

2020-2021 SECRETARY TRAINING



Revised 8/17/20

SECRETARY

DUTIES

1. To keep a full and complete record of the proceedings of the Aerie in a book provided for that purpose by the Grand Aerie or if the records are kept electronically, they shall be printed and read at each meeting.
2. Responsible for opening all Aerie mail, except that addressed to other members or officers or the Auxiliary and to read to the Aerie all reports, bills and communications which may be presented.
3. To assist in the transaction of the business of the Aerie.
4. To write all communications.

SECRETARY

DUTIES CONT'D

5. To fill out all certificates and cards granted by the Aerie.
6. To keep and maintain at all times a full, complete and up-to-date roster of the membership, committees as required by MMS and officers of the Aerie, with the latest and up-to-date residence, email address and mailing address of each member and officer.
7. To notify the Grand Secretary forthwith of the expulsion of any member and the cause thereof by forwarding the Trial Committee Decision Form.

SECRETARY

DUTIES CONT'D

8. Shall maintain such systems of records, books and accounts, and shall issue such notices and make such reports as the Grand Aerie shall prescribe.
9. Shall issue receipts for dues, fines and assessments using receipt forms which shall be prescribed by the Grand Aerie.
10. Shall, on a form or method to be provided by the Grand Secretary, on or before the fifth (5th) day of April, May and June, notify by mail, to his last known address or email address that has been supplied to the Secretary, each and every member of the Aerie who will be delinquent on the first (1st) day of June. (A copy of the delinquent list is to be provided for the Membership Security Committee and a copy posted in the Aerie Home after the last meeting in May)

SECRETARY

DUTIES CONT'D

11. When, and as directed so to do by the Aerie, the Secretary shall issue checks on the Treasurer against the proper funds of the Aerie.
12. Shall receive all moneys due the Aerie and shall enter such receipts upon his records to the credit of the respective funds of the Aerie.
13. In the event of the absence of the Treasurer, the Secretary shall deposit all collections in the proper Aerie account.

SECRETARY

DUTIES CONT'D

14. Shall demand, receive and receipt for all money and/or property received or coming into the possession or under the control of any committee, club, etc., except those authorized by the Aerie By-Laws to maintain their own accounts per Section 116.1, Statutes.
15. Shall receipt for all money received from every source on the receipt forms provided by the Grand Aerie.

SECRETARY

DUTIES CONT'D

16. Shall have the power to appoint assistants to efficiently carry on the duties of their office.
 - a. Must be bonded – Aerie pays for bond.
 - b. Paid by the Secretary or paid by the Aerie, if provided for in the By-Laws of the Aerie.
 - c. They are considered employees of the Aerie, IF compensated by the Aerie.
 - d. The assistant so appointed shall be under the supervision of the Aerie Secretary only.
 - e. Can be anyone the Secretary wishes to appoint, with the exception that they cannot be the spouse of a Trustee or Auditor.

SECRETARY

DUTIES CONT'D

17. Shall read at every meeting:

- a. An itemized account of the receipts to and the disbursements from each fund of the Aerie since the last regular meeting.
- b. At the last regular meeting of each month he shall read an itemized list of all, approved unpaid bills of the Aerie on hand, and the date such bills were due and payable.

18. Shall, on request, deliver all books, papers and property of the Aerie to the Auditor or to such officer or officers as the Grand Worthy President or the Grand Secretary shall direct.

<i>WEEK OF 8/21/2011</i>							
		DEPOSITED IN					
RECEIVED FROM	TOTAL RECEIVED FROM	GENERAL FUND	BENEFIT FUND	BUILDING FUND	SOCIAL FUND	CHARITY FUND	TOTAL
TRUSTEES	\$5,524.00	\$3,424.00		\$600.00	\$500.00	\$1,000.00	\$5,524.00
DUES	\$300.00	\$260.00	\$40.00				\$300.00
HORSESHOE CLUB	\$20.00	\$20.00					\$20.00
PWP CLUB	\$40.00	\$40.00					\$40.00
NASCAR CLUB	\$30.00	\$30.00					\$30.00
DONATIONS	\$1,000.00	\$500.00					\$1,000.00
WEEK TOTAL RECEIVED	\$6,914.00	\$4,274.00	\$40.00	\$600.00	\$500.00	\$1,500.00	\$6,914.00
<i>WEEK OF 8/28/2011</i>							
		DEPOSITED IN					
RECEIVED FROM	TOTAL RECEIVED FROM	GENERAL FUND	BENEFIT FUND	BUILDING FUND	SOCIAL FUND	CHARITY FUND	TOTAL
TRUSTEES	\$6,276.00	\$3,876.00		\$600.00	\$500.00	\$1,200.00	\$6,176.00
DUES							\$0.00
HORSESHOE CLUB							\$0.00
PWP CLUB							\$0.00
NASCAR CLUB							\$0.00
DONATIONS							\$0.00
WEEK TOTAL RECEIVED	\$6,276.00	\$3,876.00	\$0.00	\$600.00	\$500.00	\$1,200.00	\$6,276.00
<i>WEEK OF</i>							
		DEPOSITED IN					
RECEIVED FROM	TOTAL RECEIVED FROM	GENERAL FUND	BENEFIT FUND	BUILDING FUND	SOCIAL FUND	CHARITY FUND	TOTAL
TRUSTEES							\$0.00
DUES							\$0.00
HORSESHOE CLUB							\$0.00
PWP CLUB							\$0.00
NASCAR CLUB							\$0.00
DONATIONS							\$0.00
WEEK TOTAL RECEIVED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL RECEIVED AND DEPOSITED	\$13,190.00						\$13,190.00

SECRETARY

DUTIES CONT'D

19. Shall receive compensation as prescribed by the By-Laws of the Aerie.
 - a. Such compensation shall be a per capita compensation.
 - b. Shall be based upon the number of members who are in good standing or who are no more than **one (1) month** in arrears.
 - c. Such compensation shall not be paid to the Secretary however, until all required reports have been completed and transmitted.

SECRETARY

MISCELLANEOUS RECEIPTS

1. Required for all monies received except for dues when you use the Temporary Receipt Form.
2. The receipts are in numerical order.
3. Original given to the person you received the money from.

NOT VALID if written with ordinary lead pencil. This receipt must be made in duplicate and written with "Stylus" or indelible pencil.



FRATERNAL ORDER OF EAGLES

MISCELLANEOUS RECEIPT



FUND No 009

City _____ State _____ Month _____ 19 _____

RECEIVED from _____

The sum of _____ Dollars

in payment for _____

Entered in Cash Book Page _____ (AERIE/AUX.) Secretary Aerie/Aux. No. _____

\$ _____ SEAL _____

Duplicate (Yellow Copy) Must Not Be Detached.

Printed in U.S.A.

NOT VALID if written with ordinary lead pencil. This receipt must be made in duplicate and written with "Stylus" or indelible pencil.



FRATERNAL ORDER OF EAGLES

MISCELLANEOUS RECEIPT



FUND No 010

City _____ State _____ Month _____ 19 _____

RECEIVED from _____

The sum of _____ Dollars

in payment for _____

Entered in Cash Book Page _____ (AERIE/AUX.) Secretary Aerie/Aux. No. _____

\$ _____ SEAL _____

SECRETARY

DISTRIBUTION OF RECEIPT FORMS

1. Can be obtained from the Grand Aerie Supply Department.
2. A valuable tool for making the turnover of money to the Treasurer and making your report to the membership.
3. Not to be used as a receipt from the Treasurer.
4. Indicates how your deposits are made to the different funds.
5. Perforated for tearing off part for the Treasurer.

