

**Appendix A: Meeting Record**

**MEETING RECORD**

Location:	Date:	Meeting Number:
with Worthy Master	Grange No.      opened in regular session at	a.m./p.m.
	in the chair.	

Officers present were:	<small>(Note: If any Officers are absent, write "Pro-Tem" after the name of member who temporarily fills office. Name of all Officers serving should be written in)</small>
Master	Treasurer
Overseer	Secretary
Lecturer	Gatekeeper
Steward	Ceres
Asst. Steward	Pomona
L.A. Steward	Flora
Chaplain	
Executive Committee	

The minutes of the previous meeting were read and approved: Yes / No      Corrections (if any) Yes / No

The charter was draped in memory of:

Names proposed for membership were:

The following candidates were balloted for and declared elected:

The following candidates received the Welcoming Ceremony,      Obligation,      or are waiting for Degrees

**REPORTS OF STANDING COMMITTEES:**

Agriculture

Community Service/Involvement

Deaf Awareness/Family Health

**Appendix A: Meeting Record**

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Education

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Grange Workers' Activities

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Juniors

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Legislative

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Membership

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Veterans

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Youth

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Reports of Special Committees:

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Communication from was read, Subject:

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Communication from was read, Subject:

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Communication from was read, Subject:

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Communication from was read, Subject:

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Communication from was read, Subject:

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Communication from was read, Subject:

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Communication from was read, Subject:

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Communication from was read, Subject:

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Communication from was read, Subject:

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The Quarterly Report to the State Grange was read and adopted Yes / No

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Receipts for the evening were:

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**Appendix A: Meeting Record**

	For	\$
From:	For	\$
From:	For	\$
From:	For	\$
From:	For	\$
From:	For	\$
From:	For	\$
From:	For	\$
From:	For	\$
From:	For	\$
From:	For	\$
From:	For	\$
From:	For	\$
<b>TOTAL INCOME</b>		<b>\$</b>

The following bills were presented and ordered paid:

From:	For	\$
From:	For	\$
From:	For	\$
From:	For	\$
From:	For	\$
From:	For	\$
From:	For	\$
From:	For	\$
<b>TOTAL EXPENSES</b>		<b>\$</b>

Financial Reports:

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Unfinished Business:

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New Business:

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**Appendix A: Meeting Record**

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Members reported sick or in distress were:

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Lecturer's Program

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Suggestions for the Good of the Order:

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Members present: Regular \_\_\_\_\_ Visitors \_\_\_\_\_ Juniors \_\_\_\_\_ Total: \_\_\_\_\_

Total membership: \_\_\_\_\_ Number who have paid dues to date: \_\_\_\_\_ Number w/unpaid dues: \_\_\_\_\_

Minutes/Motions were read, corrected and adopted. Yes \_\_\_\_\_ / No \_\_\_\_\_

Grange closed in regular form at \_\_\_\_\_ am/pm Secretary: \_\_\_\_\_

## Appendix B: Letterhead Examples

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### Grangerville Grange #979

Serving our community since 1897

97979 Grange Hall Rd.  
Grangerville, OR 97979

[www.grange979.org](http://www.grange979.org)  
email: [info@grange979.org](mailto:info@grange979.org)

# Example 1



*American Values.  
Hometown Roots.*

## Tri-County Pomona Grange #3

Master Joe Patron  
78901 Grange Hall Rd  
Grangerville, OR 97979  
[joepatron@gmail.com](mailto:joepatron@gmail.com)  
503-979-7979

Secretary Imagood Granger  
13579 SW Grange Rd  
West Valley, OR 97980  
[imagood@hotmail.com](mailto:imagood@hotmail.com)  
503-858-8558

# Example 2



# Appendix C: Individual Member Record

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

## DUES PAYMENT RECORD

DATE	PAID	CURRENT TO	DATE	PAID	CURRENT TO

ADDRESS CHANGES					
Effective:					
Name:				Telephone:	
Address:					
City:		State:		Zip:	E-mail:
Effective:					
Name:				Telephone:	
Address:					
City:		State:		Zip:	E-mail:

## Appendix D: Reminder of Grange Dues – 1st Notice

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### Reminder of Grange Dues Dues are payable in advance for the calendar year.

We respectfully remind you that Grange dues are now payable.  
Records show you (or your family) paid to December 31, 20\_\_.

\$ \_\_\_\_\_ will pay your dues through December 31, 20\_\_.

