

The Imperial Council

Ancient Egyptian Arabic Order Nobles Mystic Shrine of North and South America and its Jurisdictions, Inc.
Organized June 10, 1893-Incorporated November 10, 1901 Washington, D.C.

Under God Unity of Purpose

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Imperial Outer Guard

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12th Day of Jomadi I, Hegira 1436
Which corresponds to 23 March 2015

TO: Imperial Deputies of the Desert, Imperial Deputies of the Oasis, Illustrious Potentates, Rabbans, and Nobles

SUBJECT: 2015 Temple / Desert Charity Reports and Voters Registration & Education

Greetings All:

The time has come again to report the charitable works that you all have done in your perspective communities over the past year. As in the previous year, you may complete the form and save the form with the data included. This form can also be saved for your records and/or e-mailed to your Deputies once completed. The Temple/Desert Charity Report form that can be downloaded from the Imperial Council Website.

It is preferred that you complete the report and submit it online (click the submit form button in the top right-hand corner), as doing so will save both time and money! Please be sure to download the report from the Imperial Council Website (www.aeaonms.org), complete the report in its entirety, and click the submit button in the top, right-hand corner (*you must have internet access to submit electronically*). If you submit the form electronically, your name and email address will be accepted in lieu of the signatures and seal.

Whereas manual submission (via US Mail) must be signed by the Illustrious Potentate and attested by the Illustrious Recorder, electronic submissions should be submitted by either of the aforementioned officers only. **The report is to be submitted no later than July 15th** to the Administrator of Temple / Desert Charities at address below:

A.E.A.O.N.M.S.

Attn: Annual Temple / Desert Charity Report
2239 Democrat Rd
MEMPHIS, TN 38132-1802

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*****Do not send a report via US postal mail if you submitted the report online!*****

Also, be sure to send a copy of your Report to your Imperial Deputy of the Desert through your Deputy of the Oasis, which can be done electronically as well via email.

Please take note of the update made to the Charity form for Deserts to report. There are many activities that are done during Desert Conferences/Gala Days that the Desert must report in order to get credit for. Over the past several years, charity reporting has decreased across the domain. Hence, in order to combat the general lack of participation, the following changes have been implemented effective immediately:

1. The current Charity Report form has been updated to include Desert Charitable Contributions.
2. **All Temples and Deserts** are required to submit a Charity Report annually by **July 15th**. The reporting period will cover January through December of the prior year. Any Temple or Desert that fails to do so will be fined \$100.00 (**Article XIV: Fees and Dues, Section 7**). There is no reason for any Temple or Desert to report a lack of charitable activity because **every Temple is required to support the National Diabetes Initiative**, which is a charitable organization.

Any report not received by July 15th will not be considered for the Imperial Charity Awards. Please govern yourselves accordingly.

Voters Registration & Education

Being registered to vote is a very important right that is inherent part of citizenship in this country. However, as of 2015 there are still millions of Americans that are not registered to vote. The A.E.A.O.N.M.S., Inc. and the N.A.A.C.P. signed a Memorandum of Understanding (M.O.U.) on October 18, 2014 under the leadership of our Imperial Potentate, Rochelle J. Julian. This memorandum contained many important things to both entities; one of which was Voter Registration.

This year the Imperial Council is embarking upon a new endeavor to help mitigate the aforementioned problem through Voter Registration. Each Imperial Deputy of the Desert and Imperial Deputy of the Oasis have been asked to appoint a Voter Registration Chairman and now is the time to put those appointed individuals to work. In order to make ensure that we are doing our part as Nobles and adhering to the M.O.U. with the N.A.A.C.P., every Temple is **required** to hold a Voter Registration Drive in both **May and September of every year** and submit a full report to the Imperial Council Voter Registration & Education Department. While it may seem daunting, it is a small task that we can take on to help raise the number of active voters in our communities. Moreover, your handwork in this endeavor will not go unnoticed. At this year's Imperial Council Session in Cincinnati, Ohio there will be awards given out for the Temple that registers the most voters during the Awards Ceremony. These awards will be broken up into small, medium, large Temple membership categories. This year's award will cover May 2015. Next year's awards will cover September 2015 and May 2016 collectively.