FROM OFFICIAL RECEIPT RECORD	BENEFIT FUND				GENERAL FUND				SOCIAL FUND				BUILD. MAIN. FUND			
Dues																
Initiations																
Insurance																
Social Rooms																
Rents																
TOTAL																

TOTAL DISTRIBUTION OF RECEIPTS

Date _____ 20____

Benefit Fund				
General Fund				
Social Fund				
Building & Maintenance Fund				
TOTAL AM'T PAID TO TREAS.				

Form RPT-82S-B

TOTAL DISTRIBUTION OF RECEIPTS
(FOR TREASURER)

Date _____ 20____

Benefit Fund				
General Fund				
Social Fund				
Building & Maintenance Fund				
TOTAL AM'T PAID TO TREAS.				

Secretary

Form RPT-82S-B

SECRETARY

SECRETARY'S MINUTE BOOK

1. Secretary's must keep a complete and full record of the proceedings of the Aerie.
2. DO NOT attempt to write out completed minutes of the meeting during the meeting. Take notes and/or record the meeting.

(A Local Aerie may, by a proper By-Law, prohibit the tape recording of any of its meetings other than that done by the Secretary or designated recorder for those proceedings or meetings. Opinion No. 703.)

SECRETARY

SECRETARY'S MINUTE BOOK CONT'D

3. Create an outline of standard minutes required so you have it available for each meeting:
 - a. Roll Call of Officers
 - b. Reading of the Minutes of the previous meeting
 - c. Treasurer's Report
 - d. Old Business
 - e. New Business
 - f. Reading of new applicants
 - g. Reading of re-enrolled applicants
 - h. Etc.

SECRETARY

SECRETARY'S MINUTE BOOK CONT'D

4. Minutes can be typed on stationary and glued to the Secretary's minute book pages or maintained in a three ring binder.
5. It is VERY important to include the following in the Minutes book:
 - a. Visiting Members
 - b. Officers absent and if they were excused
 - c. Applications received for
New/Reenrolls/Dual/Transfer
 - d. Applications voted upon
 - e. Applications that were rejected
 - f. Applicants who were initiated

SECRETARY

SECRETARY'S MINUTE BOOK CONT'D

- a. Members on the sick list
- b. Short resume on all communications received and read
- c. Action taken on reports of all committees
- d. Excuses of absentees
- e. Old Business – Motions, etc.
- f. New Business – Motions, etc.
- g. Good of the Order

SECRETARY

SECRETARY'S MINUTE BOOK CONT'D

6. Part two of the minute books is a record of all Special Committees.
7. Part three is for a record of all Standing Committees.
8. Part four is for recording attendance of all Officers.
9. Fraternal and Fiscal Year – June 1st to May 31st.

SECRETARY

SECRETARY CASH BOOK

1. There are four authorized funds:
 - a. General Fund – Section 112.1 Statutes
 - b. Social Fund – Section 113.1 Statutes
 - c. Benefit Fund – Section 111.1 Statutes
 - d. Building Fund – Section 114.1 Statutes

The Secretary Cash Book is available through the Grand Aerie Supply Department or you may use the Quicken Quickbooks or similar program.

Account List

5/16/2008 - FOE0-07-08

Page 1

Account	Online Serv...	Status	Trans	Description	Current Balance	Ending Balance
Cash Flow Accounts						
Spending Accounts						
BINGO CHARITY h			108	CHARITY	1,260.56	1,260.56
CANCER h			5	CHARITY	1,905.00	1,905.00
C FL CHILDS HOME h			4	CHARITY	0.00	0.00
DIABETES-KIDNEY h			4	CHARITY	1,903.00	1,903.00
DOG CH-SCHOL h			66	CHARITY	800.00	800.00
G. EAG-ALZ-EVILL h			3	CHARITY	800.00	800.00
HEART h			3	CHARITY	400.00	400.00
JIMMY D-L REED h			5	CHARITY	2,348.00	2,348.00
MEMORIAL FOUND. h			1	CHARITY	300.00	300.00
MISC CHARITIES h			35	CHARITY	518.00	518.00
AMATTHISHOSPRM h			12	EARMARKED	1,022.86	1,022.86
BENEFIT FUND h			6	EARMARKED	902.00	902.00
CHRISTMASAERIE h			5	EARMARKED	35.00	35.00
CHRISTMASAUX h			7	EARMARKED	35.00	35.00
DELEGATES-3496 h			434	EARMARKED	2,536.00	2,536.00
EREPHOSPRM h			10	EARMARKED	0.00	0.00
HORSESHOELEAGUE h			177	EARMARKED	195.00	195.00
INSTANT BINGO h			38	EARMARKED	471.95	471.95
JR. EAGLES h			128	EARMARKED	2,237.22	2,237.22
PAST WORTHY PRESIDENT...			212	EARMARKED	2,058.71	2,058.71
PECKERHEAD CLUB h			192	EARMARKED	622.09	622.09
RITUAL TEAM MONEY h			189	EARMARKED	729.00	729.00
STEAK SHOOT h			96	EARMARKED	1,822.91	1,822.91
XMAS BASKETS h			140	EARMARKED	1,865.41	1,865.41
BINGO ACCOUNT h			300	TRACK BINGO INC/E...	65,877.70	65,877.70
BAR-KIT-OTH INC h			3820	TOT BAR/KIT/OTH IN...	195,532.80	195,532.80
GENERAL	Activated		4487	CHECKING - CAP 02	96,784.84	96,784.84
SOCIAL	Activated		3311	CHECKING - CAP 03	23,808.86	23,808.86
PETTY CASH			3	PETTY CASH	9,000.00	9,000.00
				Subtotal	204,721.08	204,721.08
Savings Accounts						
BLDG & MAINT	Activated		67	HIGH PREF. MONEY...	28,492.82	28,492.82
				Total	233,213.90	233,213.90
Property & Debt Accounts						
Asset Accounts						
BUILDING AND PROPERTY			41		474,585.36	474,585.36
LOAN CLERMONT 4485			1		3,000.00	3,000.00
				Subtotal	477,585.36	477,585.36
Liability Accounts						
BUILDING AND PROPERTY L...			74		-119,572.60	-119,572.60
				Total	358,012.76	358,012.76

