

# ALMONERS MANUAL

South Australia and the Northern Territory



## *Brethren Supporting Brethren*



**Craft / Mark / Royal Arch / Mariner**

### Authorised by:

*Board of Management*

*Freemasons Hall, 254 North Terrace, Adelaide SA 5000*

*PO Box 19, Rundle Mall, Adelaide SA 5000*

*Phone: 1300 357 999*

#### **Grand Almoner Freemasons Fund**

Bank SA BSB No.: 105 096

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Revised October 2021

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Update February 2026

# GRAND ALMONERS COMMITTEE

## Brethren Supporting Brethren

**Our core values.**

**C.A.R.E.**

**Collaboration** supporting brethren with brotherly love, relief and truth.

**Accountability** implementing the Objects of the Committee responsibly.

**Respect** for our brethren in times of distress.

**Excellence** in prudent allocation of donations for benevolence.

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## INTRODUCTION

This Almoners Manual is designed for the guidance of the Grand Almoner Committee and Almoners of lodges of Craft Masonry (Craft), Mark Master Masons (Mark), and Royal Ark Mariner (Mariner) and chapters of Royal Arch Masonry (Royal Arch) and is applicable to all these Orders

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## OBJECTS

To enable Almoners/Care Officers to provide solace and support to brethren of these Orders in general and in particular to those in distressed circumstances and those seeking to remain in the Brotherhood of Freemasonry in their advancing years when they are no longer able to physically and or financially participate in activities of their respective Orders.

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## INTERPRETATION

**Alliances** – This Almoners Manual applies to the Craft, Mark, Royal Arch Chapter and Mariner Orders. Any other Orders may be guided similarly.

**Almoner** – The traditional use of the word ‘**Almoner**’ was again adopted by the Craft in 2021 and is used throughout this **Almoners Manual**. All references to Almoner now refer to the Almoners / Care Officers of the Craft, Mark, Royal Arch Chapter and Mariner Orders. These Orders may use the title Almoner or retain Care Officer as suits their situation.

**Almoner Duties** – To extend every type of aid, help, relief, support, assistance, charity and compassion, whether financial or otherwise to a member or his surviving widow/partner including children of a member.

**Annual Returns** – The Minute Secretary of the Grand Almoner Committee shall prepare an Annual Return and include the audited report of the financial status of the **Grand Almoner Freemasons Fund** and numbers of assistance provided during the year which, when approved by the Committee, shall be provided to the Boards of Management of the Craft, Mark and Royal Arch.

**Children** – Shall include children of deceased brethren

**Continuing Membership** – Category of membership established for members who no longer are able to attend their lodge, chapter and other orders due to personal circumstances Applications must be made on the prescribed form and conditions apply. If approved exemption from fees or subscriptions apply.

Continuing Members Status is also available to brethren where their lodge or chapter has handed in its Warrant. Time limits apply in this case.

**Exemption from Craft, Mark, Royal Arch and Mariner Dues** – Where a brother is a member of an Order or Orders other than the Craft, approval of the lodges/chapters of which he is a member is required for exemption of dues in our jurisdiction can be considered.

**Grand Almoner** – is the Craft Grand Almoner as appointed by the Craft Grand Master from time to time.

**Grand Almoner Committee** – is a committee of the Board of Management of AF & A Masons of SA & NT and comprises of the following

- The Chairman – Craft Grand Almoner
- The Deputy Chairman – appointed by the Chairman of the Grand Almoner Committee.
- The Grand Chaplains of the Craft, Mark and Royal Arch
- The Grand Almoners of Mark and Royal Arch
- The Grand Superintendent - Ex Officio.
- The Immediate Past Chairman
- The Grand Almoner may appoint any person who may be of assistance to the Grand Almoner Committee.

**Grand Almoner Freemasons Fund** – Funded by contributions, donations, interest, and appropriations from members of the four Orders and the Orders themselves. The Fund shall be used for the purpose of assisting brethren and their families as set out in the Objects above and administered by the Grand Almoner Committee as detailed in this Almoners Manual.

