

Quick User's Guide to Forms

Which Officer	Which form
State Regent	Financial Review, New Officer List
First Vice State Regent	Orders for State Store including checks for state store items. Checks for State Fundraisers including <i>Holiday Opportunity Drawing</i> stubs and checks. Quality Court Award forms.
Second Vice State Regent	ALL Membership Forms. This includes Application for Membership, Transfer Form, Dual Membership Form, Renewal Form, Deletion Form, Financial Reviews, State Dues Checks.
State Secretary	All Charity Money including <i>Charity</i> Drawing Tickets and Checks. (this is different than the Holiday Opportunity Drawing which is a State Fundraiser)
State Treasurer	No forms/No money
District Deputy	Financial Reviews, Court Standing Rules, Budget, Calendar
Which Form	Goes to
Financial Review	State Regent, Second Vice State Regent, National receives original
New Officer List	State Regent, National receives original
State Store Orders	First Vice State Regent
Charity Checks	State Secretary
Charity Drawing Tickets	State Secretary
Charity Drawing Money	State Secretary
State Dues Checks	Second Vice State Regent
New Member Application	Second Vice State Regent
Transfer Form	Second Vice State Regent
Dual Membership Form	Second Vice State Regent
Deletion Form	Second Vice State Regent
Renewal Form	Second Vice State Regent
Quality Unit Award	First Vice State Regent
State Fundraiser Checks (Including Holiday Opportunity Drawing)	First Vice State Regent