to submit this report shall not be allowed representation in the Grand Chapter. A Chapter failing to do so for two (2) consecutive years shall forfeit its Charter,
and its effects shall revert to the Grand Chapter. *(Rules & Regulations, Art. 1, Sec. 1E, Page 35)*.

Do not fail to place the Chapter Seal on the Report
This report must be signed by the Worthy Matron and the Secretary

Annual Returns

to the

Grand Chapter of Idaho

Order of the Eastern Star

_____Chapter #____

Charter dated _____, _____

Held at _____, Idaho
County of _____

For the year ending December 31, 2009

Date and Time of Meetings

_____
_____
_____
_____
_____

Received and filed in the
office of the Grand Secretary

this _____ day of _____, _____