



## HOW TO USE THIS FORM

1. The Worshipful Master and the Lodge Chairman should each maintain a current copy of the **LODGE ACTIVITY RECORD** to ensure appropriate scheduling of degree work and associated Mentor programmes. Verbal updates to one another should suffice.
2. List candidates by chronological order related to date of ballot. If a candidate's Four Lectures are not completed during the period, transfer the name and current status to **ACTIVITY RECORD** for next period.
3. The reporting period is from one Official Visit of the **D.D.G.M.** to the next Official Visit.
4. At period end, the **CURRENT ACTIVITY RECORD** and **PAST ACTIVITY RECORDS** are used to compile the **LODGE STATISTICAL REPORT** for submission to the **D.D.G.M.** and the District Chairman, **BY APRIL 10<sup>th</sup>**.
5. At period end, the Lodge Chairman's copy of the **ACTIVITY RECORD** shall be placed in the Lodge Mentor file. This file to be passed to his successor as Chairman of the Lodge Mentor committee.
6. The Worshipful Master may wish to keep his copy in The Master's Year File.
7. A completed copy of this form to be sent to the District Chairman

**NOTE:** The Lodge Chairman should maintain a register to control issue of the programme booklets to Lodge Mentors. In order that he may be prepared for an audit of the register at the time of the **OFFICIAL VISIT OF THE D.D.G.M.**

You may also wish to record below any time the programme was put to use for the Line Officers or for the benefit of the membership at large. Any ideas you may wish to share in this area would be appreciated.

COMMENTS: \_\_\_\_\_

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