Balance Total : 591,226.66

Category List

5/16/2008 - FOE0-07-08

Page 1

Category	Hide	Description
Income	H	
ATM DEPOSIT		ATM MACHINE
BAD CHECK INCOM		BAD CHECK INCOME
BAR INC MISC		BAR MISC/SNACKS INC.
BINGO 50-50		BINGO 50-50 INCOME
BINGO CHARITY INCOME		BINGO CHARITY INCOME
BINGO INCOME		BINGO 15%
BLDG FUND DON		BLDG. FUND DONATIONS
CHANGE BANKS		DEPOSIT
CHARITY INC		OTHER CHARITY INC.
DART CHARITY INC		DART CHARITY INCOME
DELEGATES		DELEGATE INCOME
DEPOSIT		DEPOSIT
DONATIONS GEN.		GENERAL DONATIONS
DUES		DUES NEW/REEN MBRS
FUND TRF INC		MONEY TRF FM OTH ACCT
HATS-PINS-ETC.		HATS/PINS/ETC. SALES
HORSESHOEINC		LEAGUE INCOME
INIT FEES		INIT FEES-NEW/DUAL/REEN
INT INCOME		INTEREST INCOME
JREAGLE INCOME		
MISC INC. GEN		GEN FUND MISC. INCOME
NEWAER-AUX		CLERMONT
NWSLT INCOME		NWSLT BOOST/PR INC.
OTH S.R. INC		OTHER SOC ROOM INCOME
AD TABS		
DAILY DRAWINGS		DAILY DRAWINGS
HALL RENTAL INC		HALL RENTAL INCOME
MACHINE INC.		MACHINE INCOME
MISC. INCOME		MISCELLANEOUS INCOME
POOL TABLE		POOL TABLE
REEL MACHINES		REEL MACH INCOME
SPECIAL FUNCT.		SPEC. FUNCTIONS INC.
STEAK SHOOT		
TELEPHONE		TELEPHONE INCOME
TOY MACHINE		TOY MACHINE
WEEKLY DRAWINGS		WEEKLY DRAWINGS
PECKERHEAD INCOME		
PWP CLUB INCOME		PWP CLUB INCOME
RITUAL TEAM INCOME		RITUAL TEAM INCOME
SPEC FUNC GEN		SPEC FUNC. GEN FUND
TOT. GR. SALES		TOT. BAR/KIT GR. SALES
BAR. GR. SALES		BAR GROSS SALES
KIT GR. SALES		KITCHEN GROSS SALES
WK TRUST INC		WEEKLY TRUSTEES INCOME
Expense	H	
ACCOUNTANT		ACCOUNTANT FEES
ATM REPLENISHMENT		MONEY TO ATM
ATTORNEY		ATTORNEY FEE
BANK SVC CHG		BANK ANALYSIS/SVC CHGS
BAR MISC		SODA/SNACKS/SUPPLIES
BEER-WINE PURCH		PURCHASE OF BEER/WINE
BINGO EXPENSES		15% & GEN EXP

SECRETARY

SOCIAL SECURITY/WITHOLDING TAXES

1. Trust Funds – Deposited in to the Benefit Fund.
2. Paid at the end of each quarter. (July 21st – October 31st, January 31st, April 30th)
3. Large payrolls require deposits of withholding taxes to a local bank depository. Be sure to check with the IRS.
4. It is strongly recommended that Aeries hire an accountant because Secretary turnover can be an issue when quarterly reports are due.
5. Record as a liability on the Semi-Annual Report.

SECRETARY

REPORTS AND NOTIFICATIONS

1. Secretary's Annual Report – Per Capita Tax
 - a. Each Local Aerie shall pay to the Grand Aerie an annual Per Capita Tax of twelve (\$12.00).
 - b. Invoice will appear on the Membership Management System home page
 - c. Paid from the Benefit Fund
 - d. Due and payable by June 30th
 - e. State Per Capita Tax may be billed annually or semi-annually depending on the State



PerCapita Tax

Period Ending 11/30/2018

Grand Aerie, FOE

Attn: Accounts Receivable Department
1623 Gateway Circle South
Grove City , OH 43123

Aerie 4167

PO BOX 253

BEECH GROVE, IN 46107-0253

Activity Date	Invoice	Description	Quantity	Amount
11/30/2018	P404430	Invoice - Initiated Members	516	\$3,096.00
11/30/2018	P404430	Adjustment for Police & Fire Members	0	0.00
			Invoice Total:	\$3,096.00

The Per Capita Tax is based on the actual count of active members as of the end of the Per Capita reporting period. Please send a copy of this invoice back to the Grand Aerie with your payment. Thank you for your cooperation and prompt payment.



PerCapita Tax

Period Ending 11/30/2018

State/Province PCT Invoice

AERIE 4167 BEECH GROVE

PO BOX 253

BEECH GROVE, IN 46107-0253

GARY R WEBER
STATE/PROVINCIAL SECRETARY
341 NORTHSIDE DR
BATESVILLE, IN 47006-7012

Activity Date	Invoice	Description	Quantity	Amount
11/30/2018	404430	Invoice - Grand Aerie Initiated Members	516 *	1,032.00
11/30/2018	404430	Adjustment - Police & Fire Members	0	0.00
		Invoice Sub-Total:		1,032.00
		Write-in Total for Dual Members \$2.00 Each: (If required by the State/Province)	_____	
		Total Amount:	_____	

* This number does not include Dual Members

**DUE DATE FOR PAYMENT IS IN ACCORDANCE WITH STATE OR PROVINCIAL
BY-LAWS**

Please make check payable to the "IN STATE AERIE " and Mail to:

GARY R WEBER
STATE/PROVINCIAL SECRETARY
341 NORTHSIDE DR
BATESVILLE, IN 47006-7012

DO NOT SEND TO THE GRAND AERIE

SECRETARY

REPORTS AND NOTIFICATIONS

2. Financial Report

- a. In accordance with the Blue Hardbound Ritual Book – Pages 21 – 23
- b. At each meeting, the Secretary is required to report on the finances of the Aerie.
 - i. An excel spreadsheet can be created to track finances
 - ii. An Accounting Statement is available in MMS that will provide balances for Per Capita Tax, Membership Application Fees, Supplies and Dues Reminders.

<i>WEEK OF 8/21/2011</i>							
		DEPOSITED IN					
RECEIVED FROM	TOTAL RECEIVED FROM	GENERAL FUND	BENEFIT FUND	BUILDING FUND	SOCIAL FUND	CHARITY FUND	TOTAL
TRUSTEES	\$5,524.00	\$3,424.00		\$600.00	\$500.00	\$1,000.00	\$5,524.00
DUES	\$300.00	\$260.00	\$40.00				\$300.00
HORSESHOE CLUB	\$20.00	\$20.00					\$20.00
PWP CLUB	\$40.00	\$40.00					\$40.00
NASCAR CLUB	\$30.00	\$30.00					\$30.00
DONATIONS	\$1,000.00	\$500.00					\$1,000.00
WEEK TOTAL RECEIVED	\$6,914.00	\$4,274.00	\$40.00	\$600.00	\$500.00	\$1,500.00	\$6,914.00
<i>WEEK OF 8/28/2011</i>							
		DEPOSITED IN					
RECEIVED FROM	TOTAL RECEIVED FROM	GENERAL FUND	BENEFIT FUND	BUILDING FUND	SOCIAL FUND	CHARITY FUND	TOTAL
TRUSTEES	\$6,276.00	\$3,876.00		\$600.00	\$500.00	\$1,200.00	\$6,176.00
DUES							\$0.00
HORSESHOE CLUB							\$0.00
PWP CLUB							\$0.00
NASCAR CLUB							\$0.00
DONATIONS							\$0.00
WEEK TOTAL RECEIVED	\$6,276.00	\$3,876.00	\$0.00	\$600.00	\$500.00	\$1,200.00	\$6,276.00
<i>WEEK OF</i>							
		DEPOSITED IN					
RECEIVED FROM	TOTAL RECEIVED FROM	GENERAL FUND	BENEFIT FUND	BUILDING FUND	SOCIAL FUND	CHARITY FUND	TOTAL
TRUSTEES							\$0.00
DUES							\$0.00
HORSESHOE CLUB							\$0.00
PWP CLUB							\$0.00
NASCAR CLUB							\$0.00
DONATIONS							\$0.00
WEEK TOTAL RECEIVED	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL RECEIVED AND DEPOSITED	\$13,190.00						\$13,190.00



Account Statement

December 14, 2016

Aerie 4200
 2055 JORDAN AVE # 1
 JUNEAU, AK 99801-8116

Grand Aerie, FOE
 Attn: Accounts Receivable Department
 1623 Gateway Circle South
 Grove City, OH 43123

