



Grand Chapter of Virginia

O. E. S.

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(This letter does not need to be read in the Chapter.)

December 30, 2016

Dear Chapter Secretary,

Enclosed you will find:

- (1) Annual Reports*
- (1) Proxy Sheet
- (1) Credential List*

****Make a copy for your records and return the original to the Grand Secretary's Office.***

The first eleven pages of the Annual Report and the Credential List are available in Microsoft Word and can be completed by filling in the blanks. The Recap page is available in Excel and Microsoft Word. If you wish to have these formats, please email me and they will be sent to you. These forms will also be available on the Grand Chapter Website.

Please submit a NEAT typed or handwritten form. This is your Chapter's history and is referred to frequently. Do not cut and paste/staple/tape to the form. If not enough space is allotted, then add "see attached" and complete on a separate sheet of paper.

ANNUAL REPORT

- The Annual Report is completed by the **2016-2017** Secretary and signed by both the **2016-2017** Worthy Matron and Secretary.
- Be sure to complete the portion with the "Election" and "Installation" dates and note only those Officers who **were not installed** in the column provided.
- **It must have the Chapter seal.** If the seal or signatures are missing the page will be returned to you.
- At the top of the Recap Sheet, the number of "Primary Members" is taken from your report at the end of March last year. **DO NOT CHANGE THIS NUMBER.** If, for some reason, you do not agree with this number, please call me so that we can get it correct before you begin any calculations.
- (AA) will be all members (Primary and Dual) on your roster. You do not pay the Capitation Tax (BB) (\$10.00) on the members in homes; however you do pay the General Grand Chapter Assessment Fee (AA) (\$2.00) on members in homes.
- Remember, this report is due **NO LATER THAN FIVE (5) DAYS** following the **INSTALLATION** of officers in your Chapter.

CREDENTIAL LIST

- The **2017-2018** Secretary completes the Credential List. Both the **2017-2018** Worthy Matron and Secretary sign this sheet. Do not wait until all Officers have been installed to send this. **It must have the Chapter seal.**
- Do not list any of the first four Officers that have not been installed. Once they are installed, please notify the Office of the Grand Secretary and their names will be added so that you Chapter may receive the proper number of Chapter votes.

PROXY SHEET

- The Proxy Sheet is completed by the Secretary, signed and Chapter seal affixed. It is then given to the person that is appointed as the proxy.
- You cannot complete the proxy for a station until that Officer has been installed.

NEW MEMBERSHIP CARDS

- The card file is required by our Constitution and does serve a very important purpose. Computers and programs come and go, but the card is permanent and contains valuable information on each member.
- **Use the cards only to record those members that were initiated or affiliated from another jurisdiction. (Not duals, deaths, address changes, etc.)**
- There is a paper form that will record address or name changes, demits, deaths, reinstated, dual, etc.
- You may make your changes via email if that is easier for you than mailing the form. The email address is grandchapterofvaoes@verizon.net.

MONEY

- The Capitation Tax (BB) is paid on TOTAL MEMBERS not in a home.
- The General Grand Chapter Assessment (AA) is paid on ALL members even those in homes.
- The International Headquarters Fee (C1 thru C3) is paid on Primary Members initiated into your Chapter, as well as members who have affiliated by demit or Dual Membership this year.
- **Donations should not accompany the Annual Report. They are to be done separately.**
- Checks are made payable to The Grand Chapter of Virginia.

If you have any questions, please do not hesitate to call (804) 236-0888 or email me, I will be more than happy to help you.

Sincerely and fraternally,

Linda M. Pearce
Grand Secretary