FORM 4 FILLING INSTRUCTIONS

SAVE A COPY OF THIS EMPTY FORM TO BE USED LATTER AS AN ORIGINAL FORM. AFTER FINISHING DATA ENTRY SAVE THE FORM AS:

FORM 4-"year"-"Council No."-"sequence number within the year" Ex. FORM 4-2005-7-1]

FORM 4 is a multi-page FORM. You can use as many pages as you need to report Officers data, one Officer per page. Use RECORDS - GO TO - NEW to display a new page.

You may use MOUSE, TAB, SHIFT TAB, and "NAVIGATION" at the Toolbar, to move through the Form 4 fields

MEMBER NO. field is not used yet - FORM 4 can't be saved with empty "Must be filled" fields

FILL ONE PAGE FOR EACH OFFICER, PROXY OR TRUSTEE

First Officer

COUNCIL NAME AND NUMBER- Click on top yellow bar and use the DROP LIST (Must be filled)

OFFICERS, PROXIES AND TRUSTEES FOR THE YEAR- Click on the yellow bar; use DROP LIST (Must be filled)

COUNCIL NO.- Click and use DROP LIST (Must be filled)

MEMBER NO. -NOT YET IN SERVICE- Use member number supplied by the Grand Council Cryptic Masons (Form 1)

STATION - Use DROP LIST - For each Trustee click one time on "(yyyy)" and type the year over.(Must be filled)

ELECTION DATE -Type mm, dd, yyyy (Must be filled)

INSTALLATION DATE - Type mm, dd, yyyy

CERTIFICATE OF RITUAL QUALIFICATION:

DONE- Click to mark the box if the CERTIFICATE was issued

CERTIFICATE NUMBER- Type the Certificate Number

CERTIFICATE DATE - Type the date when filled mm, dd, yyyy

DATE MADE- Type the date when this page of FORM 4, for that Officer or Trustee was filled mm, dd, yyyy (Must be filled)

RECORDER SIGNATURE- Type Recorders full name (Must be filled)

NEXT OFFICER, PROXY OR TRUSTEE:

Click on Toolbar "RECORD" and Click on "NEW" of the DROP LIST.

Start filling THE NEW EMPTY RECORD as for the first one.

Suggestions are welcome. Please email to grecorderdc@yahoo.com



GRAND COUNCIL CRYPTIC MASONS OF THE DISTRICT OF COLUMBIA

OFFICERS, PROXIES AND TRUSTEES FOR THE YEAR

COUNCIL NO MEMBER NO.	STATION	FNAME	MNAME	LNAME
	ALL DATES	mm/ dd/ yyyy		
ELECTION DA	NTE	IN	ISTALLATION DAT	E
ILLUSTRIOU	S MASTER CERTIFICAT	E OF RITUAL QUA	LIFICATION	
DONE CE	RTIFICATE NUMBER		DATE	
	DATE I	MADE		
			RECORDER SIGNA	TURE

GRAND COUNCIL CRYPTIC MASONS OF THE DISTRICT OF COLUMBIA



ANNUAL RETURNS FOR YEAR ENDING 12/31/ ELECTED AND APPOINTED OFFICERS FOR THE YEAR

MEMBER NO.	STATION Illustrious Master Deputy Master PCW Treasurer Recorder Captain of the Guard Conductor of Council Marshal Stewart Chaplain Sentinel	FNAME	MNAME	LNAME	
	TRU	STEES			HELP
MEMBER NO.	YEAR TITLE ENDING	FNAME	MNAME	LNAME	
	AFFILIA	ATIONS			
	ATION DATE TITLE m/ dd/ yyyy) IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	FNAME	MNAME	LNAME	HELP
	HONO	PRARY			
MEMBER NO. HON HONO	RARY DATE TITLE	FNAME	MNAME	LNAME	

			DEGREE				
COUNCIL	MEMBER NO.	RM	ROYAL MAST DATE	TER NAME	MNAME	LNAME	HELP
			TOTAL ROYAL MASTER				
COUNCIL	MEMBER NO.	SM	SELECT MASS SELECT MAST DATE FN	STER IAME	MNAME	LNAME	HELP
			TOTAL SELECT MASTER				
			SUPER EXCELLENT	MASTER			
COUNCIL.	MEMBER NO.	SEM		NAME	MNAME	LNAME	HELP
			TOTAL SUPER EXCELLENT N	IASTER			

