



Jerusalem Grand Chapter



Order of the Eastern Star

State of Florida & Jurisdiction, Prince Hall Affiliated

Working under the protection of
The Most Worshipful Union Grand Lodge of Florida
& Belize, Central America and St. John, U.S. Virgin Islands, Inc.

Rev. Ronald C. Williams, Sr.
Grand Worthy Patron

Sister Lillian L. Cartz
Grand Worthy Matron

The Honorable Walter Gully, Jr.
The 15th Most Worshipful Grand Master

Subordinate Chapter New Member Check List

(One copy of this form must be completed and attached when sending up paperwork)

	Paperwork sent to Grand Chapter Secretary within 10 days after initiation		Date
1.	Appropriate Fees*		
2.	Original Petition Form		
3.	Original ESBA Form		
4.	Signed "No Hazing Policy"		
5.	Annual Assessment Return Form Enclosed and Emailed to GS		
6.	Travel Card Application		

	Paperwork to be kept in Chapter		Date
1.	Copy of Member Petition Form		
2.	Copy of ESBA Form		
3.	Signed "No Hazing Policy"		
4.	Signed form acknowledging member has received Chapter Bylaws		
5.	Annual Assessment Return Form Emailed to GS		

	Instructions to New Members		Date
1.	Copy of Chapter Bylaws		
2.	Jerusalem Grand Chapter Website: JGC-OESPHAFL.ORG <i>Secretary Resources</i>	---	-----
	Print Sisterhood Book		
3.	Each Chapter should have some type of New Member Package that is given to each new member. i.e. Meeting day & time, festive days, etc.		

Please refer to "Fee Schedule" for appropriate Fees allocated to Jerusalem Grand Chapter.

****Chapters not complying with the 10 day deadline WILL be fined \$25 for each offense effective January 1, 2016.**

Meaning for each New Member, Reinstated Member and/or Transfer Member you will have to send up an additional \$25. (per person)