Page 1 of 1

Activity Date	Invoice	Description	Amount
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Membership Application Fees

08/29/2016	M489375	Invoice - Membership Batch	10.00
	M489375	Balance	10.00
08/31/2016	M490304	Invoice - Membership Batch	10.00
	M490304	Balance	10.00
09/08/2016	M490733	Invoice - Membership Batch	10.00
	M490733	Balance	10.00
10/01/2016	M494159	Invoice - Membership Batch	10.00
	M494159	Balance	10.00
10/06/2016	M494864	Invoice - Membership Batch	10.00
	M494864	Balance	10.00
10/12/2016	M494880	Invoice - Membership Batch	30.00
	M494880	Balance	30.00
Total Balance Due for Membership Application Fees			\$80.00

Per Capita Tax

11/30/2016	P384115	Invoice	1,110.00
	P384115	Balance	1,110.00
Total Balance Due for Per Capita Tax			\$1,110.00

Total Balance Due \$1,190.00

**** \$1,190.00 is Due and Payable ****

SECRETARY

REPORTS AND NOTIFICATIONS CON'TD

3. Delinquent Members and Dues Reminders
 - a. Members are considered delinquent as of June 1st.
 - b. A Delinquent Member Report is available in the Membership Management System.
 - c. Dues Reminders will be sent by the Grand Aerie.

4. Report of Applications
 - a. Applications for membership shall be entered into the MMS System before the next regularly scheduled meeting.
 - b. An Initiation/Re-enrollment Report is available in the MMS System.

6034797-262-1-1*



Auxiliary 4035
C/O Madam Secretary, Cindy L Hussing
PO BOX 134
ANDOVER, OH 44003-0134
Phone: (440) 293-5997

Remittance Section

Statement Date 03/30/2018
Grand Aerie ID 3971399
Balance Due \$26.00
Payment Enclosed \$ _____

- I would like to make a charity contribution. (See Back of Invoice)
- Check here for change of address (See reverse for details)

RENEWAL NOTICE

6034797-262-1 1 1 *****ECRLOT**R001
[Barcode]



CINDY HUSSING
2416 RALEIGH LN
ESPYVILLE PA 16424-3064

Please make payable to:
Auxiliary 4035
C/O Madam Secretary, Cindy L Hussing
PO BOX 134
ANDOVER, OH 44003-0134
[Barcode]

Please detach and return above portion with your payment.

Renewal Notice

Statement Date 03/30/2018
Grand Aerie ID 3971399

Featured Benefits

Summary of Charges

Description	Amount
3971399 - Cindy Hussing	
Auxiliary 4035 - BENEFIT MEMBER 06/01/2018-05/31/2019	\$26.00




Support Grand Worthy President Tom McGrath and Grand Madam President Helen Poehner as they raise money for their charities.

GWP Tom McGrath - FOE Diabetes Research Center
GMP Helen Poehner - FOE Alzheimer's Fund

Donations can be made payable to the FOE Charity Foundation with GWP - DRC or GMP - Alzheimer's designated in the memo line. All donations should be sent to FOE Charity Foundation, 1623 Gateway Circle South, Grove City, OH 43123.

How to Renew

Pay by check or money order via postal mail or arrange payment through your Local Secretary. If you have already submitted your renewal payment to the Local Secretary, please disregard this notice.



DON'T WAIT RENEW BEFORE IT'S TOO LATE

Due to law changes made at the 2017 International Convention in Grand Rapids, Mich., members who are past due are subject to being dropped after June 30, 2018. Please be sure to pay your dues before the deadline on May 31, 2018, to avoid being subject to dropped membership after the grace period ends.

Don't wait - Renew Today!

Fraternal Order of Eagles
Auxiliary 4035 | (440) 293-5997 | Madam Secretary, Cindy Hussing

10445PREN 3/21/18

SECRETARY

REPORTS AND NOTIFICATIONS CON'TD

5. Notice of Election to Membership
 - a. Must appear for interview within 60 day of notice
 - b. Has a period of six (6) months to appear for Initiation
 - i. If they do not appear, they forfeit all fees paid.
 - ii. Application for membership is cancelled.

6. Report of Officers to the Grand Aerie
 - a. The Secretary is required to enter all Officers and required Committees in the Membership Management System.

SECRETARY

REPORTS AND NOTIFICATIONS CON'TD

7. Sales Taxes – Monthly

- a. State is a percentage of Gross Sales. Some counties add to the State Tax for County revenue.
- b. State and other Sales Tax is filed and paid online.
- c. Determine your Gross Sales from Trustees Monthly Report.

Checklist of Financial and Reporting Responsibilities for Aeries and Auxiliaries

JUNE

1st - Per Capita Tax Due to Grand and State/Province

JULY

1st - Per Capita Tax LATE

31st - IRS Payroll Tax Form 941 Due for June 30

31st - Qtr. Ends

OCTOBER

15th - IRS Form 990 Due

15th - IRS Form 990 Extension Due if unable to file

15th - Treasurer's Report and 990 Copy Due to Grand Aerie

15th - Auditor Report due for all postcard filers and Canada

31st - IRS Payroll Tax Form 941 Due for Sept 30

31st - Qtr. Ends

JANUARY

31st - IRS Payroll Tax Form 941 Due for September 30 Qtr. end

31st - IRS Payroll Tax Form 941 Due for December 31 Qtr. end

31st - IRS Payroll Tax Form 940 Due for December 31 year end

JANUARY

31st - Forms 1099 and W2 due to recipient

28th - Form 1096 (1099 Summary Report) due to IRS

APRIL

15th - IRS Form 990 due – if extension was filed

30th - IRS Payroll tax form 941 due for March 31 Qtr. end

MAY

31st - Contributions must be received in Grand Aerie for fiscal year

31st - Credit on Convention Reports

31st - Grand Aerie Books Closed

31st - Last POST Date

Assistance: IRS – www.irs.gov website, choose Non-Profit and Charity tab or call 1-877-829-5500

Grand Aerie – accounting@foe.com or charities@foe.com

REPORTING WHERE DUE DATE IS DEPENDENT UPON STATE LAW REQUIREMENTS OR RENEWAL DATES:

Monthly:

- State Sales Tax Reports
- Gaming Reporting

Annually:

- Insurance Documents with Declaration Pages naming Grand Aerie as additionally insured
- Affiliation Agreement
- State Registration or Incorporation Renewal (usually has a filing fee).

OTHER TIMEFRAMES OF NOTE

CONTRIBUTIONS:

The Grand Aerie Accounting Department closes the fiscal year on MAY 31. There are no exceptions to this date and late receipts cannot be accommodated.

If you wish to ensure credit for your charity work during the annual convention, all contributions must reach the Grand Aerie PRIOR to May 31. If May 31 falls on a weekend, please adjust mailing dates accordingly to the prior Friday.

GRANTS:

If you are requesting a grant to be presented to a recipient or to be presented at a convention, please request your grant at a minimum of one month prior to date needed.

The grant is processed through your State Secretary's office, the International Charity Director (if over \$5,000), through the Grand Aerie Board of Directors (if over \$10,000) and then can be processed by the GA Accounting Department.

REGIONAL GRANTS:

The hosting State requests the Grant for \$5,000 and must be submitted one month in advance of the Regional Conference

MEMBERSHIP MANAGEMENT SYSTEM (MMS)

The Membership Management System is used to assist the Local Secretaries with their day to day duties. With MMS, the Secretary has the ability to maintain membership records, print dues receipts, run specific reports pertaining to membership, finances, etc., print Accounting statements, check their status with the Compliance Department, create postcards, send mass e-mails to their membership, update the Officer List and much more.