\$ \_\_\_\_\_ will pay your family dues through December 31, 20\_\_.

- Only members with dues paid in advance are entitled to the benefits of membership.
- Your support helps maintain an active family and community organization.
- Your support provides you the opportunity to participate in a grassroots organization at community, county, state and national levels.

\_\_\_\_\_ Grange meets \_\_\_\_\_ am/pm

On the \_\_\_\_\_ of each month.

\_\_\_\_\_  
(Secretary)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Address)



# Appendix E: Reminder of Grange Dues – 2nd Notice

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## Reminder of Grange Dues Second Notice

Name of Individual or Family \_\_\_\_\_

We respectfully remind you that your 20\_ dues were due 12/31/\_. It is entirely possible that our previous dues notice did not reach you or has been laid aside and forgotten. This notice is a reminder of the fact that your dues in the amount of \$\_\_\_\_\_ have not been received.

Payment in full will continue your membership through 12/31/\_\_\_.

\_\_\_\_\_ Grange meets \_\_\_\_\_ am/pm

On the \_\_\_\_\_ of each month.

\_\_\_\_\_  
(Secretary)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Address)

## Appendix F: Reminder of Grange Dues -- Intent to Suspend (Final)

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### Reminder of Grange Dues

#### *Intent to Suspend*

To: \_\_\_\_\_

From: \_\_\_\_\_ Grange No. \_\_\_\_\_

Worthy Patron,

Your dues are now delinquent. The amount owing is \$\_\_\_\_\_ and should be paid immediately. As required by Grange law we have mailed you the required first and second notices. Perhaps you have misplace or even failed to see either of these notices.

**The above amount will pay your dues to December 31, 20\_\_.**

I would appreciate a response to this notice so that you will not face suspension from our Order. We hope that we may continue to merit and claim your membership in our Grange.

Fraternally, \_\_\_\_\_  
(Secretary)

Secretary's Address: \_\_\_\_\_

Phone \_\_\_\_\_

## Appendix G: Notice of Suspension

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### NOTICE OF SUSPENSION

\_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_

TO: \_\_\_\_\_

Having received no response to previous **notices** for **unpaid dues**, \_\_\_\_\_  
\_\_\_\_\_ Grange No. \_\_\_\_\_ must inform you that your name has  
been officially removed from the membership rolls as of \_\_\_\_\_.

We hope you will pay your dues and be reinstated (application for reinstatement enclosed).  
This can be done anytime within the year by paying all back dues and dues in advance to the  
end of the calendar year.

Your application for reinstatement shall be accompanied by \$ \_\_\_\_\_ in  
dues and \$2.00 reinstatement fee. Such reinstatement would restore and maintain a continuous  
membership status.

We hope to reinstate you in our fraternal circle and welcome you back in the very near  
future.

Fraternally, \_\_\_\_\_  
(Secretary)

Secretary's Address: \_\_\_\_\_  
\_\_\_\_\_

# Appendix H: Dues Receipt Card


Dues Receipt  
Record  
Received of: \_\_\_\_\_  
Amount: \_\_\_\_\_  
Date: \_\_\_\_\_  
as payment until  
December 31, 20\_\_\_\_

This certifies that  
\_\_\_\_\_ is a member in good standing in  
\_\_\_\_\_ Grange #\_\_\_\_\_,  
\_\_\_\_\_ County, State of \_\_\_\_\_  
with dues paid in full till December 31, 20\_\_\_\_  
 5<sup>th</sup> Degree     6<sup>th</sup> Degree     7<sup>th</sup> Degree

Secretary: \_\_\_\_\_ 


Dues Receipt  
Record  
Received of: \_\_\_\_\_  
Amount: \_\_\_\_\_  
Date: \_\_\_\_\_  
as payment until  
December 31, 20\_\_\_\_

This certifies that  
\_\_\_\_\_ is a member in good standing in  
\_\_\_\_\_ Grange #\_\_\_\_\_,  
\_\_\_\_\_ County, State of \_\_\_\_\_  
with dues paid in full till December 31, 20\_\_\_\_  
 5<sup>th</sup> Degree     6<sup>th</sup> Degree     7<sup>th</sup> Degree

Secretary: \_\_\_\_\_ 

Dues Receipt  
Record  
Received of: \_\_\_\_\_  
Amount: \_\_\_\_\_  
Date: \_\_\_\_\_  
as payment until  
December 31, 20\_\_\_\_

