

SUPPLEMENTAL INSTRUCTION NUMBER 17

**DESCRIPTIVE INDEX OF FORMS
AND PROMOTIONAL MATERIAL**

Forms may be ordered from the Supreme Office by Bethels under Supreme, the Jurisdictional Secretary of a JGC or the Grand Secretary of a GGC. A price list or sample of any form will be furnished upon request. The use of many of these forms is OPTIONAL and not required by Supreme Law. In such cases, their use is regulated by Manuals of Regulations of GGCs or customs. For example, Petition Forms 130 and 131; Dues Receipts, Form 141 and Demit Forms 210 and 211; and some others are specified for use by Supreme Law. Forms such as 134, 140, 142, 150, 174 and 212 are made available for the convenience of GGCs and Bethels desiring to use them.

Form No.	Description
101	Application for Dispensation to form a new Bethel
102	Dispensation for Bethel U.D., issued by Supreme or Grand Guardian to new Bethel prior to chartering
103	Application for Bethel Charter after operating under dispensation
104	Charter issued by SGC to Bethels under Supreme
105	Charter, same as Form 104 but issued by GGC
106	Charter issued by SGC to GGCs
110	Annual Return for GGC Bethels covered by SGC insurance, furnished by Grand Secretary to each Bethel annually to report on membership and remittance of fees.
111	Same as Form 110 but issued to GGC Bethels covered by a GGC insurance.
112	Same as Form 110 but furnished by the Executive Manager to Bethels under Supreme covered by SGC insurance.
113	Same as Form 112 but issued to Bethels under Supreme with self insurance.
120	Grand Guardian/Jurisdictional Guardian's Report, furnished by the Executive Manager to Grand Guardians and Jurisdictional Guardians for their annual report of activities of the Order in their GGC/JGC jurisdiction.
121	Confidential Report, used by Supreme/Assisting Supreme Deputies after inspecting Bethels where appointed.
122	Used for requesting approval for proposed amendments to Bethel Bylaws.
123	Annual Report of GGC/JGC consisting of three sheets, A, B, and C, furnished annually, without charge, by Executive Manager to Grand Secretaries.
130	Petition for Membership, used by an applicant who has never been a member of a Bethel.
131	Petition for Membership by Affiliation, used by a member when applying for membership in another Bethel. Must be accompanied by a Demit.
132	Report of Investigating Committee, used by members appointed to investigate petitioners, filled out individually by them and returned to the Bethel Guardian.
133	Notice to appear for initiation, a postcard which is mailed to petitioners who have been elected to membership by Executive members of the BGC.
134	Request for information on Masonic Relationship, used by an Associate Bethel Guardian to check the relationship of a petitioner and the standing of a Master Mason.
140	Notice of dues, mailed to Bethel members whose dues are unpaid.
141	Official Receipt for Dues. This receipt, properly signed and stamped with the Bethel Seal, must be presented by a member desiring to attend another Bethel, a GGC/SGC Session.
142	Record of Dues, loose leaf ledger sheet for recording dues paid by each Bethel member.
150	Memo of Receipts & Warrants and Order for Treasurer, and cash received. A multi-page form which provides copies for Recorder, Bethel Treasurer, Guardian Secretary and Guardian Treasurer to assist in keeping books in balance.
151	Bethel Treasurer's Report, read at each regular meeting by Bethel Treasurer as report of receipts and disbursements.
161	Certificate of Majority Membership, 8x10, issued to members upon becoming twenty (20) years of age or married under that age.
162	Certificate of Majority Membership, wallet size for same purpose as Form 161.
163	Certificate of Majority Membership, size 4x6 inches for same purpose as Form 161.
170	Member of Honor Certificate, size 4x6 inches, issued by Bethels to adults who have been elected Members of Honor in recognition of service to the Order.
172	Past Honored Queen's Certificate, wallet size.

Form No.	Description
173	Parent's Card, similar to Form 141, issued to parents on first visit to the Bethel, indicating they are eligible to visit other Bethels.
174	Proficiency Certificate, given to Bethel members who have passed the Proficiency Test.
175	IOJD Knowledge Certificate, issued to those having passed the SGC Knowledge Course.
176	Royal Purple Degree Certificate
180	Credentials, issued to officers and members of the SGC, GGCs and JGCs entitled to vote at an Annual Session.
190	Certificate, issued to elective and appointive SGC and GGC officers and members of committees.
191	Certificate of appointment to serve as members of BGCs in SGC and GGCs.
200	Request for a Special Dispensation
201	Special Dispensation, used by those authorized, in granting a special privilege as defined in Bylaws.
210	Demit, issued upon a member's request when desiring to transfer membership to another Bethel, or desiring to resign from membership.
211	Report on petitioning member who has demitted from another Bethel and now wishes to affiliate.
212	Notice of Suspension, sent to a Bethel member suspended for non-payment of dues.
220	Report on Ballot, the list of petitioners to be read by the Recorder, who have been voted upon by the Executive members of the BGC to become members.
221	Ballot for Executive members of the BGC, used by Bethel members to recommend for appointment, Executive members of the BGC. May be used by BGC members for their recommendations.
222	Report of Recommendations for BGC, used in connection with Form 221 at annual meeting of BGC.
230	Ritual, The ritualistic work of the Order
231	Large Print Ritual
232	Proficiency Work, the confidential work of the Order
233	Music Ritual, the musical portion of the ritualistic work with levels of different skills of Musician.
234	Song Card, a list of words for all Bethel music
235	Book of Ceremonies
236	Constitution and Bylaws of the IOJD
237	Mothers', Fathers', and Guardians' Prayer Card
240	Minute/Roll Call Book
241	BGC Minute Book pages, three hole punched
243	Attendance Record Book
246	Financial Record Book
249	Permanent Record Book
250	Initiatory Card
251	Order Forms, for ordering supplies from SGC
252	Record of Payments to SGC
253	Bible, small - Imitation Leather
256	Honored Queen signature sheets for Altar Bible
258	Birthday Cards, different cards for each month
260	Binder for Constitution and Bylaws
262	Librarian's Report, an assortment of symbolic information that may be used by the Bethel Librarian
264	Book of Job, 4.5x2.5
265	History of IOJD - volume 1
280	Trademark Application, used to obtain permission to use the Official Trademark. Permission is granted for one year only.
281	Expense Claim (Deputies and Assisting Deputies ONLY), used for authorized expenses
282	Expense Claim, used for authorized expenses
283	Educational Scholarship Certificate

Form No.	Description
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PROMOTIONAL MATERIAL

302	<u>Attention Masons</u> , a poster for display wherever Masons meet.
303	<u>Support the Masonic Fraternity</u> , a sheet seeking sponsorship of new members into the Order.
304	<u>Parents Brochure</u> , an information pamphlet that is personalized by a Bethel for the parents, guardians, or grandparents of its members.
305	<u>What Job's Daughters IS and IS NOT</u> , a folded card of information with space for a contact name.
306	<u>Information Brochure</u> , comprehensive general information about the Order.
307	<u>Recruitment Brochure</u> , color brochure for prospective members
308	<u>JD Bookmark</u> , information on what a Daughter learns from the Order and what Masonry is.
310	Promotion folder for inserting materials