In order to get credit for your registered voters please ensure the following steps are taken:

1. Obtain Voters Registrations forms from your local Voters Registration office for your local drive
2. Once the drive is completed, return the filled out forms back to the Voters Registration office for a **receipt** of how many voters that your drive registered
3. Send a copy of that receipt via email or mail along with your **Temple Name** and **Number** to:

**P.P. Jerry Brown, Sr. #45
1002 Grove Center
Cedar Hill, Texas 75104
jerry_brown_sr@yahoo.com**

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Both Charity and Voter Registration & Education are very important to the existence of the Imperial Council. Doing your part to make sure that your Temples Charity and Voter Registration efforts are reported will help ensure that we hold true to the origin of our existence.

Fraternally a Servant of All,

Jerwon L. Avery, #35

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Attachments:

Temple Charity Donation Report Form (revised: 23 March 2015)

Temple Charity Donation Report Form Instructions

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TEMPLE CHARITABLE DONATION REPORT INSTRUCTIONS

The Temple / Desert Director of Charity is to use this form to report all charitable donations. The Temple / Desert Director of Charity is to use the Temple / Desert Charitable Donation Report Form (available on website: www.aeonms.org) dated 23 March 2015 on the bottom of the form. It is preferred that the form be completed electronically and submitted electronically (click the submit form button in the top right-hand corner). If submitting via US Mail, send report to the address listed on the form.

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ALL Information listed must be completed prior to submitting the report. If completing the report electronically (the preferred method), the Charitable Donation Recapitulation will be filled automatically as you enter your data. **All calculations are performed automatically if completing the form online.** If you are completing the report manually (and mailing via US Mail) you must perform all calculations and place the totals in the Charitable Donation Recapitulation box. The Report must be signed by the Illustrious Potentate / Imperial Deputy of the Desert and attested by the Recorder. If submitting online it should be submitted by either of the two aforementioned officers or designated individuals; your name and email address will be accepted in lieu of the signatures and seal

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Use the **CASH DONATIONS** sheet to list all monetary donations.

RECEIVING AGENCY = the name of the entity (organization, person, etc...) receiving the donation

LOCATION = location of the entity receiving the donation

DATE = date of award presentation

NUMBER OF BENEFICIARIES = number of individuals that will benefit from the donation

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** If awarding scholarships provide the name of the recipient(s) in the [RECEIVING AGENCY] box and their state of residence NOT the location of their college or university in the [LOCATION] block*

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Use the **DONATIONS OTHER THAN CASH** sheet to list physical donations (food baskets, clothing, toys, etc.)

UNIT COST = the cost of the item being donated (if donating multiple items only list the cost of one item)

UNITS DONATED = number of items donated

TOTAL DONATION = multiply Unit Cost of donation times the Units Donated (\$10.00 per toy X 5 toys = \$50.00)

** If filling electronically, enter your Temple number / or Desert Location and click the circle to ensure that the subtotal is calculated*

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Use the **IN-KIND DONATIONS** sheet to list donations of time, facilities, expertise, etc...

TIME = total time individual(s) donated to receiving agency; if donation is facility use list the total time of usage

HOURLY RATE = estimated hourly rate of pay for the Noble(s) donating time
(if multiple Nobles use the average of the salaries)

COST OF ASSETS = cost of any supplies, items, etc... used during donation (i.e. if mentoring kids and you rent a building for \$25 for activities, the cost of assets is \$25)

TOTAL DONATION = multiply Time (Individual or Facility Use) times the hourly rate and then add the cost of assets if any (Example: 10 hours X \$12.00 per hour = \$120.00 + \$18.00 for building = \$138.00).

** If filling electronically, enter your Temple number / Desert Location and click the circle to ensure that the subtotal is calculated*

Notes:

*Online submission is the preferred method; do not mail form if submitting electronically

* All calculations are performed automatically if completing the form online.

****Place a check in the box next to the receiving agency for any donation that is either an event sponsored or funded by the Prince Hall Shriner's Foundation.***

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