This certifies that  
\_\_\_\_\_ is a member in good standing in  
\_\_\_\_\_ Grange #\_\_\_\_\_,  
\_\_\_\_\_ County, State of \_\_\_\_\_  
with dues paid in full till December 31, 20\_\_\_\_  
 5<sup>th</sup> Degree     6<sup>th</sup> Degree     7<sup>th</sup> Degree

Secretary: \_\_\_\_\_ 

Dues Receipt  
Record  
Received of: \_\_\_\_\_  
Amount: \_\_\_\_\_  
Date: \_\_\_\_\_  
as payment until  
December 31, 20\_\_\_\_

This certifies that  
\_\_\_\_\_ is a member in good standing in  
\_\_\_\_\_ Grange #\_\_\_\_\_,  
\_\_\_\_\_ County, State of \_\_\_\_\_  
with dues paid in full till December 31, 20\_\_\_\_  
 5<sup>th</sup> Degree     6<sup>th</sup> Degree     7<sup>th</sup> Degree

Secretary: \_\_\_\_\_ 

# Appendix I: Application for Reinstatement

Front



## Application for Reinstatement

I, \_\_\_\_\_  
Residing in: County of \_\_\_\_\_ State of \_\_\_\_\_  
Being \_\_\_\_\_ years of age and by occupation a \_\_\_\_\_  
do respectfully petition to be reinstated and enrolled as a Grange member. In presenting this petition, I am influenced by no motive other than the desire to unite with others in labor for the Good of the Order and the Good of our Country and Mankind and I will receive in return such benefits and advantages as my accrue to all who belong to the Order. Should my petition be granted, I promise a faithful compliance with the By-Laws of this Grange and the Constitution and Laws of the State and National Granges.

I was formerly a member of \_\_\_\_\_ Grange No \_\_\_\_\_  
In County of \_\_\_\_\_ State of \_\_\_\_\_

\_\_\_\_\_  
(Applicant's Signature)

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Dues \$ \_\_\_\_\_ Fee \_\_\_\_\_

*(dues & fees must accompany application)*

\* \* \* \* \*

Back



## Application for Reinstatement

I, \_\_\_\_\_  
Residing in: County of \_\_\_\_\_ State of \_\_\_\_\_  
being \_\_\_\_\_ years of age and by occupation a \_\_\_\_\_  
do respectfully petition to be reinstated and enrolled as a Grange member. In presenting this petition, I am influenced by no motive other than the desire to unite with others in labor for the Good of the Order and the Good of our Country and Mankind and I will receive in return such benefits and advantages as may accrue to all who belong to the Order. Should my petition be granted, I promise a faithful compliance with the By-Laws of this Grange and the Constitution and By-Laws of the State and National Granges.

I was formerly a member of \_\_\_\_\_ Grange No \_\_\_\_\_  
In County of \_\_\_\_\_ State of \_\_\_\_\_

\_\_\_\_\_  
(Applicant's Signature)

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Dues \$ \_\_\_\_\_ Fee \$2.00

*(dues & fees must accompany application)*

2015 Q4 QUARTERLY REPORT
GRANGERVILLE GRANGE # #979
TRI-COUNTY POMONA

Dear Secretary:

This report should be read and approved for payment at the first regularly scheduled business meeting following the end of the quarter and returned to Oregon State Grange headquarters as soon as possible.

January, February, March 1st Quarter Reported at April meeting. Member joining this quarter pays 3 quarters of dues
April, May, June 2nd Quarter Reported at July meeting. Member joining this quarter pays 2 quarters of dues
July, August, September 3rd Quarter Reported at October meeting. Member joining this quarter pays 1 quarter of dues
October, November, December 4th Quarter Reported at January meeting. Member joining this quarter pays next years' dues

All membership changes must be documented on the back side of this report. Note any address and/or name changes. When signed by the Master and Secretary and submitted with your Grange seal affixed this report becomes an official document of your membership roll. It is very critical that all membership changes be correct and submitted in a timely manner. The information included on this report will determine your membership dues for the next quarter. Please include a check for Total Dues & Fees based on total of Line J and send with Grange-approved quarterly report to:

Oregon State Grange, 643 Union Street NE, Salem OR 97301-2462

If you have any questions, please call the State Grange Office at (503) 316-0106.

