

TRANSFER CARD

Instructions:

Recording Secretary of Institute issuing Transfer Card: Complete Parts 1 and 2. Mail Part 1 to Institute receiving Transfer Card and give Parts 2, 3(A) and 3(B) to Member.

Part 1

_____ 20

Institute No. _____

Young Ladies' Grand Institute

Dear Sisters:

This Transfer Card is issued to Sister _____ Roll No. _____

who was admitted into this Institute by **Initiation/Transfer** on _____

(If a Transferred member: Sister _____ became a member of Young Ladies' Institute on _____) *Please use the original Initiation date.

Sister _____ is a **Beneficial/Associate** member, and all dues and assessment have been paid by her to _____ 20 _____

(If she became a Beneficial member between October 1, 1964, and September 16, 2018,

her Medical Approval date was _____)

This Transfer Card is EFFECTIVE on _____ 20 _____

and will EXPIRE on the Last Day of _____ 20 _____

Fraternally yours,

_____ Institute No. _____

President

_____ Recording Secretary

_____ Address

⌘------(separate here)-----

Instructions:

Member transferring: Take Parts 2, 3(A) and 3(B) to new Institute. Note: Transfer card must be presented in person before EXPIRATION DATE.

Part 2

_____ 20 _____

Institute No. _____

Young Ladies' Grand Institute

Dear Sisters:

On _____ 20 _____ we issued a Transfer Card to your Institute to

Sister _____ a **Beneficial/Associate** member

Address _____ Telephone No. _____

This Transfer Card is EFFECTIVE on _____ 20 _____

and will EXPIRE on the Last Day of _____ 20 _____

Fraternally yours,

_____ Institute No. _____

Recording Secretary

Instructions:

Recording Secretary of receiving Institute: Read Part 2 at meeting. After accepting new member, complete Parts 3(A) and 3(B) and mail Part 3(A) to originating Institute and Part 3(B) Grand Institute.

Part 3(A)

_____ 20 _____

Institute No. _____

Young Ladies' Grand Institute

Dear Sisters:

This Transfer Card issued to you on _____ 20 _____ to
Sister _____ Roll No. _____ was presented to us on
_____ 20 _____ and **accepted/rejected**. Her new Roll No. is _____.

If accepted, please send a full year's copy of her ledger page to us.

Remarks _____

Fraternally yours,

_____ Institute No. _____

_____ Recording Secretary

----- (separate here) -----

Instructions:

Recording Secretary of receiving Institute: Read Part 2 at meeting. After accepting new member, complete Parts 3(A) and 3(B) and mail Part 3(A) to originating Institute and Part 3(B) Grand Institute.

Part 3(B)

_____ 20 _____

Grand Secretary

Young Ladies' Grand Institute

Dear Sister:

A Transfer Card issued on _____ 20 _____

by _____

Institute Name and Number

requesting to transfer _____ Roll No. _____

to our Institute. She presented it to us on _____ 20 _____

It was **accepted/rejected**. Her new Roll No. is _____

Remarks _____

Fraternally yours,

_____ Institute No. _____

_____ Recording Secretary