Distribution of financial relief shall be decided by an assessment team which shall report to the Grand Almoners Committee - Limits apply.

**Immediate Family** – comprises a member's partner/spouse and children

**Member** – Means a financial or honorary member of the Craft who may also be in any of the Mark, Royal Arch Chapter and Mariner Orders.

**Orders** – Include the Craft, Mark, Royal Arch Chapter and Mariner Orders.

**Partner** – Means de facto partner or civil union partner of a member.

**Spouse** – the wife or husband of a member.

**Widow** – The wife or husband of a deceased member.

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## **GRAND ALMONER COMMITTEE**

The Grand Almoner Committee Royal Arch Chapter reports to the Craft and Royal Arch Chapter Boards of Management and to the Mark and Royal Ark Council (which includes the Mariner) via the appropriate representative and protocols.

### **AIM**

The Grand Almoner Committee is responsible

- to encourage and develop the procedures for support and benevolence within Freemasonry in conjunction with the other Orders
- to ensure that brotherly love and relief are carried out in strength to members of Freemasonry and their families.
- The Grand Almoner and the Committee have primary responsibilities to: Contact and support current and past Grand Lodge Officers and their widows/partners and dependents in distressed circumstances. Contact and support brethren from country or Northern Territory locations and other Jurisdictions who are in hospital or rehabilitation situations in Adelaide.

### **METHOD**

To provide guidelines and assistance to the lodge/chapter Almoners and Almoner Committees in the following areas of care.

- Contact with sick members and families of deceased members.
- Support and contact of absent members.
- Twinning of lodges/chapters
- Transfers of Lodge memberships where members have a geographical residential change.
- Identifying services where members or their families in financial difficulties through trauma, unemployment, or other cause, may obtain assistance.
- Identifying sources of Benevolence beyond Freemasonry.
- The formation of Almoner Committees in lodges/ chapters.

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## **FINANCIAL ASSISTANCE FOR FAMILIES IN NEED**

For urgent assistance contact with the Grand Almoner or the Grand Secretary or the Grand Chaplain may be made via –

**TELEPHONE: 1300 357 999**

Email. [grand.almoner@santfreemasons.org.au](mailto:grand.almoner@santfreemasons.org.au)

Email. [reception@santfreemasons.org.au](mailto:reception@santfreemasons.org.au)

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## **GRAND ALMONER FREEMASONS FUND (THE FUND)**

The Fund is for the use of brethren, and their immediate family in financial difficulties and require help in the short term.

The Fund is administered by the Grand Almoner Committee which has delegated authority to assess applications for assistance to a subset of its membership comprising four members:

- Craft Grand Almoner (who will be Chairman)
- Craft Grand Chaplain
- Treasurer
- Secretary

The Grand Almoner may add an additional member as required.

This assessment team will report all applications for assistance and outcomes to the Grand Almoner Committee.

1. The four committee members listed above shall be the signatories, with any two of those four authorised to sign for cash disbursements.
2. It will meet on a as needed basis and at least three times a year.
3. Donations to this the Fund are not tax deductible.
4. The maximum amount paid for assistance is limited by the size of the Fund.
5. Requests for assistance will only be considered from current members and their immediate family.
6. No administration costs are payable out of this Fund as it is administered on a volunteer basis by the Grand Almoner committee.
7. Financial records of all transactions are maintained and will be audited annually in keeping with standard accounting practices and such financial records and audit report will be presented to the Grand Almoners Committee which will report to the Board of Management. Following the Annual meeting

of the Grand Almoner Committee that financial report will accompany the Annual Report to the Board.

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## **COMMUNITY ASSISTANCE**

The Grand Almoner Committee encourages all lodges/chapters to make their resources available to provide support and assistance in the event of a National or State disaster or when an emergency takes place. Assistance may also be provided by The Freemasons Foundation Inc and Grand Lodge.

