THE MOST WORSHIPFUL PRINCE HALL GRAND LODGE F. & A. M.

OF IOWA AND JURISDICTION, INC.



Most Worshipful Grand Master Right Worshipful Grand Secretary

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**Report Writing Guide**

This guide provides instructions for preparing your Lodge's annual report for the Grand Lodge. Please follow these guidelines to ensure all necessary information is included in a clear and organized manner.

**1. Lodge Information (Letterhead):**

Your report should begin with a letterhead containing the following information:

* **Lodge Name and Number:** Prominently displayed.
* **Worshipful Master:** Full Name, Address, Phone Number, and Email Address.
* **Secretary:** Full Name, Address, Phone Number, and Email Address.
* **Lodge Seal/Logo:** If your Lodge has a seal or logo, please include it in the letterhead. Otherwise, incorporate the Masonic symbol. Maintain a consistent and professional format.

Note: Grand Lodge Committee reports should utilize the Grand Lodge letterhead shown above.

**2. Date:**

Indicate the date the report is being submitted.

**3. Subject Line:**

Clearly state the subject of the report: "Annual Report - [Lodge Name and Number]" or "Grand Lodge Committee Report - [Committee Name]".

**4. Salutation:**

Begin your report with the formal salutation:

To the Most Worshipful Grand Master, Elected and Appointed Grand Lodge Officers, Past Grand Masters, Past Masters, Worshipful Masters, Officers, and Brethren,

**5. Body of the Report:**

* **Subordinate Lodge Reports:** Please include the following sections with the requested details:
  + **Membership:**
    - **New Members:** Report the number of members raised since the last Grand Session. Include the current number of Fellowcrafts and Entered Apprentices.
    - **Reinstatements:** State the number of members reinstated since the last Grand Session.
    - **Losses:** Report the number of members lost due to non-payment of dues or suspension/expulsion by trial. Please provide the names and dates for each instance.
    - **Deceased Members:** List the names and dates of members who have passed away since the last Grand Session.
  + **Meetings:**
    - **Stated Meetings:** Indicate the total number of stated meetings held where the Lodge was opened.
    - **Canceled Meetings:** Report the number of stated meetings that were canceled.
    - **Dispensation Meetings:** Provide a brief report on any call meetings held under dispensation.
  + **Community Service and Fundraisers:**
    - **Community Service:** Detail all community service projects undertaken by the Lodge since the last Grand Session. Include the date(s), location(s), and the number of participating members for each project.
    - **Fundraisers:** Report on any fundraising events held during the year, noting the date(s), location(s), and a brief description of how the event was conducted. Please do not include the amounts of money raised.
  + **Recommendations (Optional):** If your Lodge has any recommendations for the benefit of Prince Hall Masonry in Iowa or requires assistance from the Grand Lodge, please outline them clearly in this section.
* **Grand Lodge Committee Reports:** Focus your report on the specific subject matter assigned to your committee. Include any relevant findings, activities, and recommendations for the good of the Order, if applicable.
* **Closing Statement:** Conclude your report with a brief and professional closing remark, such as "It has been an honor to serve" or "Respectfully submitted."
* **Signature:** Sign your report using the following format:

Fraternally submitted,

(Sign your name here)

Type Your First and Last Name Your Title

(For committee reports, all committee members should sign above their typed names and titles. Ensure adequate space for each signature.)

**Note:** While this guide is primarily for Lodge reports, the general principles can be applied to Grand Lodge Committee reports.

***For those seeking assistance with report writing, you may utilize online writing tools for review and refinement. Write your report and then copy and paste it into the website for proofreading.***

* ***Chatgpt***
* ***Google Gemini***