The link to access the Membership Management System (MMS) is <https://mms.foe.com>

In order to access the system, you will need to have a username and password which can be obtained by sending an e-mail to mmshelp@foe.com.



MEMBER MANAGEMENT SYSTEM

THE FRATERNAL ORDER OF EAGLES

User Sign-On

User ID:

Password:

If you have forgotten your password, enter your User ID above and click the "Forget Password?" button below.
Your password will be emailed to you.

If you need credentials to log into MMS,
contact MMS Help at
mmshelp@foe.com or 614-883-2177.

MEMBERSHIP & APPLICATIONS

New and Re-enrolled Membership Applications

1. Every application for membership shall be recommended by two (2) members in good standing.
2. Initiation/Re-enrollment Fee is to be determined by the By-Laws.
3. \$10.00 of the Application Fee is to be sent to the Grand Aerie.
 - a. The Grand Aerie will keep \$6.00. \$4.00 will be forwarded to the State.
4. Dues shall be determined by the By-Laws but can be no less than the amount equal to the Grand Aerie Per Capita Tax plus State Per Capita Tax and any fees and/or assessments.
5. All applicants must be interviewed, voted upon and Initiated with the exception of re-enrollments as they are not required to go through the Initiation process again.

MEMBER BENEFITS

Join today for access to a growing slate of benefits designed to add value to your membership and keep money in your pocket.

Members in good standing receive protection through our Memorial Foundation, which provides medical and educational benefits to children of Eagles who lose their lives while at work or serving their country.

Eagles ages 55-and-up with at least 10 years of membership have the option of spending their days at Eagle Village, an exclusive living community in beautiful Bradenton, Florida, with a library, recreation center, pool, and three-acre lake.

To help save money, your membership gives you access to great discounts from our affinity partners seen below.



FOR MORE DETAILS VISIT
WWW.FOE.COM

CERTIFICATION OF MEMBERSHIP

I hereby certify that I profess to be of good moral character, and believe in the existence of a Supreme Being, I am not a member in any other Aerie or Auxiliary within the Order, I am over twenty-one (21) years of age, unless the By-Laws of this Local Aerie allow for those between the age of eighteen (18) and twenty-one (21) years of age to apply, I am not in any way connected or affiliated with the Communist Party, or believe in or advocate the overthrow of the government of this country by force or violence. I understand that the use of the social quarters of any Aerie of the F.O.E. shall be in conformity with the House Rules of that Aerie. I understand that my membership in the Order is conditioned on a favorable vote of the membership, and if rejected, I cannot apply for membership in any Aerie or Auxiliary until twelve (12) months have past.

I certify that the information I have provided is true and that no omission or concealment of information has been made of any fact or circumstance. I freely and without reservation accept and honor this Certification of Membership.

Please answer the following questions:

I have been rejected for membership in an Aerie or Auxiliary:

() Yes () No. If yes, date: ____/____/____

*I am a convicted felon: () Yes () No.

*(WI, HI and Canada excluded on this question)

I am a registered sex offender: () Yes () No.

Signature _____

Date ____/____/____

Printed Name _____

TO BE COMPLETED BY THE AERIE SECRETARY

Application submitted on ____/____/____

Elected to membership on ____/____/____

Initiated on ____/____/____

Rejected for membership on ____/____/____

Secretary Signature _____

We, the Interviewing Committee have interviewed the above named applicant on ____/____/____
Committee Members: _____

THE FRATERNAL ORDER OF EAGLES



AERIE MEMBERSHIP APPLICATION

PEOPLE HELPING PEOPLE

APPLICATION TYPE: NEW () RE-ENROLL () DUAL APPLICANT () TRANSFER ()
 CURRENT/FORMER AERIE: _____ (RE-ENROLLED, DUAL AND TRANSFER)

WHO WE ARE

The Fraternal Order of Eagles is an international non-profit organization dedicated to philanthropic and service efforts which shape communities across the United States and Canada. Since 1898, the Eagles have been responsible for the creation of Mother's Day and the protection of senior citizens through the Social Security program.

Our nearly one million members have donated hundreds of millions of dollars to various organizations through the F.O.E. Charity Foundation, which houses a variety of funds dedicated to patient care and research for causes including cancer, heart disease, kidney disease, spinal cord injuries, pediatric ailments and more.

Our latest achievement, the Fraternal Order of Eagles Diabetes Research Center at the University of Iowa, opened its doors in 2014 to tackle diabetes through a \$25 million donation from the F.O.E.

Join us today to make a difference in your community!

AERIE APPLICANT INFORMATION

Please Print
 ALL Information Must be Completed

Name: _____
 Mailing Address : _____
 City: _____
 St. /Prov. : _____ Zip: _____
 Date of Birth: _____ / _____ / _____
 Home Phone: _____ - _____ - _____
 Cell Phone: _____ - _____ - _____
 Email: _____
 Occupation: _____
 Marital Status: _____ Married _____ Single
 Spouse's Name: _____
 Number of Children under 21 years of age: _____

PROPOSERS INFORMATION*

*ALL New and Re-Enroll Applicants must be proposed by two (2) Aerie Members of the Order in Good Standing. ALL information must be completed below.

1st Proposer:
 Name: _____
 Address: _____
 City: _____ St. /Prov. : _____ Zip: _____
 GAID #: _____
 Signature: _____
 2nd Proposer:
 Name: _____
 Address: _____
 City: _____ St. /Prov. : _____ Zip: _____
 GAID #: _____
 Signature: _____

AERIE

RE-ENROLLED MEMBER INFORMATION

I understand and acknowledge that by re-enrolling in the Fraternal Order of Eagles, I may lose all prior years of membership in the Fraternity, which may affect my qualifications for Life Membership, Golden Age Eagle and for residence in Eagle Village.
 (Must be signed by re-enroll applicant)

 Signature of Re-Enrollee

Previous Aerie Name: _____
 Location: _____ No. _____

NEW APPLICANTS:

BE SURE TO SIGN THE STATEMENT ON THE OTHER SIDE OF THIS APPLICATION

Dual Applicant Information:

Name _____
 GAID # _____ Aerie # _____

Transfer Applicant Information:

Name _____
 GAID # _____ Aerie # _____
 Please fill out all applicable information above for our records.

THANK YOU!

THIS IS YOUR RECEIPT.

IT IS NOT VALID FOR ADMISSION INTO ANY AERIE HOME.

Received of _____
 \$ _____ for the Initiation fee
 \$ _____ for dues to Aerie No. _____
 City _____ St. /Prov. : _____
 Received by
 Signature _____
 Date _____ / _____ / _____
 Applicant
 Signature _____

The Eagles offers Countless Benefits

FOR MEMBERS TO ENJOY YEAR ROUND

Join today for access to a growing slate of benefits designed to add value to your membership and keep money in your pocket.

Members in good standing receive protection through our Memorial Foundation, which provides medical and educational benefits to children of Eagles who lose their lives while at work or serving their country.

Eagles ages 55-and-up with at least 10 years of membership have the option of spending their days at Eagle Village, an exclusive living community in beautiful Bradenton, Florida, with a library, recreation center, pool, and three-acre lake.

See what we have to offer below.