- 1: Number of regular business meetings this quarter Date and Time of regular Grange business meeting
2: Total number of Members attending each meeting (Oct Oct Junior) (Nov Nov Junior) (Dec Dec Junior)
3: Number of members with dues unpaid
4. Date report approved by the Grange
5. Would you like a visit from a State officer or a committee at your Grange?
6. Have you selected an idea from the Membership Committee idea book?
7. Has your Grange secured bonding for the coming year?

DO NOT CHANGE NUMBER OR TOTALS ON LINES A-H ~ CALL STATE OFFICE IF YOU HAVE QUESTIONS.

- A: 25 Total members
B: 0 Family plans.
C: 0 Total family members.
D: 1 Exempt Golden Sheaf members
E: 24 Members not exempt from dues this quarter @ \$11.25 per member
F: 0 Associate Business Members @ \$2.75 per member
G: (+) underpaid last quarter (-) overpaid last quarter
H: \$ 270 Adjusted Dues Total
I: Add Initiation/Obligation/Welcoming Fees for new members (total x \$1 per individual; \$2 per family)
J: TOTAL DUES & FEES
K: Junior members

Signature of Master
E-mail

Signature of Secretary
E-mail

ADDRESS
CITY/ZIP
PHONE

DON'T FORGET: Master/Secretary Sign....Grange Seal....Date report approved by Grange

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(State Office use only)
Amount received with report: \$ Affix Subordinate Seal Here
Receipt Number: Date:
Past Due \$ or Credit \$

**PLEASE PRINT CLEARLY. (or type)** If additional room is needed to add or delete members, please use a second sheet of paper. Submit copy of application forms **ONLY** for all new family plans. **Birthdates are only needed for Juniors and for youth in family memberships.**

Use the following codes to show **membership gains**.

**I** Initiation (Degree Work)    **J** Junior    **O** Obligation Ceremony    **W** Welcome Ceremony  
**R** Reinstatement    **A** Affiliation    **DI** Demit In (Please indicate Grange where demit originated.)

Use the following codes to show **membership losses**. Please include membership identification numbers (MID) if known. They can be found on the membership lists sent from OSG Office in August of each year.

**NPD** Non Payment of Dues (Cannot be used in 4<sup>th</sup> quarter)    **REQ** Request to be Dropped    **DIED** Death  
**DO** Demit Out (Please indicate Grange where demit is being received, if known)    **EA** End Affiliation (use ONLY for affiliates)

LAST Name FIRST Name Member ID Number (MID)	Male (M) or Female (F) or Business	Phone Number w/Area Code	GAIN See Codes Above	LOSS See Codes Above	Billings N/Y	Street Address or PO Box City, State, Zip Code	Email Address	Date of Birth (See Above)
EXAMPLE: Granger, Imagood MID #1111	F	111-1111- 1111	W	REQ	Y	12345 Grange Building Road Grangetown OR 11111	granger11@ abc.com	11-11-11

\_\_\_\_\_ No changes this quarter

\*Mark yes if a surviving/remaining member still is at this address

Revised 3/1/16

## Appendix K: "In Memoriam" Form

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### "IN MEMORIAM" FORM OREGON STATE GRANGE BULLETIN

(Please send to the Bulletin as soon as possible after the death of a member. **Notification of the death of a member on this form is IN ADDITION to LISTING the death of a member on a QUARTERLY REPORT.**)

Sister \_\_\_\_\_ Brother \_\_\_\_\_ Date of Death \_\_\_\_\_

Grange Name, Number, County \_\_\_\_\_

Address of Member \_\_\_\_\_

Was the deceased a Past State Officer? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please indicate office or offices held and dates.

Was the deceased a Past State Committee Director? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please indicate which committee or committees and dates.

Was the deceased a Past Delegate to the OSG Annual Session? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please indicate dates.

