

# Installation Form

Chapter Name and No \_\_\_\_\_

	Name	E-Mail Address
Worthy Matron.....	_____	_____
Worthy Patron.....	_____	_____
Associate Matron .....	_____	_____
Associate Patron.....	_____	_____
Secretary .....	_____	_____
Treasurer .....	_____	_____
Conductress.....	_____	_____
Associate Conductress .....	_____	_____

Date Elected \_\_\_\_\_

Date Installed \_\_\_\_\_

Signature of Secretary: \_\_\_\_\_ (SEAL)

**Secretaries please note the following:** “Secretaries of Subordinate Chapter shall be required to compile a list in writing of all elected and appointed officers, along with their addresses and telephone numbers and e-mail addresses (*if they have one*) of elected officers. This list is to be signed by the installing officer at the completion of the installation ceremony giving date ceremony took place and is to be forwarded to the **Worthy Grand Matron, the Associate Grand Matron and the Grand Secretary immediately.**”

## Installing Officer

On \_\_\_\_\_ (date) the officers of Chapter \_\_\_\_\_  
were installed with the **exception** of:

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

**All officers (Name/Office or Unfilled Office) not installed on this date must be listed above.**

Installing Officer: \_\_\_\_\_ Date: \_\_\_\_\_

**List Names, Addresses and Phone Numbers of Officers**

<b>Title</b>	<b>Name and Address</b>	<b>Telephone</b>
<b>Worthy Matron</b>		
<b>Worthy Patron</b>		
<b>Associate Matron</b>		
<b>Associate Patron</b>		
<b>Secretary</b>		
<b>Treasurer</b>		
<b>Conductress</b>		
<b>Associate Conductress</b>		
<b>Chaplain</b>		
<b>Marshal</b>		
<b>Organist</b>		
<b>Adah</b>		
<b>Ruth</b>		
<b>Esther</b>		
<b>Martha</b>		
<b>Electa</b>		
<b>Warder</b>		
<b>Sentinel</b>		

- **Not Installed**