Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Petition to Grand Lodge Office for Clearance
* Present to WM for decision to entertain Petition
* WM Receives Petition on a Stated Meeting: Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Appointment of Interview Committee
* Provide Committee with copies of questions and Petition
* Interview Chair Contact Scott Kaczor to schedule a Masters Board
	+ Chair contact the member of the board
	+ Chair notifies the Candidate of Time & Place
	+ Provide Chair with 3 copies of the Petition.
* Committee & Masters Board make report & recommendation to Lodge
* WM calls for the ballot
* Update MORI of Election
* Schedule date for EA & Appoint Mentors/Posters
* Create Electronic File by Last Name in Dropbox
* Send New Member 1st Degree Letter to notify the Candidate of Election, and
	+ Time, date and place of degree
	+ Expected dress
	+ Remind him to bring $175 in cash or check payable to the lodge
	+ Send him ‘Seeking light in Masonry’ with the letter
* Confer EA Degree
	+ Present him with ‘Light in Masonry’
	+ Introduce Assigned Mentors
	+ Update MORI
	+ Assign Telephone Contacts for introductions.
* Send Letter to New EA and if he is married send Letter to new EA Wife.
	+ Include Mentor/Posters contact information & FC Date
* Schedule Examination upon Posters recommendation
* Examination at Stated
	+ Update MORI of Exam
	+ Confirm FC Degree Date
* Confer FC Degree
	+ Present him with ‘More Light in Masonry’
	+ Update MORI
* Send Letter to New FC
	+ Letter to contain exam date, and
	+ MM Degree date
* Examination at Stated in FC
	+ Update MORI of Exam
	+ Schedule MM degree
	+ Make sure Bible and Apron are on order
* Confer MM Degree
	+ Present him with ‘Further Light in Masonry’
	+ Update MORI
	+ Present Bible
	+ Present White Apron
	+ Sign By-Laws
* Send Letter to New MM
	+ Schedule MM Exam
* Examination at Stated in MM
	+ Update MORI of Exam
	+ Present Posting Card
	+ Collect dues – depending on time of year (Pro-rate)
	+ Present Dues Card