

Boumi Shriners Club/Units

ANNUAL INFORMATION UPDATE

Prior to each new business year, Clubs and Units must hold their elections by October 31 and all required information *must be submit* to the Recorder (either in print or electronically) by November 30.

This information will be used in the Boumi Roster Book and on the Boumi Calendar, which is reflected on the website and the app.

1. New Officers

- a. Name
- b. Address
- c. Phone number(s) with *best* number noted
- d. Email address
- e. Significant other's name

2. Full By-Laws (*whether changed or not*)

3. Full Member Rosters

4. Regular Meeting Information

- a. Regular meeting day / time (according to bylaws)
- b. Date deviations (with specific reasons)
- c. Dark months
- d. Location(s)
- e. Start time(s) / length of meeting
- f. Social / dinner / practice time(s)
- g. Contact info (must be someone who can be reached on meeting days)
- h. Special event at meeting (past presidents, etc)

5. Dates in addition to regular meetings (must submit a Request for Calendar Event for each date)

UNIT/CLUB: _____ YEAR: _____

Regular* Meeting Day(s): _____

Regular Practice Day(s) (if applicable): _____

“Dark” Months (if any): _____

Meeting Start Time: _____ Typical length of meeting / End Time: _____

Do you split your meetings into parts? (ie, social at 6pm, dinner at 7pm, practice at 8pm, etc.) If so, please include it if you want it on your calendar entry:

Meeting Location(s): _____

Contact Information** (Name/Phone): _____

Special Event(s) at Regular Meetings (ie, Past Presidents, Ladies, etc): _____

Date deviations***, including specific reason(s): _____

Dates requests *in addition to* regular meetings must be submit on a Request for Calendar Event form to the Recorder for *each* event.

* *According to your Unit/Club Bylaws*

** *Must be someone who can be reached on meeting days*

*** *Meeting date deviations are not automatically approved; please confirm with the Recorder prior to advertising and sending out meeting/event information*

UNIT/CLUB: _____ YEAR: _____

Officer Title / Full Name: _____

Cell: _____ Home: _____ Work: _____

Which number do you prefer? _____ Would you be open to receiving texts? _____

Home Address: _____

Email: _____ Preferred communication: _____

Significant Other's Name / Relation: _____

Officer Title / Full Name: _____

Cell: _____ Home: _____ Work: _____

Which number do you prefer? _____ Would you be open to receiving texts? _____

Home Address: _____

Email: _____ Preferred communication: _____

Significant Other's Name / Relation: _____

Officer Title / Full Name: _____

Cell: _____ Home: _____ Work: _____

Which number do you prefer? _____ Would you be open to receiving texts? _____

Home Address: _____

Email: _____ Preferred communication: _____

Significant Other's Name / Relation: _____

Officer Title / Full Name: _____

Cell: _____ Home: _____ Work: _____

Which number do you prefer? _____ Would you be open to receiving texts? _____

Home Address: _____

Email: _____ Preferred communication: _____

Significant Other's Name / Relation: _____