



EASTERN STAR MAINTENANCE COMMITTEE GUIDELINES FOR APPLICATION

These guidelines describe eligibility, required documentation, review, approval, payment, and notification responsibilities for applications to the Eastern Star Maintenance Committee.

1. Any Sister who is a member in good standing and has no less than ten (10) years consecutive membership in an Eastern Star Chapter in Tennessee is eligible to apply for assistance from the Eastern Star Maintenance Committee. Preference will be given to those who are not eligible for assistance from the Widows and Orphans Fund of the Grand Lodge of Tennessee. It shall be the committee's responsibility to determine the amount of assistance to be granted. Assistance amounts may be limited by governmental regulations. It shall be the committee's responsibility to investigate the impact that assistance would affect the applicant. In no case shall the assistance granted exceed the amount established by the committee. The committee shall send its recommendation to the Advisory Committee for approval. (Constitution and Code of Laws, Ch. 9, Sec. 51, Page 36)
2. The applicant must be recommended by one of the elected officers of the Eastern Star Chapter sponsoring the application.
3. The application must be submitted on the new revised Application Form (March 2006) furnished by the Eastern Star Maintenance Committee and included in the chapter packets distributed by the Grand Secretary's Office at Grand Chapter. These application forms will also be available from members of the Eastern Star Maintenance Committee, the chapter secretary, or the office of the Grand Secretary. It must be completed in full, typed, or printed in ink, and must be accompanied by at least three (3) letters of recommendation:
 - a. One from the elected officer recommending the applicant.
 - b. One from a Past Grand Matron or Past Grand Patron in the section where the applicant is a chapter member. She/He must not be a member of the Eastern Star Maintenance Advisory Committee.
 - c. One from another person who is familiar with the financial needs of the applicant.

The application must be signed by the applicant, the Worthy Matron, and the secretary of the sponsoring Eastern Star Chapter, and must include the seal of the chapter. It is the responsibility of the sponsoring chapter to ensure that the application is complete before it is submitted.

4. When the application is in order, the sponsoring chapter shall send it, along with all supporting letters, to the Chairman of the Eastern Star Maintenance Committee.
5. When the Chairman receives the application, she/he shall notify the member of the Eastern Star Maintenance Advisory Committee of the section from which the application was submitted. She/He shall then contact other Past Grand Matrons and Past Grand Patrons in the section, and shall be in charge of coordinating a thorough investigation of the eligibility of the applicant. The Chairman shall also contact other members of the Eastern Star Maintenance Committee to assist with the investigation.

The committee's investigation shall include the impact that governmental regulations would affect the applicant's eligibility and assistance amount.



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6. When the Past Grand Matrons and Past Grand Patrons have completed their investigation, they shall sign a Voucher for Assistance, recommend the amount of the assistance to be granted, and return it to the committee Chairman.
7. When the Chairman receives the Voucher for Assistance from the Past Grand Matrons and Past Grand Patrons, she/he will send it to the Grand Treasurer. Assistance checks are issued by the Grand Treasurer, through the Chairman of the Eastern Star Maintenance Committee, and are to be mailed to the recipients by the 15th of each month.
8. In case of an emergency requiring immediate assistance, a check of not more than \$100.00 may be sent to the applicant until the thorough investigation can be completed. In such case, two (2) Past Grand Matrons and/or Past Grand Patrons in the section may sign and submit an Emergency Voucher to the committee Chairman. This voucher will be submitted to the Grand Treasurer for a check to be issued.
9. Upon the death of an Eastern Star Maintenance recipient, the secretary of the chapter of which the recipient was a member shall immediately notify the Chairman of the Eastern Star Maintenance Committee.
10. Any check received after the death of an Eastern Star Maintenance recipient must be returned, uncashed, to the Chairman of the Eastern Star Maintenance Committee. The Chairman shall return the check to the Grand Treasurer for proper handling through the Grand Chapter.

NOTE: Because of governmental regulations, if a Sister is receiving Medicaid, or any other kind of government financial assistance, the Grand Chapter of Tennessee may not be able to approve an application for Eastern Star Maintenance assistance. The committee must determine all sources of assistance each Sister is receiving and verify through the proper agency that the assistance from the Grand Chapter of Tennessee would not have a negative impact on the recipient.