

**Instructions to complete Junior Secretary's Quarterly Report**  
**Report is due on March 31, June 30, September 30 and December 31 of each year**

**Line by line instructions:**

**Top of the Report:**

Fill in the Grange name and number and the quarter the report is for.

**Left Side of the Report:**

For each line please keep the Junior members and Honorary Junior members separated on the lines provided.

1. Number of members at the beginning of the quarter. This should match line 12 of your prior quarter's report.
2. Number of members gained by initiation during the quarter.
3. Number of members gained by demit during the quarter.
4. Number of members gained by reinstatement during the quarter.
5. Add lines 1 + 2 + 3 + 4
6. Number of members lost by withdrawal during the quarter.
7. Number of members lost by demit during the quarter.
8. Number of members lost by graduation during the quarter.
9. Number of members lost by death during the quarter.
10. Number of members lost by suspension during the quarter.
11. Add lines 6 + 7 + 8 + 9 + 10
12. Subtract line 11 from line 5. This is your membership at the end of the quarter.

**Right Side of the Report:**

This section is to report all members gained and lost during the quarter.

There are three columns:

The first column is to enter the name of the member gained or lost. Please enter a complete name.

The second column is to indicate the type of gain or loss. Use the following key:

- enter **GI** if gained by initiation
- enter **GD** if gained by demit
- enter **GR** if gained by reinstatement
- enter **LW** if lost by withdrawal
- enter **LD** if lost by demit
- enter **LG** if lost by graduation
- enter **LDTH** if lost by death
- enter **LS** if lost by suspension

The third column is to indicate the member type. Use the following key:

- enter **J** if person is a junior member
- enter **H** if person is an honorary junior member

If additional space is needed for more members please attach a list to the report.

**Bottom of the Report:**

Enter the Master and Secretary at the bottom of the report, the Leader must sign the report.

If the Leader has changed or moved please indicate the new address.

Enter the date the report was completed.

Send the pink copy of the report to the State Secretary.

File the yellow copy with the Junior Grange records.