Please send Bulletin to remaining household member (if a Grange member):

Name \_\_\_\_\_

Address \_\_\_\_\_

Send this form to: Oregon State Grange Bulletin, 643 Union St NE, Salem OR 97301

Subordinate/Community Grange & Number \_\_\_\_\_

Signature/Title \_\_\_\_\_

(form revised 12/2010)



# Appendix L: Demit

## Front



### *Demits are valid for 6 months after issued* **Patrons of Husbandry Card of Demit**

To Whom it may Concern:

This certifies that \_\_\_\_\_  
a member of \_\_\_\_\_ Grange No. \_\_\_\_\_  
located in \_\_\_\_\_ County/District, Oregon  
has received \_\_\_\_\_ Degrees in the Order, and is in good standing.  
He/She first became a member of the Grange on \_\_\_\_ / \_\_\_\_ / \_\_\_\_.  
We therefore recommend him/her to your fellowship and protection and for admission  
into any regular Grange to which he/she may apply. Dues are paid in full for the  
calendar year 20\_\_\_\_.  
Unused dues will be paid to your Grange upon request.  
This card is granted by \_\_\_\_\_ Grange No. \_\_\_\_\_  
This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
(Master)

\_\_\_\_\_  
(Secretary)

\_\_\_\_\_  
(Seal)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Email)

## Back



### **Application for Membership by Demit**

To be signed by applicant and acted upon by receiving Grange

I, \_\_\_\_\_ The  
holder of this Demit, hereby apply for membership with \_\_\_\_\_  
\_\_\_\_\_ Grange No. \_\_\_\_\_ of  
\_\_\_\_\_ County/District, Oregon.

\_\_\_\_\_  
(Applicant's Signature)

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Read in regular meeting \_\_\_\_\_, 20\_\_

Acted upon Favorably/Unfavorably by written ballot on:

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_  
(Secretary)

## Appendix M: Order Form: Membership Recognition Certificates & Seals

### ORDER FORM: MEMBERSHIP RECOGNITION CERTIFICATES & SEALS

- This application is to be used for all 25-year Silver Certificates, or 40, 55, 60, 65, 70 year seals.
- To be eligible, a person must have been a member of the Grange continuously for the number of years indicated. The membership need not have been in only one Grange.
- Please complete the bottom of this page by indicating the number and type of awards being ordered and complete the form on the backside of this page indicating the name(s) and membership history of member(s) being recognized.
- Please make all checks payable to the **Oregon State Grange**.
- Enclose this form along with payment and send it to:

Oregon State Grange  
Membership Recognition  
643 Union St NE  
Salem OR 97301-2462

The following seals and/or certificates are being ordered by the \_\_\_\_\_ Grange.

40-Year Seal _____ @ \$3.00 each	\$ _____
55-Year Seal _____ @ \$3.00 each	\$ _____
60-Year Seal _____ @ \$3.00 each	\$ _____
65-Year Seal _____ @ \$3.00 each	\$ _____
70-Year Seal _____ @ \$3.00 each	\$ _____
25-Year Silver Star Certificate _____ @ \$3.00 each	\$ _____
25-Year Silver Star Pin _____ @ \$12.00 each	\$ _____

**SHIP TO:** \_\_\_\_\_ **Total** \$ \_\_\_\_\_

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

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

- The presentation of the 25-Year Silver Star Certificate is an ideal opportunity to plan a special event.
- 25-Year Certificate and pins are available for members who have 25 years of non-consecutive membership. Contact the Oregon State Grange office for more information.

**GRANGE MEMBERSHIP RECOGNITION APPLICATION  
25-YEAR SILVER CERTIFICATE OR SEALS FOR 40, 55, 60, 65 AND 70 YEARS**

This certifies that the members listed below are members of \_\_\_\_\_ Grange, number \_\_\_\_\_ in the County of \_\_\_\_\_ in the State of \_\_\_\_\_, and have been continuous members entitled to official recognition.

**See Reverse Side of Form for Pricing Information. Make Checks payable to the Oregon State Grange. PLEASE WRITE CLEARLY OR TYPE.**

Member's Name †	Office Use Only	Grange Name and Number	Month/Year Joined	Month/Year Demitted	Recognition Requested*

† Print or type names clearly exactly as they will appear on the award  
\*eg. 25 Yr Silver Certificate, 40, 55, 60, 65 & 70 year seals

I certify the foregoing is a correct statement of membership \_\_\_\_\_ Secretary (Subordinate/Community)

Date: \_\_\_\_\_ Mail Membership Recognition to: (please print or type)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Signed: \_\_\_\_\_  
Date: \_\_\_\_\_  
Oregon State Master

## Appendix N: Order Form: Membership Recognition Certificates & Letters

### ORDER FORM: MEMBERSHIP RECOGNITION CERTIFICATES & LETTERS

- This application is to be used for all 50 and 75 year certificates, and all 80 and 85 year letters of congratulations.
- To be eligible, a person must have been a member of the Grange continuously for the number of years indicated. The membership need not have been in only one Grange.
- Please complete the bottom of this page by indicating the number and type of awards being ordered and complete the form on the backside of this page indicating the name(s) and membership history of member(s) being recognized.
- Please make all checks payable to the **National Grange**.
- Enclose this form along with payment and send it to:

Oregon State Grange  
Membership Recognition  
643 Union St NE  
Salem OR 97301-2462

#### The following certificates and/or letters are being ordered by the Oregon State Grange.

50-Year Golden Sheaf Certificate _____ @ \$14.00	\$ _____
75-Year Certificate _____ @ \$14.00	\$ _____
80-Year Letter of Congratulations - <i>free</i>	_____ <u>No Charge</u>
85-Year Letter of Congratulations - <i>free</i>	_____ <u>No Charge</u>
<b>Total</b>	<b>\$ _____</b>

#### SHIP TO:

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

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

- The presentation of the certificates or letters is an ideal opportunity to plan a special event.
- The 55, 60, 65 and 70-year seals are available from the Oregon State Grange Office and are designed to be used in conjunction with the Golden Sheaf certificate booklet. When one of these seals is to be presented, it is suggested that the Subordinate/Community Grange Secretary ask the recipient for their Golden Sheaf Booklet, then affix the seal in the appropriate place on the page opposite the Golden Sheaf certificate.
- Appropriate Golden Sheaf and membership recognition pins are also available from Oregon State Grange Office.



SUPPLY ORDER	PRICE	QUANTITY	TOTAL
<b>SECRETARIAL</b>			
Declaration of Purposes/Welcome to the Grange New Member Kit (Set of 10)	\$10.00		
Demit Application (set of 10)	\$1.50		
Dues Receipt Record/ Membership Card (25 cards/set) (5 cards per sheet x 5 sheets = 25 cards)	\$2.00		
Dues Reminder Cards - Circle one (Set of 10) 1st notice, 2 <sup>nd</sup> reminder, 3rd to suspend, 4th suspended	\$1.50		
Dues Reminder Envelopes - Circle one (Set of 10) 1st notice, 2 <sup>nd</sup> reminder notice	\$4.00		
Grange Logo Decals (various sizes)	Call Office		
Manual - Subordinate (4 <sup>th</sup> Degree) Includes the Alternative Welcoming Ceremony, and Installation Ceremony.	\$11.00		
Manual - Pomona (5 <sup>th</sup> Degree)	\$13.00		
Meeting Record (Work Sheets-25 Meetings)	\$5.00		
Membership - Golden Sheaf - Cards (set of 5)	\$1.25		
Membership - Pomona Cards (set of 10)	\$1.00		
Membership Record Sheets (set of 25) 3-hole punch	\$4.00		
Minute Book - Hard Bound (with headings)	\$35.00		
Minute Book - Spiral Bound (with headings)	\$20.00		
National Digest (loose pages)	\$17.00		
Notice of Acceptance (set of 25)	\$1.00		
OSG By-Laws (loose pages)	\$5.00		
OSG Roster (loose pages)	\$5.00		
Reinstatement Application (set of 10)	\$1.50		
Secretary's Order to Treasurer	\$4.00		
Secretary/Treasurer Account Book	\$12.50		
Song Book (new)	\$9.00		
Song Book (used)	\$5.00		
Town Marker (metal w/Grange Logo)	\$40.00		
Treasurer's Receipt Book	\$3.00		
Window Cling with Grange Emblem	\$1.50		
Duties of the Officers Booklet	FREE		
Floorwork Handbook	FREE		
Master's Handbook	FREE		
Officers' Roll Book	FREE		
Parliamentary Procedures for Grange Members ( <i>booklet</i> )	FREE		
Secretary's Handbook	FREE		
Treasurer's Handbook	FREE		

<b>PROMOTIONAL ITEMS &amp; APPLICATION FORMS: Grange Membership</b>			
<b>The Grange: You Belong</b> --- with application form	FREE		
Recruiting Members	FREE		
Oregon Grange Pull Cards	FREE		
Oregon Youth Program	FREE		
Oregon Junior Grange Program	FREE		