This is in accordance with AF & A Masons of SA & NT policy.

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## **FORMATION AND RESPONSIBILITIES OF INDIVIDUAL LODGE/CHAPTER / ALMONERS COMMITTEES**

A concern of all lodges should be the members who do not regularly attend meetings or have ceased attending altogether.

The duties of the lodge / chapter Almoners can be demanding and as such the welfare of the members of Freemasonry should be the concern of all active brethren, not only the concern of the Almoner. Lodges/chapters are therefore encouraged to form an "Almoner Committee" with the Lodge Almoner as its chairman.

The members of the Almoner Committee shall be appointed by the Worshipful Master/1<sup>st</sup> Principal on the recommendation of the Almoner and should consist of brethren who are dedicated to attend to visitation and support of other brethren and their families.

Assistance and advice if required is available from the Grand Almoner or Committee representative.

Lodges/ chapter committees should reinforce and maintain the image of Freemasonry by supporting and fostering brotherly love and relief, in the following ways:

- Supporting Almoners involvement within their lodge/chapter and within the community.
- Supporting widows/partners of deceased brethren and their children.
- Supply regular reports to their lodge/chapter on widows/partners of deceased brethren and brethren generally.
- Contact members absent from meetings, particularly those without apologies.

- Encourage brethren to maintain their membership in cases of change of residential address.
- Provide support and assistance or find advice for members or their families in times of difficulty or distress.
- Present cases to the lodge/chapter Executive to seek financial assistance from the **Grand Almoner Freemasons Fund**.
- Provide information on the availability of services for members or their families who are in financial difficulties either through trauma, unemployment, or other cause.
- Suggest any known sources of financial assistance.
- Encourage members to participate in Twinning activities.

Almoners Committees may be of any size depending on the lodge/chapter. Ideally 10 members are allocated to each member.

The Almoner or his Committee is urged to implement and keep an up-to-date confidential record system of all its members and families. This information would be of most value to current and future Almoner Committees. Refer to suggested format at the end of this Almoners Manual.

A similar list could be used when a member extends an apology with a column to register the reason for non-attendance.

The Secretary or a nominated brother and the Tyler during the evening could make a note of those attending and advise the responsible Almoner Committee member for those brethren. That person in turn, should then make it his responsibility to contact those brethren who were absent, either by telephone, electronic means or in person as soon as possible.

The widow or partner and families of deceased brethren could be allocated on the same basis as the brethren.

It's suggested the Almoner Committee should meet at least quarterly to discuss any alterations that may be necessary to their record as a result of deaths, clearances or new members.

### **Assistance to brethren and families in financial difficulties and distress**

Before considering the type of support that may be available and its location(s) be aware a great deal of sensitivity and understanding is required as some brethren are reluctant to seek assistance when they are in need. Brethren and families needing support require consideration of their feelings, a compassionate

approach provided with consolation and comfort support as appropriate to the circumstances.

Almoners are **NOT** social workers so they should seek advice from the various Community Services such as **Centrelink**: for assistance on Aged Pensions, Health Care and Financial Information Services (free service).

**'My Aged Care'** this is a Government internet link - all qualified people should register and get a 'My Aged Care' number that will provide all your information so if by chance anything happens to you, your relatives can access this number and process any claim. The Information is on the web site.

Other available services are listed on the Department of Human Services web site at <https://dhs.sa.gov.au/>

and for the NT <https://tfhc.nt.gov.au/>

### **Counselling**

When Almoners or members of an Almoner Committee have concerns about a brother's wellbeing, they may need to refer the matter to the Grand Chaplain or Grand Almoner who will assess if further advice and assistance is necessary by a qualified counsellor with the agreement of the brother.

The task of the Almoner is to be a brother – this requires a patient listening ear, a still tongue and being supportive of whatever professional medical or health care that may be necessary.

