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