Subtotal \_\_\_\_\_

SUPPLY ORDER	PRICE	QUANTITY	TOTAL
<b>MEMBERSHIP BUTTONS &amp; CERTIFICATES: (Remember to complete and enclose the appropriate forms)</b>			
Silver Star Certificate for 25 Years (Checks payable to OSG)	\$3.00		
25 Year button	\$12.00		
25 Year button (non-consecutive membership)	\$12.00		
Golden Sheaf Certificate for 50 Years <i>(Remember checks must be made out to National Grange!!)</i>	\$14.00		
50 Year Golden Sheaf button	\$22.00		
50 Year button ( non-consecutive membership)	\$12.00		
75 Year Certificate <i>(Remember checks must be made out to National Grange!!)</i>	\$14.00		
75-Year button with jewel	\$25.00		
80 Year Certificate	Free		
80 Year button	\$12.00		
85 Year Certificate	Free		
Buttons: <i>(Circle Choice)</i> 30-yr 35t-yr 40-yr, 60-yr	\$12.00		
70 Year Button	\$14.00		
Seals: <i>(Circle choice)</i> 40-Yr 55-Yr 60-Yr 65-Yr 70-Yr <i>(Name of member)</i>	\$3.00		
Degree Buttons: <i>(Circle Choice)</i> 4th - 5th - 6th - 7th	\$7.00		
Past Master <i>(circle choice)</i> Subordinate Pomona	\$8.00		

\*Other Jewelry Available - see National Grange website or call OSG Office

<b>PINS:</b>			
AMERICAN Values, Hometown Roots	\$1.25		
Proud to be a Granger	\$1.00		

<b>JUNIOR SUPPLIES:</b>			
Manual	\$6.00		
Membership Button	\$1.75		
Past Master - Junior	\$3.50		
Record Book	\$3.00		

Subtotal \_\_\_\_\_

Total from Page 1 \_\_\_\_\_

ALL PRICES SUBJECT  
TO CHANGE  
WITHOUT NOTICE

Order Total	Shipping & Handling
Up to \$5.00	\$1.00
\$5.01-\$10.00	\$4.00
Over \$10.00	\$8.00

Shipping & Handling \_\_\_\_\_

**TOTAL** \_\_\_\_\_

Grange \_\_\_\_\_ # \_\_\_\_\_ County \_\_\_\_\_

Secretary (Please Print) \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_





## Appendix Q: Audit Report

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### SUGGESTED PROCEDURES FOR SUBORDINATE/POMONA GRANGE AUDIT

The audit committee should gather the following information from the Secretary and Treasurer:

1. Bank Statements for the year for all accounts, including canceled check copies if available.
2. Check register and deposit records for all accounts.
3. Secretary-Treasurer's Account Book and/or other Treasurer record books.
4. Secretary's minutes for the audit period.

#### PROCEDURES BY AUDIT COMMITTEE

1. Review bank statements for the year, determine if Treasurer reconciles the bank statements monthly.
2. Determine if the ending balance in the Treasurer's checkbook register is correct by examining bank statements for checks that have not cleared the bank and deposits that were made after the date of the bank statement.
3. Compare deposits listed in the Treasurer's check register to those listed in the Secretary – Treasurer Account Book (if used), to the deposits listed on the bank account, and to the Secretary's minutes.
4. Compare the checks lists in the Treasurer's check register to the Secretary – Treasurer's Account Book (if used) and to the Secretary's minutes.
5. Scan the minutes of the meeting for motions that deal with finances and follow them up to see if actions of the Grange were followed.
6. If everything appears in order for all accounts, sign and date the books at the end of the audit period. If there are any suggestions include them in an audit report. Report to the Grange the results of the audit committee's work.

#### SUGGESTIONS FOR AUDIT REPORT

If the following has not been done, suggest doing so to the Grange.

1. Two signatures should be on each check.
2. All bills no matter how small should be paid by check.
3. Secretary-Treasurer's Account Book (available from the State Grange) should be used with one copy to be kept with the minutes and one with the Treasurer's records.
  - a. Secretary should fill out top portion with deposits received, turning over same to Treasurer and Treasurer should sign to acknowledge receiving.
  - b. Treasurer should list checks to be written, and Secretary should sign to acknowledge order to pay.
  - c. All money, either in or out should be noted on report at meeting received.
  - d. Master should review and sign at the end of the meeting.
4. All account information should be available to members at any meeting upon request.

