



EASTERN STAR MAINTENANCE COMMITTEE

CHECKLIST FOR SUBORDINATE CHAPTERS

ATTACH TO THE FRONT OF THE COMPLETED APPLICATION

The subordinate chapter recommending the applicant is responsible for sending this checklist to the Eastern Star Maintenance Chairman as soon as the application is complete.

Applicant name

Checklist date

Sponsoring chapter name and number

Required Information and Documents

Check each item to confirm it is included, then attach this form to the front of the application.

- ☐ 1. All three pages of the completed Application for Assistance (Revised 2006). There should be no blanks on the application.
- ☐ 2. Letter of recommendation from the elected chapter officer recommending the applicant.
- ☐ 3. Letter of recommendation from a Past Grand Matron or Past Grand Patron from the section where the applicant is a member.
- ☐ 4. Letter of recommendation from one other person familiar with the applicant's financial needs.
- ☐ 5. Signature of the applicant.
- ☐ 6. Name and office of the elected chapter officer recommending the applicant.
- ☐ 7. Signature of the Worthy Matron of the sponsoring Eastern Star Chapter.
- ☐ 8. Signature and address of the secretary of the sponsoring Eastern Star Chapter.
- ☐ 9. Seal of the sponsoring Eastern Star Chapter.

FINAL REVIEW

Confirm all nine items are checked before submitting the application packet.