The Almoner must affirm and encourage the lodge/chapter members in what they do best – that is, providing support for the brethren in grief and distress.

### **Brethren seeking to draw a Clearance**

The Almoner should contact the brother and arrange an interview to discuss reasons for his decision to draw a clearance.

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## **TRANSFER OF LODGE MEMBERSHIP**

Loss of membership can be caused by the movement of members from one district to another whereby a brother may lose contact with Freemasonry and suffer a subsequent loss of interest. This may result in a resignation or a request for a clearance.

It is essential that lodge Secretaries/Scribes use the "Monthly Meeting Report" forms which are available from the Grand Secretary's Office and the Lodge

Secretaries' Log-on area on the Grand Lodge Website to update brethren's contact details.

Secretaries/Scribes are requested to use these forms and to also let the Grand Secretary have details of brethren who change their address, so the secretary of the lodge nearest his new place of residence may be contacted.

It is often possible to introduce a transferring brother to his new lodge by direct contact with the relevant Secretary/ Scribe.

**If a brother does transfer to a new lodge/chapter, it is essential that you as his previous home, keep in touch with him, at least until he becomes comfortable in his new environment, if not ongoing. Remember we still remain brothers.**

Form for Members Personal Details/Contact History is set out at Appendix D.

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## **CONTINUING MEMBER STATUS**

Under Regulation 57.1, the financial members of a Constituent lodge that has surrendered its Warrant have continuing member status for a maximum period of six months to allow them time to join another lodge or request a Clearance Certificate. When the brother has selected a lodge he wishes to join, the normal procedure for Joining will need to be followed.

Continuing Member Status has also been established by Regulation 57.2 for members of the jurisdiction who have been nominated by their lodge as being, for various reasons, unable to continue active membership. Application must be made and conditions apply.

A sample copy of the Application form is in Appendix C. This form is to be completed by the brother's lodge and can be downloaded from the Grand Lodge website or is available from the Grand Lodge Office.

Other steps include:

- The lodge having approved exemption of fees and proposes to submit an Application for Continuing Membership, is to ascertain if the brother is a member of any Mark and/or Mariner lodges and/or Royal Arch Chapter, If so that Order/s is/are to be advised that the lodge has approved exemption of fees and proposes to submit a Continuing Member Application to the Grand Secretary.

- The individual Mark & Mariner lodge and Royal Arch Chapter(as applicable) must also grant the brother fee exemption in accordance with the relevant regulation. see EXEMPTION FROM DUES below.
- The Application for Continuing Membership is for use by any of the four Orders where the brother has membership.
- When approved the Lodge is to inform other Orders the status of the brother.

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## **EXEMPTION FROM DUES**

Where any of the Mark, Royal Arch Chapter, Mariner Orders have been approached by a Craft lodge proposing to seek Continuing Membership for one of their members, the following processes are to be followed. In cases where the Mark, Royal Arch Chapter, Mariner Orders propose Continuing Membership for one of their members, approval of their Order is required before an application is made to the Craft for exemption from Craft Grand Lodge Capitulations Fees (Dues).

### **MARK MASTER MASON LODGE**

Where a brother is a member of Mark Masonry, he must first get exemption from his Mark Lodge per Reg. 29.2 as follows –

#### **Continuing Status is granted to:**

The financial members of Constituent Lodges who have been nominated by their Lodge as being unable to continue their active membership by reason of age, infirmity or other reason approved by the Council, provided that the Lodge has exempted the brother from its dues and a request to Grand Lodge for exemption from its fees has been approved by the Benevolence Committee.

### **ROYAL ARCH CHAPTER**

Where a brother is a member of a Royal Arch chapter, he must first get exemption and follow the appropriate process with his Royal Arch Chapter and Grand Royal Arch Chapter.