For more details visit
www.foe.com

CERTIFICATION OF MEMBERSHIP

I hereby certify that I profess to be of good moral character, and believe in the existence of a Supreme Being, I am not a member in any other Aerie or Auxiliary within the Order, I am over eighteen (18) years of age, am not in any way connected or affiliated with the Communist Party, or believe in or advocate the overthrow of the government of this country by force or violence. I understand that the use of the social quarters of any Aerie of the F.O.E. shall be in conformity with the House Rules of that Aerie. I understand that my membership in the Order is conditioned on a favorable vote of the membership, and if rejected, I cannot apply for membership in any Aerie or Auxiliary until twelve (12) months have past.

I certify that the information I have provided is true and that no omission or concealment of information has been made of any fact or circumstance. I freely and without reservation accept and honor this Certification of Membership.

Please answer the following questions:

I have been rejected for membership in an Aerie or Auxiliary:

Yes No If yes, date: ____/____/____

*I am a convicted felon: Yes No

*(WI, HI and Canada excluded on this question)

I am a registered sex offender: Yes No

Signature _____ Date _____

Printed Name _____

TO BE COMPLETED BY THE AUXILIARY SECRETARY

Application submitted on ____/____/____

Elected to membership on ____/____/____

Initiated on ____/____/____

Rejected for membership on ____/____/____

Secretary Signature _____

We, the Interviewing Committee have interviewed the above named applicant on ____/____/____
Committee Members:



AUXILIARY MEMBERSHIP

Application

PEOPLE HELPING PEOPLE

APPLICATION TYPE: NEW RE-ENROLL

DUAL APPLICANT TRANSFER

CURRENT/FORMER AUXILIARY: _____ (RE-ENROLLED, DUAL AND TRANSFER)

AUXILIARY APPLICANT INFORMATION

Please Print | ALL Information Must be Completed

Name: _____ Middle Initial: _____

Mailing Address : _____

City: _____

St. /Prov. : _____ Zip: _____

Date of Birth: _____ / _____ / _____

Home Phone: _____ - _____ - _____

Cell Phone: _____ - _____ - _____

Email: _____

Occupation: _____

Marital Status: Married Single

Spouse's Name: _____

Number of Children under 21 years of age: _____

AUXILIARY RE-ENROLLED MEMBER INFORMATION

I understand and acknowledge that by re-enrolling in the Fraternal Order of Eagles, I may lose all prior years of membership in the Fraternity, which may affect my qualifications for Life Membership, Golden Age Eagle and for residence in Eagle Village. (Must be signed by re-enroll applicant)

Signature of Re-Enrollee

Previous Auxiliary Name: _____

Location: _____ No. _____

PROPOSERS INFORMATION*

*ALL New and Re-Enroll Applicants must be proposed by two (2) Auxiliary Members of the Order in Good Standing. ALL information must be completed below.

1st Proposer:

Name: _____ Middle Initial: _____

Address: _____

City: _____ St. /Prov. : _____ Zip: _____

GAID #: _____

Signature: _____

2nd Proposer:

Name: _____

Address: _____

City: _____ St. /Prov. : _____ Zip: _____

GAID #: _____

Signature: _____

NEW APPLICANTS:

Be sure to sign the statement on the other side of this application

Dual Applicant Information:

Name: _____

GAID # _____ Auxiliary # _____

Transfer Applicant Information:

Name: _____

GAID # _____ Auxiliary # _____

Please fill out all applicable information above for our records.

THANK YOU!

WHO WE ARE

The Fraternal Order of Eagles is an international non-profit organization dedicated to philanthropic and service efforts which shape communities across the United States and Canada. Since 1898, the Eagles have been responsible for the creation of Mother's Day and the protection of senior citizens through the Social Security program.

Our nearly one million members have donated hundreds of millions of dollars to various organizations through the F.O.E. Charity Foundation, which houses a variety of funds dedicated to patient care and research for causes including cancer, heart disease, kidney disease, spinal cord injuries, pediatric ailments and more.

Our latest achievement, the Fraternal Order of Eagles Diabetes Research Center at the University of Iowa, opened its doors in 2014 to tackle diabetes through a \$25 million donation from the F.O.E.

Join us today to make a difference in your community!

THIS IS YOUR RECEIPT.

IT IS NOT VALID FOR ADMISSION INTO ANY AERIE HOME.

Received of _____

\$ _____ for the Initiation fee

\$ _____ dues to Auxiliary No. _____

City _____ St. /Prov. : _____

Received by Signature _____

Date _____ / _____ / _____

Applicant Signature _____

REPORT OF INTERVIEWING COMMITTEE

NAME _____ SPOUSE'S NAME _____

ADDRESS _____

OCCUPATION _____

CHILDRENS' NAMES & AGES _____

Telephone: _____ Fax: _____ E-mail: _____

1. Do you believe in the existence of a supreme being? _____
2. Do you object to taking a solemn obligation? _____
3. Are you a member of the Communist Party or any group that believes in overthrowing our government? _____
4. Were you ever rejected, expelled, or did you ever withdraw application from any club, organization, fraternity, society or lodge? _____
5. At the present time, what other organizations, fraternities, clubs, societies or lodges are you a member?

6. Would you be willing to serve on a committee at some time? _____

Bartend _____ Cook _____ Serve Food _____

Clean-up _____ News Bulletin _____ Publicity _____

Social Committee _____ Building _____ Chair an Activity _____

Nominating Committee _____ Ritual Team _____ Other _____

7. What special skill do you have? (Example - Carpentry, Electrical, Masonry, Painting, Financial, Cooking, Computers, etc.) _____

8. What sports & hobbies do you enjoy? _____

9. Will you attend our bi-monthly regular meetings whenever possible? _____

10. What is your principle reason for applying for membership into our fraternity? _____

Signature of Prospective Member _____

Interviewed by: _____

_____ Date: _____

Designed by Past California State Membership Chairman Fred Roff.



(Click to Install)
https://mms.foe.com
Data Source=
BONECRUSHER
201610101133
Initial Catalog=
MMS_FOEDB
201610101133

- Batch Entry
- Work With Members
- Add Dual Members
- Local Fields
- Payment Setup
- Unprinted Dues Receipts
- Dues Reminders
- Officers
- Work With Postcards
- Bulk Drop
- Transfers
- Mailing Lists
- Membership Leads

1 Active Member



Aerie 4167
Beech Grove, IN

The Email Address on file for you is
eagles4167@sbcglobal.net
[Click Here To Change](#)

GA Account Balances	
Supplies	.00
Membership	40.00
PerCapita Tax	2,952.00

[1 Members with Bad Addresses](#)

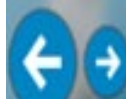
Questions? [Contact the Grand Aerie via Email](#) or Phone: 614-883-2177

MMS Message Board

PCT HAS ARRIVED!

All invoices and reports are available by going to Reports – GA Accounting – PCT or by clicking [here](#).





https://mms.foe.com/Members/batchentry1.aspx



File Edit View Favorites Tools Help

Home Local Membership Reports Help MMS

Batch Entry

Click Batch Number M503268 to Maintain Applicants

Batch Number	New Members	ReEnrolled Members	Batch Status	
M503268	0	0		Print

Create New Batch

Print New Statement

[Show History](#)

Batch Entry - M503268

New: 0 Re-Enrolls: 0 Batch Total: 0

Applicant has never been a member or the old GAID can't be found <input type="button" value="New"/>	Click here to find the Applicant's Old GAID <input type="button" value="Reenroll"/>
--	--

**** Do not enter Charter Members through Batch Entry. They will be entered by the Membership Department when the proper paperwork is received. ****

Payments	Member Type	Name	Address	Status
----------	-------------	------	---------	--------

MEMBERSHIP & APPLICATIONS CONT'D

Dual Membership Applications

1. No initiation fee is required.
2. Must provide proof that their dues have been paid in advance at their Home Aerie.
3. Must be interviewed and voted upon.
4. Dues shall be determined by the By-Laws but can be no less than \$10.00 nor more than the regular non-benefit member dues.
5. No Per Capita Tax is paid to the Grand Aerie.
6. Dual Members should NOT be added through Batch Entry.



