

## **DUES BOOK**

1. The Dues Book is a small black (or less often, white) loose-leaf notebook. The pages for the book (Form 32) are labeled "Record of Dues." The pages measure 4 3/8 by 7 1/4 inches. The book should be kept up to date by the BGS.
2. Information about each member of the Bethel should be recorded on a Record of Dues form. The BGS should make a form for each member as soon as possible after the member is initiated.
3. The offices held, state functions attended, and honors received should be recorded on the back side of the sheet.
4. Other information you might want to include on the Record of Dues form:
  - a) Member number (as found in the Permanent Record Book).
  - b) Date of proficiency.
  - c) Name of church.
  - d) Name of member signing the petition.