

## **5 DAY Report**

To be submitted to Grand Secretary  
as soon as possible after a change in status of the lodge.

The **5 Day Report** is the most important source of information that the lodge secretary will submit to the Grand Lodge. This information is the foundation of information that will be reviewed in years to come. *It will determine the time of membership for special occasions such as 25 year awards and Gold Card Eligibility.*

The **5 Day report** is vital to the maintaining of records of the Grand Lodge. Due to the large number of changes that take place during the quarter, from throughout the jurisdiction, making the changes as they occur prevents a backlog of work on the Grand Secretary.

Timely submission of the changes in the rosters of the individual lodges will further prevent errors from last minute submissions.

All changes that occur during the quarter should be reported with in **5 days** to the Grand Secretary. This includes but not limited to:

After Raising a member

After Suspension of a member

After death of a member

After Reinstatement

After Demit issued a member or received from a member

Donee Change

Change of Address

Timely submission will prevent errors on the part of the Lodge and reduce the number of errors at the Grand Lodge.

**Most Worshipful Prince Hall Grand Lodge of Missouri and Jurisdiction**

Raising     Demit     Reinstatement  
 Change of Address     Suspension     Death     Donee Change

<b>1</b>	<b>Lodge Name</b>	<b>Number</b>	<b>DATE</b>
<b>2</b>	Last Reporting Quarter 1 2 3 4	<b>Lodge Membership</b>	<b>Gold Card Members</b>
<b>3</b>	First name		
<b>4</b>	Last name		
<b>5</b>	<b>Address (Current Address)</b>		
<b>6</b>	City		
<b>7</b>	State		
<b>8</b>	Zip Code		
<b>9</b>	<b>Address (Former Address)</b>		
<b>10</b>	City		
<b>11</b>	State		
<b>12</b>	Zip Code		
<b>13</b>	Phone #		
<b>14</b>	SSN #		
<b>15</b>	Date of Birth	<b>Date of Death</b>	
<b>16</b>	Date Entered	Date Passed	Date Raised
<b>17</b>	Date Suspended		
<b>18</b>	Date Reinstated		
<b>19</b>	Healed		
<b>20</b>	Relief Dept	Yes	No
<b>21</b>	Past Master	Yes	No
<b>22</b>	Gold Card	Yes	No
<b>23</b>	Demitted into #	Date	
<b>24</b>	Demitted From #	Date	
<b>25</b>	Donee Name		
<b>26</b>	Relation		
<b>27</b>	<b>Address (If different than Bro.)</b>		
<b>28</b>	City		
<b>29</b>	State		
<b>30</b>	Zip Code		
<b>31</b>	Signature		Bond Expiration Date
<b>32</b>	Raising Fee \$50.00 is to be	Yes	No
<b>33</b>	<b>Submitted with Form to</b>		
<b>34</b>	<b>Grand Secretary.</b>		
<b>35</b>	Membership After This Report		
<b>36</b>	Lodge Secretary & Seal		

**LODGE MUST NOTIFY GRAND LODGE WITH IN (5) DAYS OF ANY MEMBERSHIP CHANGE**

To be completed with each action for each brother.

Forward 1st 2 copies to Grand Secretary.

Rev. 7/03 tc

F.v.h.h.t C

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# Five Day Report Instructions

The current 5 Day Report has been revised to report more accurately the information needed at the office of the Grand Secretary.

This revised form can be used for Raising, emits, Reinstatements, Change of Address, Suspensions, Death Notice and Donee Changes.

Please check the appropriate action at the top of the form and then enter the necessary information.

1. Lodge Name and Date of Report
2. Reporting Quarter, Current Lodge Membership and Number of Gold Cards
3. First Name
4. Last Name
5. Current Address
6. City
7. State
8. Zip Code
9. **Former Address (Change of Address Only)**
10. **Former City (Change of Address Only)**
11. **Former State (Change of Address Only)**
12. **Former Zip Code (Change of Address Only)**
13. Current (H0me) Phone Number
14. Social Security Number
15. Date of Birth Or Date of Death
16. Date Entered, Passed and Raised
17. Date Suspended (Lodge Meeting Date)
18. Date Reinstated (Lodge Meeting Date)
19. Healed (Lodge Meeting Date)
20. Relief Department, (Paying into) (Yes or No)
21. Past Master (Yes or No)
22. Gold Card Member (Yes or No)
23. Demitted into Lodge # and Date
24. Demitted From Lodge # and Date
25. Donees Name
26. Donees Relation
27. **Donees Address (If different than the Brother)**
28. **City (If different than the Brother)**
29. **State (If different than the Brother)**
30. **Zip Code (If different than the Brother)**
31. **Required Signature of Brother for Donee or Change in Donee** Bond Expiration Date
- 32-34 Is Raising Fee with Form Yes of No
35. Number of Lodge Members after this Report
36. **Required signature of Lodge Secretary and Seal**

Exhibit C.A. 16 A