

# 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 changes in a 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: Form 10 includes spaces for 3 initiates  
 and parental information.**

<b>READ INSTRUCTIONS ON BACK WHEN PREPARING, NOTE: USE            TYPEWRITER OR PRINT LEGIBLY GIVING ZIP AND THE NAME AND            ID# OF THE 1st LINE SIGNER</b>			<b>Dates Degrees Received</b> Year _____		
1. Last Name	First Name	Middle Name	Birth Date Mo-Day-Yr	Initiatory Mo-Day-Yr	DeMolay Mo-Day-Yr
Mailing Address, apt. no. City, State, ZIP Code			Name of 1 <sup>st</sup> line signer of the petition ID#		
Phone ( ) _____ E-mail _____			Status Change	Action Date	ID#
<b>PARENT'S NAME</b> (In full)			Father a Master Mason Yes <input type="checkbox"/> No <input type="checkbox"/> Father a Senior DeMolay Yes <input type="checkbox"/> No <input type="checkbox"/>		
Mailing Address, Apt. No. City, State, ZIP Code					
Phone ( ) _____ E-mail _____					
2. Last Name                      First Name                      Middle Name					
Mailing Address, apt. no. City, State, ZIP Code			Name of 1 <sup>st</sup> line signer of the petition ID#		
Phone ( ) _____ E-mail _____			Status Change	Action Date	ID#
<b>PARENT'S NAME</b> (In full)			Father a Master Mason Yes <input type="checkbox"/> No <input type="checkbox"/> Father a Senior DeMolay Yes <input type="checkbox"/> No <input type="checkbox"/>		
Mailing Address, Apt. No. City, State, ZIP Code					
Phone ( ) _____ E-mail _____					
3. Last Name                      First Name                      Middle Name					
Mailing Address, apt. no. City, State, ZIP Code			Name of 1 <sup>st</sup> line signer of the petition ID#		
Phone ( ) _____ E-mail _____			Status Change	Action Date	ID#
<b>PARENT'S NAME</b> (In full)			Father a Master Mason Yes <input type="checkbox"/> No <input type="checkbox"/> Father a Senior DeMolay Yes <input type="checkbox"/> No <input type="checkbox"/>		
Mailing Address, Apt. No. City, State, ZIP Code					
Phone ( ) _____ E-mail _____					

**ALL CORRESPONDENCE AND PATENTS WILL BE SENT TO THE CHAPTER MAIL PERSON OR THE CHAIRMAN**

Send original to: SERVICE AND LEADERSHIP CENTER -- A COPY SHOULD BE RETAINED FOR THE CHAPTER AND A COPY SENT TO THE EXECUTIVE OFFICER

## INSTRUCTIONS FOR PREPARING THE FORM 10

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

**Article 21, Section 321.3**

- (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 Article 9, Section 209.2 for each new initiate member.
- (B) All other information required on a Form 10 Report must be submitted within ten days.
- (B) The Initiatory fee to DeMolay International includes all degree fees, charges for a patent, with a permanent membership card; and the 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, email, and ID#, if known. Indicate in the proper column the date the DeMolay Degree was conferred, marking the Initiatory Degree column "Previously Reported" or "PR". It is not necessary to show the birthdate when reporting candidates receiving the DeMolay Degree.

In preparing the report arrange names alphabetically, writing the names in full, last name, first name, and middle name third, then placing a comma after the last name. NOTE SPELLING CAREFULLY. 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 date that degrees were received, must be provided. Always show opposite the name of each member the month, day, year each degree was received, (for example, 4-5-88), as this information is essential for preparation of 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 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 members name, correct information and status change using the codes listed below, the date this action is effective and the members ID#.

<b>STATUS CODES</b>	
Death .....I	Suspension .....S
*Transfer .....T	Reinstatement .....Re-in
Dual .....DL	Address Change .....AC
**Expulsion .....E	**Resignation .....R
<small>*Name of other chapter involved in transfer  **Must be accompanied by a letter signed by the member or the Executive Officer</small>	

Remember (1) Each candidate initiated must be reported on Form 10 within 10 days after the receipt of the Initiatory Degree, (2) A fee of \$35 for each initiate must accompany the report; (3) No report can be completely processed unless payment of proper fees is made. Make all checks payable to DeMolay International.

A copy of this report must be kept by the Chapter in order to have a proper record of names and information reported to the Service and Leadership Center, and a copy should be sent to the Executive Officer.

A supply of Form 10's can be secured free from the Service and Leadership Center or can also be downloaded from [www.demolay.org](http://www.demolay.org) Go Resources then 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 International**  
**Service & Leadership Center**  
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**Kansas City, MO 64153**  
**demolay@demolay.org**

(816) 891-8333

[www.demolay.org](http://www.demolay.org)