

## Instructions for Application for Benevolence

Refer to Section 28 of the By-Laws of Grand Chapter for the criteria and complete instructions to be followed when applying for benevolent aid. Each completed application represents a need; therefore it is imperative that the application be filled out correctly and completely before forwarding to the Benevolent Committee. This will enable the committee to act upon the application as expeditiously as possible.

Below is a summary of the criteria for applying and investigating an application for benevolent aid:

Financial assistance needed by worthy indigent persons  
(Applicants are not necessarily members of the Order of the Eastern Star)

- a. The original and 1 copy of the completed *Application for Eastern Star Assistance* must be given to the secretary of the chapter sponsoring this applicant.
- b. The secretary of the chapter presents the application to the chapter where the Worthy Matron appoints a committee to investigate the applicant.
- c. Upon completing the investigation, the Investigating Committee completes the report on page 4 of the application and then makes a recommendation to the chapter to sponsor or not sponsor the applicant. If the recommendation is to sponsor then the committee includes a letter with its recommendation and any other pertinent information.
- d. The chapter then votes upon the application. If approved by the chapter, the chapter secretary will complete the chapter's portion of the application and affix the chapter seal on page 4.
- e. Chapter Secretary mails both copies of the application along with the recommendation letter from the investigating committee to the Chairman of the Grand Chapter Benevolence Committee.
- f. The Grand Chapter Benevolence Committee will review the application and approve or disapprove the application. The chapter will be notified of the Committee's decision, and must then notify the applicant of the decision of the Committee.