

➤ **Monthly Chapter Activity Report**

The Monthly Chapter Activity report is completed in excel format; however, the form is password protected and the format and calculations used can only be changed by the owner of the document after submittal and approval of the Grand Secretary.

The completed report is to be submitted to the Grand Secretary within **ten (10) days** following the Stated Convocation held each **month** including whether a chapter meets or not.

Guidelines for entering information and data:

- a. Type in Chapter name and number, month, Capitular Year
- b. Type in "Previous Total Membership"
- c. Type in "Gains"
- d. Type in "Loses"
- e. The box for determining the "Current Membership" will automatically be calculated based on the initial "Previous Total Membership" entry and the total of gains and loses entered.
- f. Type in "Members Exalted"
- g. The total amount in the "Exaltation Fees Due" and "Amount of Check" boxes will automatically be calculated based on the number that is entered in to the "Members Exalted" box.
- h. Type in "Check Number"
- i. The Comment line is used to enter a general statement: as (i.e., NO MEETING HELD and /or NO CHANGES TO REPORT)
- j. (1) New members: Type in Members information (**NO NICK NAME/** need name in full, DOB, mailing address, telephone number(s) and e-mail address (if possible) and ALL dates for a new companion exalted)
(2) For change: Type in members name (NO NICK NAME)/ RA Number/ and Type in change (new address, new e-mail. etc.)/ if deceased/ suspended/ reinstated type in date
- k. Type in name of Secretary (electronic signature is acceptable) and date on line # 54
- l. The description on the tab located on the bottom left side of the document can be revised as needed; right click on table, select rename and type in.
- m. The page can be copied for entering additional information or to create a tab for the following month; right click on tab, select move or copy, select move to end, select box create a copy, select yes.
- n. After completion, the form can be submitted in either existing excel format or PDF format. To create a PDF format, select file at the upper left-hand corner of the document, select save as on format description select down arrow and scroll down to and select PDF, select save.

A copy of the Monthly Chapter Activity report should be maintained in the Chapter records/ archives for future reference.

NOTE: e-mail completed form to:

The Grand Secretary: GrandChapter@cox.net

Or The Deputy Grand Secretary: depgrandsecgrac@outlook.com

Or fax to: (757)-855-7243