

Form 10

This statement is to be sent to the service and leadership center within TEN days after the Initiatory and/or DeMolay Degree is conferred. This form should also be used to report any change in current member's status.

Chapter; Chapter #	
Located in	
City	State

Number receiving Initiatory Degree: _____
Number receiving DeMolay Degree: _____
Status Change: _____

Amount of check accompanying this report: \$ _____
\$35.00 for each Initiate reported

IMPORTANT REVISIONS: Form 10 includes spaces for 4 Initiates and parental information.

READ INSTRUCTIONS ON SECOND PAGE (BACK). WHEN PREPARING, BE SURE TO INCLUDE THE NAME AND ID OF THE FIRST LINE SIGNER.

PRINT FULL NAME	LAST NAME	FIRST NAME	MIDDLE NAME
Name (in full)			
Mailing Address			
City, State, Zip Code			
E-Mail			
Parent's Name (in full)		Father Senior DeMolay?	
		YES NO	
Mailing Address			
City, State, Zip Code			
E-Mail		Phone	
Name (in full)			
Mailing Address			
City, State, Zip Code			
E-Mail			
Parent's Name (in full)		Father Senior DeMolay?	
		YES NO	
Mailing Address			
City, State, Zip Code			
E-Mail		Phone	
Name (in full)			
Mailing Address			
City, State, Zip Code			
E-Mail			
Parent's Name (in full)		Father Senior DeMolay?	
		YES NO	
Mailing Address			
City, State, Zip Code			
E-Mail		Phone	
Name (in full)			
Mailing Address			
City, State, Zip Code			
E-Mail			
Parent's Name (in full)		Father Senior DeMolay?	
		YES NO	
Mailing Address			
City, State, Zip Code			
E-Mail		Phone	

DATES DEGREES RECEIVED			
YEAR 20_____			
Birth Date mm/dd/yyyy	Initiatory mm/dd/yyyy	DeMolay mm/dd/yyyy	
_____	_____	_____	
Name of first line signer of this petition		ID#	
_____		_____	
Status Change		Action Date ID #	
_____		_____	
Birth Date mm/dd/yyyy	Initiatory mm/dd/yyyy	DeMolay mm/dd/yyyy	
_____	_____	_____	
Name of first line signer of this petition		ID#	
_____		_____	
Status Change		Action Date ID #	
_____		_____	
Birth Date mm/dd/yyyy	Initiatory mm/dd/yyyy	DeMolay mm/dd/yyyy	
_____	_____	_____	
Name of first line signer of this petition		ID#	
_____		_____	
Status Change		Action Date ID #	
_____		_____	
Birth Date mm/dd/yyyy	Initiatory mm/dd/yyyy	DeMolay mm/dd/yyyy	
_____	_____	_____	
Name of first line signer of this petition		ID#	
_____		_____	
Status Change		Action Date ID #	
_____		_____	

**INSTRUCTIONS
FOR PREPARING THE FORM 10**

It is very important that all candidates initiated are reported to the Grand Secretary in accordance with DeMolay International Statutes, reading as follows:

Article 28, Section 326.3

- (A) Within ten days after conferring each degree, the Scribe of the chapter shall submit in writing on the Form 10 Report furnished by the Grand Secretary, a report of candidates receiving either or both degrees, together with the other information required, and shall remit to the Grand Secretary with the Form 10, the initiatory fee, provided in Section 209.2, for each newly initiated member.
- (B) All other information required on a Form 10 Report must be submitted within ten days.
- (C) The initiatory fee to the Supreme Council includes all degree fees, charges for a patent, a permanent membership card, and a Leader's Resource Guide.

If the DeMolay Degree is conferred at a later date, a separate report on this form must be made immediately after the DeMolay Degree is conferred. Since the Initiatory Degree has been previously reported, it is only necessary when reporting the DeMolay Degree to show the full name of the candidate, his address, phone number, and ID# is known. Indicate, in the proper column, the date the DeMolay Degree was conferred, marking in the Initiatory Degree Column "Previously Reported" or "PR." It is not necessary to show the birth date when reporting candidates receiving the DeMolay Degree.

In preparing the report, arrange names alphabetically; writing the names in full, last name first, first name second, and middle name third, placing a comma after the last name. NOTE SPELLING CORRECTLY. IF UNABLE TO PREPARE THE REPORT ON A TYPEWRITER, PLEASE PRINT LEGIBLY. All information requested on this report: name in full, date of birth, street address, telephone number, city, state, zip code, and dates that degrees were received must be provided. Always show opposite the name of each member the month, day, and year each degree was received, as this information is essential for preparation of the patents and permanent records. Membership cards are issued after the Initiatory Degree. Patents are issued only after the DeMolay Degree is conferred and properly reported on the Form 10. NOTE: Please complete parental information requested, including Senior DeMolay information pertaining to the initiate's father.

It is important that the name and ID# of the first line signer of the initiate be reported in the space provided.

The "Status Change" area on the Form 10 is to report status changes or corrections during the year.

Indicate the member's name, correct information and status change using the codes listed below, the date this action is effective, and the member's ID#.

Status Codes	
Death.....D	Suspension.....S
*Transfer.....T	Reinstatement.....Re-in
Affiliation.....A	Address Change.....AC
**Expulsion.....E	**Resignation.....R

Be sure to indicate the Name, Address, Phone Number, and ID# of the Scribe or Advisor to whom correspondence and Patents should be mailed.

Remember (1) Each candidate initiated must be reported on the Form 10 within 10 days after his receipt of the Initiatory and/or DeMolay Degree. (2) A fee of \$35.00 for each initiate must accompany the report. (3) No report can be completely processed unless payment of proper fees is made. Make all check payable to "DeMolay International."

A copy of the Form 10 Report should be kept by the Chapter in order to have a proper record of names and information reported to the Service and Leadership Center. A copy must also be sent to the Executive Officer of your Jurisdiction.

A supply of Form 10 forms can be secured from the Service and Leadership Center or online at <http://www.demolay.org/resources/forms>

Federal Law requires that you be informed that dues and fees submitted with this form are not deductible under the provisions of the Internal Revenue code.

DeMolay Service and Leadership Center
10200 North West Ambassador Drive
Kansas City, Missouri 64153
(816)891-8333