### **MARINER LODGE**

Where a brother is a member of the Mariners, he must first get exemption from his Mariner Lodge per Reg. 14.2 as follows –

#### **14.2 Continuing Membership Status is granted to:**

14.2.1 The financial members of Constituent Lodges who have been nominated by their Lodge as being unable to continue their active membership

by reason of age, infirmity or other reason approved by the Council, provided that the Lodge has exempted the brother from its dues and a request to Grand Lodge for exemption from its fees has been approved by the Benevolence Committee.

Application can then be made to the Grand Almoner.

**Please note:** Craft, Mark, Royal Arch Chapter or Mariner cannot insist on the brother being exempted from dues to another order.

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## **WIDOWS/PARTNERS OF DECEASED BRETHREN**

The Almoner should maintain contact with the widow/partner of the deceased brother to ascertain whether assistance and support are required. An invitation to lodge functions is encouraged.

A widow's pin is available from the Grand Lodge office for presentation to a widow should they desire it.

Almoners should ensure that widows/partners of deceased brethren are aware of this service.

Contact the Grand Almoner for assistance:

Grand Almoner email – [grand.almoner@santfreemasons.org.au](mailto:grand.almoner@santfreemasons.org.au)

Grand Lodge – Phone: 1300 357 999.

Grand Lodge email: [reception@santfreemasons.org.au](mailto:reception@santfreemasons.org.au)

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## **TWINNING OF LODGES**

The object of Twinning is to promote Freemasonry, as it encompasses many of the principles to which Freemasons aspire and is very worthwhile.

### **Responsibility of a Twinned Lodge**

Where a country member's Lodge is twinned with a suburban lodge it is expected that the suburban lodge will assist in any way it can.

The same will apply where the brother has friends or relations in suburban Adelaide who are willing to provide accommodation before asking the suburban lodge.

## City members or their families, who are ill or who are involved in an accident in a country area

If this occurs in an area where there is a Freemasons lodge, it is expected the lodge members can be relied upon to assist.

### Objectives

To assist in your endeavours, the objectives are set out hereunder:

1. Twinning should be arranged between a country and a metropolitan lodge.
2. Having made the decision to twin with another lodge (this decision should be made in open lodge by both lodges) arrange to hold a Twinning Ceremony as approved by the Board of Management, and to reaffirm it every three years.
3. Visit each other's lodge whenever practical during the year, such as an Installation, thereby not only enjoying one another's company but developing, maintaining and supporting a bond between the country and metropolitan lodges.
4. The lodge having the greatest number of candidates should endeavour to make one or more of these candidates available to the lodge having the lesser number of candidates for Passing or Raising. This can be arranged for regular or special meetings upon reaching mutual agreement regarding the date of such Passing or Raising and on other aspects that may be pertinent. Ensure that a dispensation is obtained for this to occur.
5. Provide the services of each other's Almoner or any other assistance that can be afforded to members e.g.: hospital visitation, assistance with transportation or accommodation to a brother or his partner in the case of hospitalization or other emergencies.
6. Encourage brethren who change their address and move into the "area of influence" of the other lodge to join that lodge.
7. Arrange and attend joint social functions to enable partners and their families to mix and enjoy each other's company.
8. Assist each other in projects such as raising funds where practicable for benevolent purposes such as the **Grand Almoner Freemasons Fund**.
9. Generally support the interests of both lodges and promote the good of Freemasonry amongst the brethren and their families.

Lodges who actively participate in the process of Twinning not only benefit the lodges involved but develop lifelong friendships between brethren.

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This completes this edition of the Almoners Handbook.

I trust it is of benefit to you and your Lodge or Chapter.

