

# Standard Charter Order Form

1.	Letters Temporary Date: <b>(MM/DD/YY)</b>	
2.	Sponsoring Body:	
3.	Location of Chapter: <b>(City/State)</b>	
4.	Chapter Chairman:	
5.	Chapter Advisors:	
<i>(List all Advisors names <b>EXACTLY</b> as they are to appear on the final Charter, use additional paper and attach to this form if necessary, All names and information on the finished charter are produced by a hand calligrapher and any discrepancies will be corrected and paid for by the party ordering the charter)</i>		
6.	Charter Members:	
<i>(List all Charter Members names <b>EXACTLY</b> as they are to appear on the final Charter, use additional paper and attach to this form if necessary, All names and information on the finished charter are produced by a hand calligrapher and any discrepancies will be corrected and paid for by the party ordering the charter)</i>		
7.	Institution Date: <b>(MM/DD/YY)</b>	
8.	Chapter Name:	
9.	Order Date of Charter: <b>(MM/DD/YY)</b>	
10.	Grand Master:	<i>(DeMolay International will complete)</i>
11.	City/State where Grand Master Resides:	<i>(DeMolay International will complete)</i>
12.	New Charter Number:	<i>(DeMolay International will assign this number)</i>
13.	Grand Secretary:	<i>(DeMolay International will complete)</i>
14.	Grand Master:	<i>(DeMolay International will complete)</i>
15.	Executive Officer Approval:	
<b>FEE:</b>	<b>\$200.00</b>	