

PRINTING FORMS & ADJUSTING PAGE SET-UP

- 1 Click on file and select "Page Set-up"
- 2 Click on "Margins"
- 3 Top, Bottom, Left & Right should be set at 0.25" Header & Footer should be 0.50"
- 4 Click on "Page"
- 5 Under Scaling it should be adjusted to 91%
- 6 Click on "OK"

Note: May not be standard for all printers; expect some trial and error

MAKING DUPLICATE TABS (COPIES)

- 1 Fill in the form (RC, Malta or OT) for your Inspection
- 2 RIGHT CLICK ON TAB
- 3 Click on "COPY" on some computers will say "MOVE OR COPY"
- 4 Click on "CREATE a COPY"
- 5 Another tab will appear with duplicate name with a (2) behind it
- 6 RIGHT CLICK ON THAT TAB
- 7 Click on "Rename"
- 8 Type in new name, i.e., "Grand Commander" (or whomever the copy is for)
- 9 Press "ENTER" Button on your keyboard
- 10 Follow steps 2-9 to create another duplicate copy.

Note: Should have a total of FOUR tabs one each for the;
GRAND COMMANDER
DIVISION COMMANDER
RECORDER
INSPECTING OFFICER

WHEN PRINTING MAKE SURE YOU CHOOSE ONLY PAGE 1 or THE INSTRUCTIONS WILL ALSO PRINT.

LINE ITEM EXPLANATION

After much discussion between the Grand Officers it was decided to give a brief summary on each line as to what we are looking for on this report. It is the recommendation of the Long Range Planning Committee to give Commanderies 1 year to correct Critical Concerns and they would indeed "FAIL" their Inspection the second year.

Remember, use common sense.

ADMINISTRATIVE

- 1 Make sure they are the most recent By-Laws
- 2 Look for date and ask if it is "**cost replacement value**"
- 3 You'll get this information from the "Sign In Book"
- 4 You'll get this information from the "Sign In Book"
- 5 Very few Commanderies have complete set of proceedings. Are the ones they have accessible?
- 6 All Commanderies now participate in MMS. The key is keeping it updated.
- 7 General Order No. 7 in 2017-18.
- 8 Self Explanatory
- 9 Self Explanatory
- 10 Self Explanatory
- 11 Self Explanatory
- 12 From the Sign In Book, some Recorders keep a separate sheet for attendance.
- 13 Make sure they are signed. This is an item the DDC can check
- 14-17 Self Explanatory
- 18 This is in case of a disaster (fire, etc.) and must be off-site.
- 19 This is covered in Section 1600 Article 13 of the OH Code

LINE ITEM EXPLANATION (Cont'd.)

FINANCIAL

- 1 This should be for the previous two years
- 2 Self Explanatory
- 3 Do they have a Budget, gently recommend they should have one.
- 4 Don't be afraid to mark "NO" on this line if they are not
- 5 Self Explanatory
- 6 Make sure these account numbers match.
- 7 Make sure the Commandery has its own Bank Account
- 8 Self Explanatory

MEMBERSHIP

- 1 Did they have a festival or participate in one?
- 2 Do they even know who their chairman is? Talk about their program.
- 3 Self Explanatory
- 4 This is "Suspended for Non-Payment of Dues", they MUST send a registered or certified letter!
If the Commandery DID NOT SUSPEND any members for NPD, check YES for 4a.
- 5 Self Explanatory
- 6 Self Explanatory
Be sure to check the box if the Commandery Successfully (or not) passed the Admin. Inspection

ANNUAL INSPECTION/RITUAL & TACTICS

- 1 Refer to page 98 of the Ritual. OH requests that the Flag also be presented. See 2007 Corrections
- 2 Self Explanatory, Ask the DDC and if he doesn't know he'll find out.
- 3 Self Explanatory
- 4 Self Explanatory, Ask the DDC and if he doesn't know he'll find out.
- 5 Self Explanatory
- 6 Self Explanatory, Ask the DDC and if he doesn't know he'll find out.
- 7 Self Explanatory
- 8 Self Explanatory. Remember it doesn't have to be "live".
- 9 Self Explanatory. These SK's are sometimes overlooked.
- 10 Self Explanatory
- 11 Self Explanatory

The Charter in the Asylum and the Quorum at Inspection have been moved to this section since they are accountable on Inspection Day. The Charter should be in the Asylum, if not, ask about its location.

FULL FORM OPENING

- 1 The DDC can find out for you or ask the Recorder.
- 2 Ask the DDC and if he doesn't know he'll find out.
- 3 Ask the DDC and if he doesn't know he'll find out.
- 4 Refer to page 102-103 of Ritual and page 68-69 of Tactics
- 5 Refer to Tactics page 57-58
- 6 Ask the DDC and if he doesn't know he'll find out.
- 7 Self Explanatory
- 8 Refer to Tactics page 62

REHEARSAL OF DUTIES

- 1 Refer to page 105-109 of Ritual and page 69-70 of Tactics