



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.
Acting Today on Tomorrow's Visions

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This corresponds to January 1, 2022

The Temple / Desert Director of Charity is to use this form to report all Temple / Desert charitable donations. All other versions of this form are obsolete; the Temple / Desert Director of Charity is to use the Temple / Desert Charitable Donation Report Form (available on our website: www.aeaonms.org). It is preferred that the FILLABLE form be completed and submitted electronically (you must first save the form to your computer and once completed, emailed to the Temple Charity Administrator). If submitting via US Mail, send the report to the address listed on the form.

ALL Information listed must be completed prior to submitting the report. If completing the report electronically (the preferred method), all calculations are performed automatically. 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 Imperial Deputy of the Desert and attested by the Desert Charity Director if the report is a Desert report. All Temple reports must be signed by the Illustrious Potentate and attested by the Recorder. If submitting via email, it should be submitted by either of the aforementioned officers; your name and email address will be accepted in lieu of the signatures and seal.

CASH DONATIONS: 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. 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. The fillable form should calculate the subtotals.

DONATIONS OTHER THAN CASH: list physical donations (food baskets, clothing, toys, etc.). UNIT COST = the cost of the item being donated (if donating multiple items only list the the cost of a single item). UNITS DONATED = number of the items being donated. TOTAL DONATION = multiply Unit Cost of donation times the Units Donated (Example: \$10.00 per toy X 5 toys = \$50.00). The fillable form should calculate the subtotals.

IN-KIND DONATIONS: list donations of time, facilities, expertise, etc. TIME = total time individual(s) donated to receiving agency; if the donation is a facility, 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 \$15.00 per hour = \$150.00 + \$18.00 for building = \$168.00). The fillable form should calculate the subtotals.

NOTE: 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.

Sincerely yours,

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