	TRICE ILLU	JSTRIOUS MASTI	ER		
COUNCIL MEMBER NO. TIN	TRICE IL. MAST DATE	FNAME	MNAME	LNAME !	HELP
					<u> </u>
				3 15 5 5 5	
	TOTAL TRICE ILLUS	TRIOUS MASTER			
	REINS	TATED			HELF
MEMBER NO. REINS REINS		FNAME	MNAME	LNAME	
ТОТА	L REINSTATED	DIED			
MEMBER NO. DI	ED DIED DATE	FNAME	MNAME	LNAME	
					_
	TOTAL DEATHS				

		WITHDR	AWN			
MEMBER NO. WITR	WITHDRAWN DATE	TITLE	FNAME	MNAME	LNAME F	IELF
						_
	TOTAL MITUDDAMA					-
	TOTAL WITHDRAWN					
		DEM	IT			
MEMBER NO. DMT	DEMIT DATE	TITLE	FNAME	MNAME	LNAME	
						_
						-
						_
	TOTAL DEMITS					
	DROF	PED NPI	N BY COUNCIL			
MENADED NO. 1010		TITLE	ENIANE			
MEMBER NO. SUS	REINSTATED DATE	TITLE	FNAME	MNAME	LNAME	
						V F
				3 +1-14		
		135			19	
	TOTAL DROPPED NP	N BY COUN	ICIL			
	DRO	PPED NP	N BY CHAPTE	R		
MEMBER NO. SUS	REINSTATED DATE	TITLE	FNAME	MNAME	LNAME	
	_				6	
			·			_
				la/		
						_
		121	 			
		0		(40)		
	TOTAL DROPED NPN I	BY CHAPTE	ER			_

	I	ROPPED	NPD BY LOD	GE	
MEMBER NO. SUS	SUSP NPD LDG DATE	TITLE	FNAME	MNAME	LNAME HELI
		_			
	TOTAL DROPED NP	D BY LOD	GE		
	SUSPEND	ED FOR U	JNMASONIC CO	ONDUCT	
MEMBER NO. SUS	SUSP UNMASO DATE	TITLE	FNAME	MNAME	LNAME
	TOTAL SUSPENDED	FOR UNM	ASONIC CONDUCT		
	EXPELLE	D FOR UN	MASONIC CON	IDUCT	
MEMBER NO. XPEL	EXPEL UNMAS DATE	TITLE	FNAME	MNAME	LNAME
	TOTAL EXPELLED FO	DE LINMAS	ONIC CONDUCT		
	TOTAL EXPELLED TO	JI UNIIAS	ONIC CONDUCT		
	MINIS	TERS EX	EMPT FROM DU	JES	
	MEMBER NO. XPT	TITLE	FNAME	MNAME	LNAME
			N-12-2		
		_			

TOTAL MINISTERS EXEMPT FROM DUES

GRAND COUNCIL CRYPTIC MASONS OF THE DISTRICT OF COLUMBIA



BRIEF AND GRAND COUNCIL DUES FOR YEAR ENDING 12/31/

MEMBERSHIP LOSSES	MEMBERSHIP GAINS
Withdrawn	Royal Master
Demit	Select Master
Suspended NPD by Council	Super Excellent Master
Suspended NPD by Chapter	Thrice Illustrious Master
Suspended NPD by Lodge	Affiliated
Suspended for unmasonic conduct.	Reinstated
Deaths	Honorary
Total Losses	Total Gains
MEMBERSHIP ON DECEMBER 31,	BALANCE: NET PRESENT MEMBERSHIP GAINS OR LOSSES ON DECEMBER 31,
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	ID COUNCIL DUES ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
TOTAL MEMBERS	x 5.00 =
MEMBERS GREETED	x 1.00 =
MEMBERS REINSTATED	x 5.00 =
SUB-	TOTAL
MINISTERS EXEMPT FROM DUES	x 5.00 =
тоти	AL DUE
Council Seal	Illustrious Master
	Attest:: Recorder
Form 2-Annual Return Rev 4 2008	Date made (mm/dd/ yyyy)