## Appendix Q: Audit Report

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# AUDIT REPORT

To be retained with the records of the Secretary and Treasurer

We, the undersigned Audit Committee of \_\_\_\_\_

Grange # \_\_\_\_\_ have examined the Secretary and Treasurer's records for the period of \_\_\_\_\_ to \_\_\_\_\_ and have found them to be in satisfactory condition. Any suggestions or exceptions are listed below.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Audit Committee: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Beginning Balance (all accounts): \_\_\_\_\_

Total Receipts (all accounts): \_\_\_\_\_

Total Disbursements (all accounts): \_\_\_\_\_

Ending Balance (all accounts): \_\_\_\_\_

(Above ending balance should balance to individual accounts listed below)

Ending Balance -Checking: \_\_\_\_\_

Ending Balance -- Savings: \_\_\_\_\_

Ending Balance -- Other: \_\_\_\_\_

(list if more than one)

Does this Grange have a safety deposit box? \_\_\_\_\_ What Bank \_\_\_\_\_

Who has access \_\_\_\_\_

Who are the current signers on the Grange Financial Accounts?

## Appendix R: IRS Exemption Letters

Internal Revenue Service

Date: November 21, 2005

OREGON STATE GRANGE PATRONS OF  
HUSBANDRY  
643 UNION ST NE  
SALEM OR 97301

Department of the Treasury -  
P. O. Box 2508  
Cincinnati, OH 45201

Person to Contact:  
Steve Brown 31-07422  
Customer Service Specialist  
Toll Free Telephone Number:  
877-829-5500  
Federal Identification Number:  
93-0243395  
Group Exemption Number:  
0736

Dear Sir or Madam:

This is in response to your request of November 21, 2005 regarding a copy of your organization's group exemption letter.

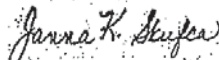
In November 1944 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(8) of the Internal Revenue Code.

Based on the information supplied, we also recognized the subordinates named on the list your organization submitted as exempt from Federal income tax under 501(c)(8) of the Code.

Contributions or gifts by individuals, to domestic fraternal societies, orders, or associations, operating under the lodge system, used exclusively for 501(c)(3) purposes are deductible under section 170(c)(4) of the Code. If solicitations are made for non-501(c)(3) purposes the solicitation must include a statement indicating that these payments are not deductible as charitable contributions for federal income tax purposes. A penalty of \$1,000 per day up to a maximum penalty of \$10,000 annually may be assessed.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



Janna K. Skufca, Director, TE/GE  
Customer Account Services

# Appendix R: IRS Exemption Letters



U. S. TREASURY DEPARTMENT  
INTERNAL REVENUE SERVICE  
WASHINGTON 25, D. C.

IN REPLY REFER TO  
TIR:EO: 1  
RWB

MAY 13 1963

Oregon State Grange of Patrons  
of Husbandry  
1313 S. E. 12th Street  
Portland 14, Oregon

Date of original group ruling

November 2, 1944

Gentlemen:

Based upon the information presented, it is held that the new subordinate units whose names appear on the lists you recently submitted are exempt from Federal income tax as organizations described in section 501(c)(8) of the Internal Revenue Code. This supplements our ruling identified above. Any questions concerning taxes levied under other subtitles of the Code should be submitted to the appropriate District Director.

Your new subordinate units are not required to file Federal income tax returns so long as they retain their exempt status. Furthermore, your subordinate units are not required to file the annual information return, Form 990.

We have noted our records of any change in names, addresses, purposes, character or method of operation of pre-existing subordinate units or those which ceased to exist of which you currently notified us.

Next year, please send us the following information, not later than 45 days after the close of your annual accounting period:

1. Lists showing the names and mailing addresses of your new subordinate units and the names and addresses of any units which have ceased to exist or have changed their names or addresses. The names should be arranged in alphabetical or numerical order. In lieu of the lists referred to above you may furnish us with a copy of your published directory. Please send us one copy of the list or directory for this office and one copy for each district in which your subordinate units are located.
2. A statement signed by one of your principal officers stating whether or not the information upon which your original group ruling was based is applicable in all respect to the new subordinate units.
3. A statement if, at the close of the year, there were no changes in your roster.
4. A statement of any changes in the character, purposes or method of operation of your organization or those of your subordinate units.
5. Duplicate copies of amendments to charters or bylaws of your organization or those of your subordinate units.

Contributions made to you and your exempt subordinate units by individuals are deductible by such donors but only if to be used exclusively for the charitable purposes specified in section 170(c)(4) of the Code.

The various District Directors concerned by the changes in your roster are being notified.

Very truly yours,

*J. F. Worley*  
Chief, Exempt Organizations Branch