MW Bro DM Booker  
Grand Almoner

All correspondence should be addressed to:  
*Grand Lodge of SA & NT Inc*  
*PO Box 19 Rundle Mall, Adelaide SA 5000*

## IMPORTANT CONTACT NUMBERS

### For medical need and support:

|                            |              |
|----------------------------|--------------|
| Flinders Medical Centre    | 08 8204 5511 |
| Lyell McEwin Hospital      | 08 8182 9000 |
| Modbury Hospital           | 08 8161 2000 |
| Queen Elizabeth Hospital   | 08 8222 6000 |
| Royal Adelaide Hospital    | 08 7074 0000 |
| Royal Darwin Hospital      | 08 8922 8888 |
| Other local Hospital _____ |              |

### Support Groups:

Lifeline 13 11 14

*Lifeline provides online compassionate support for people in crisis.*

Beyond Blue 1300 224 636

*Provides 24/7 online counselling service.*

Samaritans 13 52 47

*Provides disability services and care, youth, family, mental health.*

Suicide Call Back Service 1300 659 467

*Provides help for anyone who is affected by suicide*

SA Mental Health Service 13 14 65

NT Mental Help Line 1800 682 288

Mensline Australia 1300 789 978

*24/7 online counselling support for men with concerns about mental health, anger management, family violence.*

*Phone if you are concerned about your mental health or someone close to you.*

Cancer Council SA 08 8291 4111

Cancer Council NT 1800 678 123

*Support Groups in Darwin, Katherine, Alice Springs.*

Further information (08) 8944 1800

Centrelink phone number via the website

Confidential financial assistance for families in need email the Grand Almoner via: [grand.almoner@santfreemasons.org.au](mailto:grand.almoner@santfreemasons.org.au)

# APPENDICES

- A. Craft Installation Address to Lodge Almoner**
- B. Certificate of Twinning**
- C. Application for Continuing Member Status**
- D. Members Personal Details/Contact History**

## **APPENDIX A**

### **Craft Installation Address – To the Lodge Almoner**

W.M. - I invest you, as Almoner of this lodge, with the collar and the jewel of your office, which is a scrip-purse, upon which is a heart. As brotherly love and relief are cornerstones of the Masonic structure, it is your duty to act as Chairman of any Welfare Committee of this lodge and visit or arrange the visitation of members whose attendance at lodge meetings has been irregular, and to seek out members and dependants of deceased members whose circumstances warrant assistance from lodge funds or from Grand Lodge or otherwise, and to report the facts to the W.M. I present you with the Almoners Manual and Diary to assist you in the performance of your important duties.

### **Mark Master Masons Installation Address – To the Almoner**

Brother....., I invest you as Almoner of this Mark Lodge with the Collar and Jewel of your office, which is a Script Purse. Your duty is to oversee the general welfare of your brethren, also widows of former brethren, and liaise with the Grand Almoner when necessary.

### **Royal Arch Chapter Installation Address – To the Almoner**

E.C. – I have great pleasure in investing you as Almoner, with the Collar and Jewel of your office which is a heart with a triangle. Your duty is to visit Companions when necessary, and to arrange assistance for the widows and families of our Companions that they may enjoy proper care and attention.

## APPENDIX B

### Certificate of Twinning



**This is to Certify**...that Lodge .....and Lodge..... both being Lodges holden under the Grand Lodge of Antient, Free, and Accepted Masons of South Australia and Northern Territory Incorporated, have joined in a (Re-Enactment) Ceremony of Twinning for a period of Three Years commencing on this day....., and thereafter as is mutually agreed. The Brethren of these Lodges, with the help of the Great Architect of the Universe, the guidance of the Grand Master, and Grand Officers, and their own endeavours, will support and maintain the aims and objects of Twinning and solemnly pledge themselves:

To visit each other's Lodges wherever practical each year, for fellowship, and the maintenance of the Bond of Friendship, instituted by the Twinning Ceremony. To assist each other's Lodges in the conduct of our Craft Ceremonies, by providing Candidates and officers where practical, for the mutual benefit of both Lodges. To assist each other's Lodge in such other Masonic and social endeavours as will further enhance the Bond of Friendship between our two Lodges.



*Worshipful Master*.....

*Lodge*.....