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BONECRUSHER
201610101133
Initial Catalog=
MMS_FOEDB
201610101133

- Batch Entry
- Work With Members
- Add Dual Members
- Local Fields
- Payment Setup
- Unprinted Dues Receipts
- Dues Reminders
- Officers
- Work With Postcards
- Bulk Drop
- Transfers
- Mailing Lists
- Membership Leads

1 Active Member



Aerie 4167
Beech Grove, IN

The Email Address on file for you is
eagles4167@sbcglobal.net
[Click Here To Change](#)

GA Account Balances	
Supplies	.00
Membership	40.00
PerCapita Tax	2,952.00

[1 Members with Bad Addresses](#)

Questions? [Contact the Grand Aerie via Email](#) or Phone: 614-883-2177

MMS Message Board

PCT HAS ARRIVED!

All invoices and reports are available by going to Reports – GA Accounting – PCT or by clicking [here](#).

- Archive
- Current
 - 10/19/2016
 - 8/9/2016
 - 8/1/2016
 - 7/1/2016
 - 5/22/2016
 - 4/22/2016
 - 4/1/2016
 - 1/12/2016
 - 1/8/2016
 - 12/29/2015
 - 1/12/2015
 - 1/1/2015
 - 12/31/2014



Add Dual Members

[Return to Search](#)

Grand Aerie Member Id


Enter the Grand Aerie Member ID of the person you want to add and press "Validate GAID" or press the "Search" button to select a member.

In order to be added as a Dual Member, the person must be a member in good standing at their home club and they must have a Grand Aerie ID Number.

MEMBERSHIP & APPLICATIONS CONT'D

TRANSFERS

1. Must be interviewed and voted upon.
2. Must be a member in good standing with no charges pending.
3. A Home Aerie cannot refuse to transfer a member in good standing with no charges pending.
4. Member forfeit any dues paid to the Aerie which they belong and are required to pay dues to the Aerie in which they are transferring to.
5. Transfers should NOT be added through Batch Entry.

Required For Reports

(Click to Install)
https://mms.foe.com
Data Source=
BONECRUSHER
201610101133
Initial Catalog=
MMS_FOEDB
201610101133

[1 Active Member](#)

- Batch Entry
- Work With Members
- Add Dual Members
- Local Fields
- Payment Setup
- Unprinted Dues Receipts
- Dues Reminders
- Officers
- Work With Postcards
- Bulk Drop
- Transfers
- Mailing Lists
- Membership Leads



Aerie 4167
Beech Grove, IN

Fraternal Order Of Eagles
The Email Address on file for you is
eagles4167@sbcglobal.net
[Click Here To Change](#)

GA Account Balances	
Supplies	.00
Membership	40.00
PerCapita Tax	2,952.00

[1 Members with Bad Addresses](#)

Questions? [Contact the Grand Aerie via Email](#) or Phone: 614-883-2177

MMS Message Board

- Archive
- Current
 - 10/19/2016
 - 8/9/2016
 - 8/1/2016
 - 7/1/2016
 - 5/22/2016
 - 4/22/2016
 - 4/1/2016
 - 1/12/2016
 - 1/8/2016
 - 12/29/2015
 - 1/12/2015
 - 1/1/2015
 - 12/31/2014

PCT HAS ARRIVED!

All invoices and reports are available by going to Reports – GA Accounting – PCT or by clicking [here](#).



Member Transfer - Detail

You will be creating a Transfer Card for the following Member:

Member Number:

Reason Description

OFFICIAL RECEIPTS

1. Official Dues Receipts MUST be printed directly from the MMS System in color. This is the ONLY acceptable receipt to show as evidence of membership.
2. The Official Receipt must include the highest office the member has attained, if any.
3. Under 21 Years of Age must be endorsed on the receipt if the By-Laws so allow.
4. You can account for monies collected for dues and application fees within the MMS System.

"Eagles are People Helping People"

Your Aerie/Auxiliary is most appreciative of your prompt payment of dues and the wonderful support and cooperation, which you are giving to the programs of Eagledom in your community and your nation. This is your Official Eagle Receipt and we sincerely hope you will take complete advantage of all that it represents. Always carry it with you because it is your traveling passport into Eagle Aeries everywhere. Use it to attend your own Aerie regularly. Our order is in constant need of new members - the very lifeblood of our fraternity. The advantages of Eagle Membership are many! Give others an opportunity to enjoy the privileges, benefits, pleasures and opportunities of the Good Samaritan service, which our Order affords by inviting a friend to join the Eagles today. Remember, a personal invitation from you to a close friend will almost invariably mean a new Eagle member!

JOHN DOE
1623 GATEWAY CIRCLE SOUTH
GROVE CITY, OH 43123

Every Member owes at least one new member to their Aerie/Auxiliary each year. Sign up a friend for membership today that they too may enjoy fun - fellowship and fraternalism.

Fraternal Order of Eagles

R 7047113

JOHN DOE on June 11, 2015

Has Paid Aerie 99999 GROVE CITY, OH
twenty-five and xx / 100 dollars For NON-BENEFICIAL DU

Expiration Date **May 31, 2016**

GAID: 4787363

Member Since 2014

PIN# 564

OFFICER - PWP




Member Signature

Secretary Signature

This Receipt is not valid unless Signed!

Dues will expire 15 days after the expiration date listed above.

Required For Reports

 (Click to Install)
 https://mms.foe.com/
 Data Source=
 bonecrusher
 201809211135
 Initial Catalog=
 MMS_FOEDB
 201809211135

- Membership
 - Payments
 - Monthly Gains
 - Club Management
 - GA Accounting
- Payment History
 - Unprinted Dues Receipts
 - Dues Reminder List
 - Membership Roster by Dues Type
 - Blank Dues Reminders
 - Auto Prorate Chart

The Email Address on file for you is
eagles4167@sbcglobal.net
[Click Here To Change](#)

GA Account Balances	
Supplies:	.00
Membership:	40.00
PerCapita Tax:	.00
Dues Reminders:	.00
Most Recent State PCT	

Aerie 4167 Beech Grove, IN

[1 Active Membership leads](#)

Current Membership						
Total	Local	Duals	Applicants	Reapplicants	Net Gain	2% Goal (518)
548	525	13	9	1	17	7

