Active Bethel Check List

Term

All required Bethel committees in place and knowledgeable about their duties

| Auditing Committee: Refer to the Ritu | al for an explanation of duties. | |
|---------------------------------------|--|---|
| Members (3): | | _ |
| Pledge Committee: give the Pledge of | Honor to late unobligated visitors (see Ritual). | |
| Members (3): | | |
| ExBGC member: | (preferably ABG) | |
| Proficiency Committee: assist the me | mbers in learning the information necessary to p | pass the Proficiency Lessons Examination. |
| Members (at least 3): | | |
| Other Members (optional): | | |

Newly initiated Daughters passing Proficiency Lessons exam within a reasonable time

- Have new Daughters work with the Proficiency Committee.
- A "reasonable time" will look different for each girl/Bethel. But should be discussed with the Daughters so they know the expectations.

Plans being carried out

| | Date | Description |
|------------------------|------|-------------|
| Initiation | | |
| Service Project | | |
| Fundraiser | | |
| Religious Observance | | |
| Fun Project | | |
| 3-way split fundraiser | | |

Active Bethel Check List

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|--|--|--|----------------------------------|--------|--|--|--|--|
| Bethel Meetings | | | | | | | | |
| Date: (two per month) | | | | | | | | |
| # active members: | | | | | | | | |
| Official Regalia worn? | | | | | | | | |
| Ritual Work proficient? | | | | | | | | |
| Recorder taking minutes? | | | | | | | | |
| Minutes read? | | | | | | | | |
| Minutes signed by HQ/Rec? | | | | | | | | |
| Treasurer's Report read? | | | | | | | | |
| Treasurer's Report signed? | | | | | | | | |
| Bills audited and signed? | | | | | | | | |
| Bills read? | | | | | | | | |
| Reports given by Daughters? | | | | | | | | |
| Roll call taken? | | | | | | | | |
| EI&H done properly? | | | | | | | | |
| Motion completed properly? | | | | | | | | |
| HQ conducted according to law? | | | | | | | | |
| Bethel room set up correctly? | | | | | | | | |
| Cash books properly completed each meeting? (BGS, BGT) | | | | | | | | |
| Council Meetings | | | | | | | | |
| Date: (one per month) | | | BGS/BGT: | Yes/No | | | | |
| Minutes kept? | | | Deposits made in timely manner? | | | | | |
| Minutes signed by BG/BGS? | | | Approved bills paid immediately? | | | | | |