### **INSTRUCTIONS**

### **Fundraiser Forms**

**Fundraising Approval Request Form (PDF):** Complete the form and send the form and flyer by email to recorder@omarshriners.org or mail to Omar Shrine Center, 176 Patriots Point, Mt. Pleasant, SC 29464

Fundraising Policies and Procedures (PDF): (Shriners International)

**Charity Activity Form Worksheet (PDF):(Shriners International)** 

# **Annual Club and Unit Forms**

Club and Unit Officer Information: Complete the form and send the form by email to <u>recorder@omarshriners.org</u> or mail to Omar Shrine Center, 176 Patriots Point, Mt. Pleasant, SC 29464, no later than January 30.

Club and Unit Membership Information: Complete the form and send the form(s) by email to <u>recorder@omarshriners.org</u> or mail to Omar Shrine Center, 176 Patriots Point, Mt. Pleasant, SC 29464, no later than January 30.

**Club and Unit Financial Reporting Form:** Complete the form and return with the bank statements for January and December of the preceding year. Email the forms to <u>treasurer@omarshriners.org</u> or mail to Omar Shrine Center, 176 Patriots Point, Mt. Pleasant, SC 29464, no later than February 15.

## **Petitions and Applications for Membership**

**Petition for Membership (PDF):** Complete the form, include copy of Blue Lodge dues card and email to recorder@omarshriners.org or mail to Omar Shrine Center, 176 Patriots Point, Mt. Pleasant, SC 29464

**Application for Affiliation (PDF):** Complete the form, include demit and email to <u>recorder@omarshriners.org</u> or mail to Omar Shrine Center, 176 Patriots Point, Mt. Pleasant, SC 29464

Application for Association (PDF): Complete the form, include copy of Temple card and email to recorder@omarshriners.org or mail to Omar Shrine Center, 176 Patriots Point, Mt. Pleasant, SC 29464

**Petition for Restoration (PDF):** Complete the form, include current Blue Lodge dues card and email to recorder@omarshriners.org or mail to Omar Shrine Center, 176 Patriots Point, Mt. Pleasant, SC 29464

## **Miscellaneous Forms**

Hospital Transportation Driver Annual Insurance Certification Form (PDF): Complete the form, except for the personal insurance information (not required). Email the form with a 3 year SCDMV Drivers Record to recorder@omarshriners.org or mail to Omar Shrine, 176 Patriots Point, Mt. Pleasant, SC 29464

**Omar Shrine Center Non-Employee/Visitor Incident Report Form (PDF):** When an injury or incident occurs at the Omar Shrine Center, any Shrine Club, Unit location or at an event sponsored by or held at the same an incident report should be filled out and witness statements obtained. Email the completed paperwork to recorder@omarshriners.org or mail to Omar Shrine Center, 176 Patriots Point, Mt. Pleasant, SC 29464