*Worshipful Master*.....

*Lodge*.....

Dated this .....at .....

## APPENDIX C



**Sample document only.**

**Refer to the Grand Lodge website for the up-to-date Application**

### DETAILS OF LODGE/ROYAL ARCH CHAPTER

|                                                                                      |  |                                        |  |
|--------------------------------------------------------------------------------------|--|----------------------------------------|--|
| Lodge/Royal Arch Chapter Name:                                                       |  | Date:                                  |  |
| Lodge/Royal Arch Chapter Contact:                                                    |  | Phone No:                              |  |
| Email:                                                                               |  | Lodge/Royal Arch Chapter Almoner name: |  |
|                                                                                      |  |                                        |  |
| Full name of Brother                                                                 |  | Phone Number                           |  |
| Address                                                                              |  | Email                                  |  |
| Age of Brother                                                                       |  | Grand Lodge Number                     |  |
| Family/Carer Contact Person                                                          |  | Phone Number                           |  |
| Provide a detailed reason as to why the member should receive continuing membership. |  |                                        |  |

## MANDATORY CRITERIA

### Circle one

- |                                                                                                                                                                               |   |            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|------------|
| • Is the brother able to attend Lodge/Royal Arch Chapter                                                                                                                      | Y | N          |
| • Has the Lodge granted the brother exemption of Lodge/ Chapter fees?                                                                                                         | Y | N          |
| • Have the following Orders been contacted and informed as required of this Application for Continuing Membership and if so, have they granted the brother exemption of fees? |   |            |
| ○ Mariners Lodge                                                                                                                                                              | Y | N      N/A |
| ○ Mark Master Masons Lodge                                                                                                                                                    | Y | N      N/A |
| ○ Royal Arch Royal Arch Chapter                                                                                                                                               | Y | N      N/A |
| ○ Craft                                                                                                                                                                       | Y | N      N/A |

If Yes, please provide the names of the Orders the brother belongs to:

.....

The Mark and Royal Ark Council/ Royal Arch Chapter/ Craft has approved the application for continuing membership for Brother..... for Mark and Mariner (delete as necessary).

## OTHER CONSIDERATIONS

- |                                                                                       |   |   |
|---------------------------------------------------------------------------------------|---|---|
| • Is the brother able to manage his own affairs?                                      | Y | N |
| • If No, has Power of Attorney been granted?                                          | Y | N |
| • Does the brother have the support of his family for his ongoing Masonic Activities? | Y | N |
| • Does the brother suffer from ill health?                                            | Y | N |
| • Has the Lodge Almoner had contact with the brother?                                 | Y | N |

If Yes please provide brief health details .....

Please submit this form with any supporting information to the Grand Secretary.

Approved by the Executive of the Lodge on: .....

Worshipful Master (signed) .....Name:.....

Almoner (signed).....Name:.....

## FOR OFFICE USE ONLY

(Vote - For / Against )

Grand Almoner Craft | Grand Almoner Mark | Grand Almoner Royal Arch Chapter

## Approved or Declined

Grand Secretary/Scribe .....

Grand Almoner.....

Date...../...../.....

## APPENDIX D

### MEMBERS PERSONAL DETAILS/CONTACT HISTORY

Name \_\_\_\_\_

D.O.B. \_\_\_\_\_

Street address \_\_\_\_\_

Suburb \_\_\_\_\_ Post Code \_\_\_\_\_

Postal Address \_\_\_\_\_ Post Code \_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Emerg. Contact No. \_\_\_\_\_

Name of Person \_\_\_\_\_

e-mail \_\_\_\_\_

Partner's Name \_\_\_\_\_

**P = Present, A = Apology S = Sickness: V = Visit: H = Holidays: H/V = Hospital Visit:**

**P.C.= Phone Contact:**

[illegible]

Comments: Include appropriate medical history/medication. Own doctors number:

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Almoner \_\_\_\_\_