Questions? [Contact the Grand Aerie via Email](#) or Phone: 614-883-2177

MMS Message Board

Payment History Report

AERIE 4167 BEECH GROVE, INDIANA

Date Range: 06/01/2018 - 01/17/2019

DUES	No	Date	Expiration	Fee	General	Benefit	Social 1	Social 2	Grand	Building	Memo
		Received	Date						Aerie	Maint	
NICK D ALFORD	9709713	12/06/2018	05/31/2019	12.50	5.83	6.67	0.00	0.00	0.00	0.00	DUES FROM 12/31/2018 TO 5/31/2
DON ALFREY	9578630	06/18/2018	05/31/2019	30.00	14.00	16.00	0.00	0.00	0.00	0.00	
FRANK E ANDERSON SR	9589668	06/22/2018	05/31/2019	30.00	14.00	16.00	0.00	0.00	0.00	0.00	
MARTIN LAUSBROOKS	9589660	06/22/2018	05/31/2019	30.00	14.00	16.00	0.00	0.00	0.00	0.00	
JOHN D BATTIATO	9612962	07/01/2018	05/31/2019	30.00	14.00	16.00	0.00	0.00	0.00	0.00	
DWIGHT W BENNETT	9612964	07/01/2018	05/31/2019	30.00	14.00	16.00	0.00	0.00	0.00	0.00	
CHARLES BEOUCHER	9573794	06/15/2018	05/31/2019	30.00	14.00	16.00	0.00	0.00	0.00	0.00	
RICHARD A BLACK	9612966	07/01/2018	05/31/2019	30.00	14.00	16.00	0.00	0.00	0.00	0.00	
SCOTT W BLAKE	9578613	06/18/2018	05/31/2019	30.00	14.00	16.00	0.00	0.00	0.00	0.00	
ROBERT W BLAND	9705702	11/28/2018	05/31/2019	15.00	7.00	8.00	0.00	0.00	0.00	0.00	DUES FROM 11/30/2018 TO 5/31/2
THOMAS E BOREM	9544831	06/05/2018	05/31/2019	30.00	14.00	16.00	0.00	0.00	0.00	0.00	
JEFFREY D BOWLBY	9612969	07/01/2018	05/31/2019	30.00	14.00	16.00	0.00	0.00	0.00	0.00	
DOUG BRAY	9589671	06/22/2018	05/31/2019	30.00	14.00	16.00	0.00	0.00	0.00	0.00	
FRANKLIN D BREEDEN	9612976	07/01/2018	05/31/2019	30.00	14.00	16.00	0.00	0.00	0.00	0.00	
MIKE BRIDGEWATER	9527805	06/03/2018	05/31/2019	30.00	14.00	16.00	0.00	0.00	0.00	0.00	
PATRICK R BRIGGS	9602162	06/27/2018	05/31/2019	30.00	14.00	16.00	0.00	0.00	0.00	0.00	
CHARLES S BROOKS	9544799	06/05/2018	05/31/2019	30.00	14.00	16.00	0.00	0.00	0.00	0.00	
FRANK R BROWN	9612981	07/01/2018	05/31/2019	30.00	14.00	16.00	0.00	0.00	0.00	0.00	
WILLIAM D BROWN	9674887	09/26/2018	05/31/2019	20.00	9.33	10.67	0.00	0.00	0.00	0.00	DUES FROM 9/30/2018 TO 5/31/20
LARRY A BUBP II	9528103	06/03/2018	05/31/2019	30.00	14.00	16.00	0.00	0.00	0.00	0.00	
MARK BUCHANAN	9673807	09/25/2018	05/31/2019	20.00	9.33	10.67	0.00	0.00	0.00	0.00	DUES FROM 9/30/2018 TO 5/31/20
DENNIS K BUIS	9528078	06/03/2018	05/31/2019	30.00	14.00	16.00	0.00	0.00	0.00	0.00	
DARRELL G BUIS	9528111	06/03/2018	05/31/2019	30.00	14.00	16.00	0.00	0.00	0.00	0.00	
CHUCK O BURDEN	9527827	06/03/2018	05/31/2019	30.00	14.00	16.00	0.00	0.00	0.00	0.00	
ROBERT D BURTON	9571854	06/14/2018	05/31/2019	30.00	14.00	16.00	0.00	0.00	0.00	0.00	
ED BUSSELL	9612993	07/01/2018	05/31/2019	30.00	14.00	16.00	0.00	0.00	0.00	0.00	
JAMES M BYROAD	9528173	06/03/2018	05/31/2019	30.00	14.00	16.00	0.00	0.00	0.00	0.00	
MICHAEL CATLETT	9544817	06/05/2018	05/31/2019	30.00	14.00	16.00	0.00	0.00	0.00	0.00	
BILL J CINCBOX	9705695	11/28/2018	05/31/2019	15.00	7.00	8.00	0.00	0.00	0.00	0.00	DUES FROM 11/30/2018 TO 5/31/2
JEFFERY R CLEM	9674895	09/26/2018	05/31/2019	20.00	9.33	10.67	0.00	0.00	0.00	0.00	DUES FROM 9/30/2018 TO 5/31/20
RANDY CLINARD	9527813	06/03/2018	05/31/2019	30.00	14.00	16.00	0.00	0.00	0.00	0.00	
LARRY R COLLINS	9612998	07/01/2018	05/31/2019	30.00	14.00	16.00	0.00	0.00	0.00	0.00	
MARK L CORBIN	9536696	06/04/2018	05/31/2019	30.00	14.00	16.00	0.00	0.00	0.00	0.00	

MEMBERSHIP RECORDS

1. You can still use the Membership Ledger Card; however, you have the capability in the MMS System to print out membership reports or individual records.
2. The MMS System will also keep records of those members who have been dropped for non-payment of dues, etc.

Grand Aerie ID _____ Name _____ Phone Number _____

Address _____

Email Address _____ DOB _____ Date Initiated _____ Age at Admission _____

Member No. _____ Proposed By _____ Notes _____

Dues Rpt #	Date Paid	Dues Paid To	Amount Paid	Misc. Fee	Code	

Dues Rpt #	Date Paid	Dues Paid To	Amount Paid	Misc. Fee	Code	

Codes: N=New T=Transfer R=Re-Enrollment B=Beneficial

Revised 01-05 Reorder by Form No. CRD47SB

Required For Reports
Adobe Reader
(Click to Install)
https://mms.foe.com
Data Source=
BONECRUSHER
201610101133
Initial Catalog=
MMS_FOEDB
201610101133

- Batch Entry
- Work With Members
- Add Dual Members
- Local Fields
- Payment Setup
- Unprinted Dues Receipts
- Dues Reminders
- Officers
- Work With Postcards
- Bulk Drop
- Transfers
- Mailing Lists
- Membership Leads



The Email Address on file for you is **eagles4167@sbcglobal.net**
[Click Here To Change](#)

GA Account Balances	
Supplies	.00
Membership	40.00
PerCapita Tax	2,952.00

[1 Active Member](#)

[1 Members with Bad Addresses](#)

Questions? [Contact the Grand Aerie via Email](#) or Phone: 614-883-2177

MMS Message Board

PCT HAS ARRIVED!

All invoices and reports are available by going to Reports – GA Accounting – PCT or by clicking [here](#).

- Archive
- Current
 - 10/19/2016
 - 8/9/2016
 - 8/1/2016
 - 7/1/2016
 - 5/22/2016
 - 4/22/2016
 - 4/1/2016
 - 1/12/2016
 - 1/8/2016
 - 12/29/2015
 - 1/12/2015
 - 1/1/2015
 - 12/31/2014



FOE Member Search

Type: AERIE Club Num: 4167

Member No: City:

Last Name: State: All

First Name: Zip Code:

Birth Month: Birth Year: Email:

Month Initiated: Year Initiated: Status: MEMBERS IN GOOD STANDING

Dues Exp Month: Dues Exp Year: APPLICANT

Only members with a bad address INITIATED

POLICE/FIRE/VETERAN EAGLE RIDERS R.E.A.C. PAST PRESIDENT CLUB DROPPED

Local Members Only Dual Members Only Both Local & Dual Members --Deceased

Multiple Selection: Ctrl + Click Selection

[Clear Criteria](#) [Refresh Results](#) [Export Excel](#) [Export Labels](#) [#10 Envelopes](#) [Member Report](#) [Add Dual Members](#)

