

# FORM 10

This statement is to sent to the Service and Leadership Center within TEN days after the Initiatory and/or DeMolay Degree is conferred  
 This form should also be used to report any change in a current members status

Chapter : _____  Chapter #: _____  Located in: _____ <div style="display: flex; justify-content: space-between;"> <span>City</span> <span>State</span> </div> ILLINOIS State	Number receiving Initiatory Degree _____  Number receiving DeMolay Degree _____  Status change _____	Amount of check accompanying this report-\$ _____  <b>\$25.00 for each initiate reported</b>
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**IMPORTANT REVISIONS:** Form 10 includes spaces for 4 initiates and parental information

READ INSTRUCTIONS ON BACK, WHEN PREPARING,	Dates Degrees Received Year 2008		
NOTE: GIVE ZIP CODE AND THE NAME AND ID # OF FIRST LINE SIGNER	Birth Date Mo.-Day-Yr.	Initiatory Mo.-Day-Yr.	DeMolay Mo.-Day-Yr.
Print Full Name: Last Name First Name Middle Name 1. Name (in Full) _____ Mailing Address, apt. # _____ City, State, ZIP Code _____ Parent's Name (In Full) _____ Father Senior DeMolay Yes <input type="checkbox"/> No <input type="checkbox"/> Mailing Address, apt. # _____ Father Master Mason Yes <input type="checkbox"/> No <input type="checkbox"/> City, State, ZIP Code _____ Phone _____	Name of 1 <sup>st</sup> line signer of this petition	ID #	
	Status Change	Action Date	ID #
2. Name (in Full) _____ Mailing Address, apt. # _____ City, State, ZIP Code _____ Parent's Name (In Full) _____ Father Senior DeMolay Yes <input type="checkbox"/> No <input type="checkbox"/> Mailing Address, apt. # _____ Father Master Mason Yes <input type="checkbox"/> No <input type="checkbox"/> City, State, ZIP Code _____ Phone _____	Name of 1 <sup>st</sup> line signer of this petition	ID #	
	Status Change	Action Date	ID #
3. Name (in Full) _____ Mailing Address, apt. # _____ City, State, ZIP Code _____ Parent's Name (In Full) _____ Father Senior DeMolay Yes <input type="checkbox"/> No <input type="checkbox"/> Mailing Address, apt. # _____ Father Master Mason Yes <input type="checkbox"/> No <input type="checkbox"/> City, State, ZIP Code _____ Phone _____	Name of 1 <sup>st</sup> line signer of this petition	ID #	
	Status Change	Action Date	ID #
4. Name (in Full) _____ Mailing Address, apt. # _____ City, State, ZIP Code _____ Parent's Name (In Full) _____ Father Senior DeMolay Yes <input type="checkbox"/> No <input type="checkbox"/> Mailing Address, apt. # _____ Father Master Mason Yes <input type="checkbox"/> No <input type="checkbox"/> City, State, ZIP Code _____ Phone _____	Name of 1 <sup>st</sup> line signer of this petition	ID #	
	Status Change	Action Date	ID #

ALL CORRESPONDENCE AND PATENTS SHOULD BE SENT TO	Name _____ ID # _____ Address _____ Phone # _____ City, State _____ Zip _____
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Dated \_\_\_\_\_

**SEND COPIES TO: WHITE-SERVICE AND LEADERSHIP CENTER; YELLOW-EXECUTIVE OFFICER; PINK-YOUR CHAPTER FILE**

# INSTRUCTIONS FOR PREPARING THE FORM 10

It is important that all candidates initiated are reported to the Grand Secretary in accordance with I.S.C. Statutes, reading as follows:

Article 26, Section 326.3

- (A) Within ten days after conferring each degree, the Scribe of the Chapter shall submit in writing on the Form 10 Report furnished by the Grand Secretary, a report of candidates receiving either or both degrees, together with the other information required, and shall remit to the Grand Secretary with the Form 10, the initiatory fee, provided in section 209.2, for each newly initiated member.
- (B) All other information required on a Form 10 Report must be submitted within ten days.
- (C) The initiatory fee to the Supreme Council includes all degree fees, charges for a patent, with a permanent membership card, and this Leader's Resource Guide.

If the DeMolay Degree is conferred at a late date, a separate report on this form must be made immediately after the DeMolay Degree is conferred. Since the Initiatory Degree has been previously reported, it is only necessary when reporting the DeMolay Degree to show the full name of the candidate, his address, phone number, and ID#, if known. Indicate in the proper column the date the DeMolay was conferred, marking in the Initiatory Degree column "Previously Reported" or "PR". It is not necessary to show the birth date when reporting candidates receiving the DeMolay Degree.

In preparing the report arrange names alphabetically; writing the names in full, last name first, first name second, and middle name third, placing a comma after the last name. **NOTE SPELLING CAREFULLY!** All information requested on this report: name in full, date of birth, street address, telephone number, city, state, zip code, and dates that degrees were received, **must** be provided. Always show opposite the name of each member the month, day, year each degree was received, (for example, 4-5-01), as this information is essential for preparation of patents and permanent records. Membership cards are issued after the Initiatory Degree. Patents are issued only after the DeMolay Degree is conferred and properly reported on Form 10. **NOTE:** Please complete parental information requested, including Senior DeMolay information pertaining to the initiates father.

It is important that the name and ID# of the first line signer of the initiate be reported in the space provided.

The "Status Change" area on the Form 10 is to report status changes or corrections during the year.

Indicate the member's name, correct information and status change using the codes listed below. The date this action is effective and the member's ID#.

STATUS CODES	
Death.....D	Suspension.....S
*Transfer.....T	Reinstatement.....Re-in
Affiliation.....A	Address Change.....AC
**Expulsion.....E	**Resignation.....R
*Name of Chapter involved in transfer.	
** Must be accompanied by a letter, signed by the member or the Executive Officer.	

**BE SURE TO INDICATE THE NAME, ADDRESS, PHONE NUMBER, AND ID# OF THE SCRIBE OR ADVISOR TO WHOM CORRESPONDENCE AND PATENTS SHOULD BE MAILED**

Remember (1) Each candidate initiated must be reported on Form 10 within 10 days after his receipt of the Initiatory and/or DeMolay Degree. (2) A fee of \$25 for each initiate must accompany the report. (3) No report can be completely processed unless payment of proper fees is made. Make all checks payable to the International Supreme Council.

A copy of this report (pink copy) must be kept by the Chapter in order to have a proper record of names and information reported to the Service and Leadership Center, and a copy (yellow copy) should be sent to the Executive Officer.

**A supply of Form 10's can be secured free from the Service and Leadership Center.**

Federal Law requires the you be informed that dues and fees submitted with this form are not deductible under the provisions of the Internal Revenue Code.

DeMolay Service and Leadership Center  
10200 N. Executive Hills Blvd.  
Kansas City, Missouri 64153  
(816) 891-8333