

Procedure for Submitting Reports for Grand Session

This procedure shall be followed by everyone submitting reports.

1. All reports must be submitted not later than June 15, 2024.
2. Please email a copy of your report to Grand Secretary PGM Millicent Blocquer millicentblocquer@comcast.net and to GWM Peggy McClary png3rdoes@outlook.com
3. All Chapters are to mail three (3) hard copies of the following reports no later than June 15, 2024 and must include the chapter seal.
 - a. Worthy Matron Annual Report
 - b. Annual Returns Report
 - c. Proxy (if applicable)
 - d. Love Token (if applicable)
4. All Elected, Appointed Grand Chapter officers and Committees having reports due are to mail three (3) copies of your report in addition to emailing a copy to the email addresses noted above.
5. All reports are to be mailed to: **Prince Hall Grand Chapter, O.E.S.
P.O. Box #46215 Seattle, WA 98146**

You will receive an email confirmation that the report was received.

6. All reports must be in "Word" document.
7. Use font size 12, with Arial font.
8. Please **DO NOT** use any artwork, emblems, clipart, or colored ink.
9. Save your report on a thumb drive.
10. Make sure report is signed by using font Freestyle Script (*Freestyle Script*)
11. Do not number pages.
12. Do not use tables, graphs, and charts in the report.
13. Please use the standard 1-inch margin at the left and right of the page.
14. Use 1-inch margins at the bottom and top of page.
15. Please bring at least 30 copies of your report with you.

****NOTE**:** If you make changes to your report prior to Grand Session, it is your responsibility to get the updated report to Grand Secretary as soon as possible.

*****For those that don't use computers, have someone to assist you**.**