Attendance Record of _____, Commandery No. _____ for period beginning _____

(Date of Last Inspection)

INSTRUCTIONS TO RECORDER

Keep this sheet in your minute book and post it up at each called conclave of your Commandery.

Mark the Record as follows: "P" for "Present" ; "E" for "Legal Excuse" ; "A" for "Absent"

If an Officer is "Absent" he may be legally excused and counted as pressent, if any of the following conditions apply:

1. Personal Illness or death in his immediate family neccessitating his absence
2. If he is attending another Masonic meeting necessarily
3. If a necessary and unadvoidable business engagement demands his presence, AND HE NOTIFIES HIS COMMANDER OR RECORDER IN ADVANCE, giving the reason for his absence. An Officer may not be excused on account of business for more than 20% of the stated and called conclaves

IT IS THE DUTY OF THE COMMANDER TO DETERMINE THE VALIDITY OF THE REASON GIVEN AND ORDER THE RECORDER TO MARK THE RECORD ACCORDINGLY, by writing "E" on this form and showing the facts in the minutes. This should be done at each conclave.

Enter the data thus - mm/dd and the kind of conclave, "S" for stated and "C" for called - in the proper spaces. KEEP THIS FORM UP. BEGIN WITH AND INCLUDE YOUR LAST INSPECTION CONCLAVE BUT NOT THE FORTHCOMING ONE. Greand Encampment law requires the holding of at least one stated conclave each quarter.

The Inspector wil;l call for this Record at your Inspection.

Held Conclaves:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Date (as mm/dd)																														
Kind (S or C)																														
Commander																														
Generalissimo																														
Captain General																														
Senior Warden																														
Junior Warden																														
Prelate																														
Treasurer																														
Recorder																														
Standard Bearer																														
Sword Bearer																														
Warder																														
Sentinel																														
Officers Present																														
Members/Visitors																														
Total Attendance																														

Officers Attendance:

Conclaves Held = _____

% Officers Attendance: _____ / _____ = _____

Total Attendance

Conclaves Held = _____

Average Attendance: _____ / _____ = _____