

Grand Commandery of Knights Templar of Louisiana



(Location and Date)

APPLICATION FOR RECORDER'S MERITORIOUS SERVICE MEDAL

Dear Grand Recorder:

In compliance with the provisions of Bulletin No. 6, (Series 1947-1948 Hartman) the following record of my activities as Recorder is submitted for consideration in the award of the "Meritorious Service Medal" to Recorders for services accomplished during their year of office:

RECORDER

The following record must be achieved:

- (1) The Recorder must attend all Stated and Special Conclaves of his Commandery during the year, sickness and absence from the city alone excusing.

Answer: _____

- (2) The Annual Returns of his Commandery, accompanied by check for dues, etc., shall be prepared and transmitted to the Grand Recorder within the time limits prescribed by Law. They shall be complete in every detail particularly as to full names of members added or withdrawn from roll, list and addresses of Past Commanders, newly elected officers for the ensuing year and the Financial Statement Form

Answer: Returns were filed _____
(Date)

- (3) The Recorder shall acknowledge receipt, if required, or furnish the information requested to all communications received from the office of the Grand Recorder within a period of (10) days from date of receipt. Should inquiries require action by the Commandery itself; that the result of such action be made known to the Grand Recorder promptly following Commandery action thereon.

Answer: Communications were answered promptly. Yes No

Exceptions to the above are explained as follows:

- (4) The Recorder shall read aloud in Open Commandery all General Orders, Bulletins or Communications directing such action at the First Stated Conclave held after their reception and the Grand Recorder's Office so notified.

Answer: All General Orders, Bulletins, etc. were read aloud. Yes No

- (5) The Recorder shall report to the Grand Recorder, within (7) days following, the observance by his Commandery of the Special Services of Christmas Observance, Easter and Ascension Day.

Answer: Special Services were reported within the time limit as follows:

Christmas Observance Yes No Easter Yes No Ascension Yes No

- (6) The Recorder shall keep a neat and adequate set of Records of his office which shall be subject to inspection annually by the Inspector General.

Answer: The Inspector General reported my Records on his Inspection Report as follows:

Very Good Good Fair Poor

(over)

- (7) The Recorder shall use all reasonable diligence in notifying the members of their delinquent dues and make due and courteous effort to collect them. In the instance of Commanderies who have provided By-Laws procedure for the Issuance of Summons such action to be carried out within the prescribed limit.
- (8) That he shall cooperate cordially and cheerfully with the Commander in the achievement of his program.

Answer: Full cooperation was extended. Yes No

If answer is NO - explain fully _____

Courteously submitted,

Approved:

(Recorder)

(Commander)

Commandery No. _____ K.T.

Notes: This form must be submitted each year with the Annual Returns filed with the Grand Recorder.

APPROVED:

Signed: _____

(Grand Recorder)

For GRAND COMMANDER'S use.

AWARD: Yes No

Signed: _____

(Grand Commander)