



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.

Sister Dr. Tracy A. Thomas
Grand Worthy Matron

The Honorable Jeffrey G. Jones
The 19th Most Worshipful Grand Master

Brother Raymond Cromartiz, Jr.
Grand Worthy Patron

Subordinate Chapter New Member Check List

Name of Chapter and Number _____

(One copy of this form must be completed and attached to the new members folder)

	Paperwork sent to Grand Chapter Secretary within 10 days after initiation ---Date of Initiation _____		Date
1.	Appropriate Fees*		
2.	Original Petition Form		
3.	Original ESBA Form		
4.	Signed "No Hazing Policy"		
5.	Annual Return Form Enclosed and Emailed to GS prior to mailing off the paperwork		
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 Return Form Emailed to GS prior to mailing off the paperwork and hard copy attached		

	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)