

RETENTION WORKSHEET

COUNCIL:		MEMBERSHIP DIRECTOR'S NAME:		PHONE:	
MEMBER NAME			MEMBER WIFE'S NAME		
PHONE NO.		MEMBER ADDRESS:			
MEMBER SINCE					
TOTAL DUES OWED AS OF JAN 1 ST		COUNCIL'S ANNUAL DUES			
NUMBER OF QUARTERS IN ARREARS		AS OF:			
DEGREE DATES	1 ST DEGREE	2 ND DEGREE	3 RD DEGREE		
COMMENTS/NOTES: (Please list all contact dates & notes from conversations)					
Date 1 st Contact Made:		By Whom:		Initials:	
Comments by Member:					
Comments/Recommendations by Retention Team Member:					
Date 2 nd Contact Made:		By Whom:		Initials:	
Comments by Member:					
Comments/Recommendations by Retention Team Member:					
Date 3 rd Contact Made:		By Whom:		Initials:	
Comments by Member:					
Comments/Recommendations by Retention Team Member:					
PROCESSING DATES					
1 ST NOTICE SENT:		2 ND NOTICE SENT:		KNIGHT ALERT LETTER SENT:	
1845 TO MEMBER		1845 TO SUPREME:	1845 & WORKSHEET TO STATE	1845 & WORKSHEET TO DD:	
FORM 100 SENT TO SUPREME			CONFIRMATION FROM SUPREME		
GK Initials:			DD Initials:		