



Quarterly Report Submission Instructions

1.
 - a. The row labeled **‘Fraternal’** includes ALL Golden Sheaf members (exempt & non-exempt) and affiliate members. Family Plans, Members in Family Plan, Associate members **SHOULD NOT** be included in this total.
 - b. The row labeled **‘Family’** is the total number of family plans in each Grange.
 - c. The row labeled **‘Associate’** is the total number of members that are associate members. These members **SHOULD NOT** be included in the Individual¹ column.
 - d. The column labeled **‘Exempt Golden Sheaf Members’** is the number of members that achieved 50 years of continuous membership prior to January 1, 2001. These members **SHOULD** be included in the Individual column.
 - e. Below the table, the line labeled **‘Number of Family Members’** is the total number of members that belong to the family plans.
 - i. A Family Plan is defined as “A family shall consist of a couple and their dependents, or a single person and their dependents. Dependents are defined as children, grandchildren, great grandchildren, foster, adopted or step-children under the age of 23, who live as a member of the same household or in absence due to illness, education or military service. Legal dependents of any age shall be considered part of their legal guardians’ family.”
 - ii. Example: a Community Grange can have 2 family plans that represent a total number of 10 members. The 10 members would be placed in the **‘Number of Family Members’** line and not the ‘Family’ line above in the table. These members **SHOULD NOT** be included in the **‘Fraternal’** column.
 - f. Indicate the number of Junior Members either in a chartered Junior Grange or as Junior 1+ members affiliated with each Subordinate Grange in the column labeled **JUNIOR**. These totals do not count into the dues or member totals, but are required to report. Please ensure you are collecting this information from each Subordinate Grange on your own State quarterly report forms.
2. Next complete the computation of the dues total.
3. Complete Part 2 of the report



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4. Submit the completed forms by email to Stephanie Wilkins at swilkins@nationalgrange.org and Amanda Brozana Rios at membership@nationalgrange.org

Mail payment to:

The National Grange
ATTN: Stephanie Wilkins
1616 H St NW
Washington, DC 20006

Reports and payments are due to the National Grange **no later than** 60 days after the close of the quarter (May 31, August 31, November 30 & February 28).

If a report and/or dues are not received prior to these deadlines, your State Grange will incur a late fee as outlined in the National Grange Digest of Laws.

NOTE:

Unless a Grange has been officially closed by the State Grange President, you must report them on your Quarterly Report and use their last known membership numbers to compute dues required for the Grange. Regardless of their timely payment to the State Grange, your State is responsible for paying forward their dues. States may be required to pay back-dues on Granges that hold active charters but have not been accurately reported on Quarterly Reports.

Junior members must be reported in order to be considered part of the membership and eligible for entry into contests, programs, etc. Juniors may be part of a chartered Junior Grange (which must have a sponsoring Subordinate, Pomona or State Grange) or a Junior 1+ member of a sponsoring Subordinate Grange.

All members, even those who do not pay dues to State or National Grange because they have been exempt for years of service, must be reported. Only members who have received their 50-year (Golden Sheaf) prior to 2001 should be included in the Golden Sheaf Exempt column. States listing those members who have received their Golden Sheaf in 2001 or later may be billed for National dues for these members with interest.