



Grand Royal Arch Chapter of the State of Illinois

CHAPTER MEMBERSHIP AUDIT GUIDELINES

These guidelines were created to help Chapters perform an annual audit of their membership and keep an up to date record of the best methods of contacting each member. This audit should be performed by the Chapter's Membership Retention Committee, working with the Chapter's Secretary.

By making contact with each member, the information the Chapter has on them is verified and updated, allowing for both regular and effective contact with every member as well as the feeling by the member that the Chapter truly has a vested interest in them, their contributions, and their expectations.

Remember, once you have collected and updated contact information on your Chapter's Companions, make sure to communicate with them – in the manners they specify – as often as you can. There is no use in reaching out and confirming this information if you do not use it to regularly make contact with each member.

The attached form should be used for every member during the annual audit. Compare this to the records from your Chapter's Secretary along with the forms from previous audits. It is a good idea to keep a printed version of this sheet handy in a binder to guard against loss of the electronic copies.

Note that the attached form is a "fillable" PDF document. You can also simply print it off and complete it by hand (if so, be sure to scan it back in as an electronic record for safe keeping).

Be sure to communicate any changes in contact information with the Grand Chapter's Grand Secretary. The Grand Chapter keeps minimal records on members (at the current time), but is expanding the data collected into more comprehensive and complete records.

Good luck Companions!

CHAPTER MEMBERSHIP AUDIT

Chapter Name _____ **Date** _____

Companion's Name _____

Mailing Address _____

City _____ **State** _____ **Zip Code** _____

Home Phone Number _____

Work Telephone Number _____

Mobile or Cell Phone Number _____

Home Email _____

Work Email _____

CONTACT METHOD PREFERENCES

	Home Phone	Cell Phone	Text	Email	Mail	Inperson
Meeting Notices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Event Notices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Degree Notices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practice/School Notices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Annual Dues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Communications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fundraising Events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes
