

Imperial Council Report Deadlines

1. Imperial Potentate Allocution

Type of Report	Due Date
State of the Nation	Annual
State of the Order	Annual
Official Activities of the Order	Annual
Imperial Deputies of the Desert	July 15
Imperial Deputies of the Oasis	June 30

2. Report of the Deputy Imperial Potentate

Type of Report	Due Date
Imperial Organizers	
Imperial Advisors to the Daughters	Annual
Creation Department	Annual
Leadership Training	January 15 and July 15

3. Report of the Imperial Chief Rabban

Type of Report	Due Date
Program /Long Range Planning Committee	Ad-hoc
Imperial Council Education and Development Committee	Annual

4. Report of the Assistant Rabban

Type of Report	Due Date
Student Aid Department	Annual
Educational Grants (Scholarships)	May 31
Transportation Department	Annual
Military and Veterans Affairs Department	Quarterly (January /April / July / October

5. Report of the Imperial High Priest and Prophet

Type of Report	Due Date
Grenadier Club Department	Annual
National Diabetes Initiative Department	July 15
Shriners as Mentors Department	Monthly

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6. Report of the Imperial Oriental Guide

Type of Report	Due Date
Imperial Marshalls Department	Annual
Annual Parade	Annual
Media/Public Relations Department	Annual
Recreation Department	Annual

7. Report of the Imperial Treasurer

Type of Report	Due Date
Budget Committee	Annual

8. Report of the Imperial Recorder

Type of Report	Due Date
Annual Per Captia Tax	January 20
Semi-Annual Per Capita Tax	June 30
Membership	Annual
Life Membership	Annual
On-Site Registration	Annual
Credentials Committee	Annual
Custodian Committee	Annual
Archivist Committee	Annual
Temple Creation	10 days after creation
Temple Charity	July 29
Temple Election	3 days after elections
Temple Credential	July 20
Temple Death Notice	5 days after death

Request and Forms	Due Date
Annual Tax	April 15
Reinstatement/Restoration/Healing	10 days after meeting
Transfer	Immediately after meeting
Certificate of Transfer	120 days after assurance
Withdrawals	Immediately after approval
Change of Address	Immediately
Certificate of Tran	

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9. Report of the Imperial 1st Ceremonial Master

Type of Report	Due Date
Promotions Department	Annual
Security Department	Annual

10. Report of the Imperial 2nd Ceremonial Master

Type of Report	Due Date
Youth Department	Annual
Photography Department	Annual
Book Bag Program	Annual

11. Report of the Imperial Captain of the Guard

Type of Report	Due Date
Shrine Club Department	July 15
Legion of Honor Department	Annual

12. Report of the Imperial Outer Guard

Type of Report	Due Date
Information Technology	Annual
Temple Charity	July 29
Voter Education /Registration Department	Annual

13. Report of the Imperial Internal Auditor Committee

Type of Report	Due Date
Internal Auditor Committee	Annual
Independent Auditor	Annual

14. Report of the Imperial Grievance and Appeals Committee

Type of Report	Due Date
Imperial Grievance and Appeals Committee	Annual

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15. A.E.A.O.N.M.S., Inc. Roster of Deceased Nobles

Type of Report	Due Date
Roster of Deceased Nobles	Annual

16. A.E.A.O.N.M.S., Inc. Proposed Budget

Type of Report	Due Date
Proposed Budget Committee	Annual

17. Report of the Imperial Convention Director

Type of Report	Due Date
Advanced Registration	Annual
Proposals to host the Imperial Council Sessions	Annual
Exhibit Committee	Annual

18. Report of the Imperial Legal Advisor

Type of Report	Due Date
Imperial Legal Advisor	Annual
Temples and Deserts By-Laws	Annual

19. Report of the Imperial Advisor to the Imperial Court Daughters

Type of Report	Due Date
Imperial Advisor to the Imperial Court Daughters	Annual

20. Report of the Imperial Officers Transactions Committee

Type of Report	Due Date
Officers Transactions Committee	Annual

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21. Report of the Imperial Credentials

Type of Report	Due Date
Credentials Committee	Annual

22. Report of the Necrology Committee

Type of Report	Due Date
Necrology Committee	Annual

23. Report on the Applications for the Imperial Council Life Membership

Type of Report	Due Date
Applications for the Imperial Council Life Membership	Annual

24. Report of the Imperial Chief Convention Cashier

Type of Report	Due Date
Imperial Chief Convention Cashier	Annual

25. Report of the Imperial Creation Department

Type of Report	Due Date
Creation Department	Annual

26. Report of the Imperial Grenadier Club Department

Type of Report	Due Date
Grenadier Club	Annual

27. Report of the Imperial Lecturer Department

Type of Report	Due Date
Lecturer Department	Annual

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Imperial Council Exaltation	Annual
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28. Report of the Imperial Legion of Honor Department

Type of Report	Due Date
Legion of Honor Department	Semi-Annual

29. Report of the Imperial Membership and Group Supervision Department

Type of Report	Due Date
Membership and Group Supervision Department	Annual

30. Report of the Imperial Music Department

Type of Report	Due Date
Music Department	Annual
Letter of Intent (Participation)	May 15

31. Report of the Imperial Council Shrine Club Department

Type of Report	Due Date
Shrine Club	July 15

32. Report of the Roscoe C. Washington Student Aid Department

Type of Report	Due Date
Student Aid Department	Annual

32. Report of the Roscoe C. Washington Student Aid Department

Type of Report	Due Date
Student Aid Department	Annual

33. Report of the Voter Registration/Education Department

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Type of Report	Due Date
Voter Registration / Education Department	Annual

34. Report of the Resolution Committee

Type of Report	Due Date
Resolution Committee	Annual

35. Report of the Shriners as Mentors Committee

Type of Report	Due Date
Shriners as Mentors Committee	May 31
Temple Shriners as Mentors	Monthly

36. Report of the National Diabetes Initiative Committee

Type of Report	Due Date
National Diabetes Initiative Committee	July 15

37. Report of the Imperial Deputies of the Desert

Type of Report	Due Date
Imperial Deputies of the Desert	July 15

38. Report of the Imperial Deputies of the Oasis

Type of Report	Due Date
Imperial Deputies of the Oasis	June 30
Temple Line Officer Training	January 15 and July 15

39. Report of the Imperial Promotions Committee

Type of Report	Due Date
Promotions Committee	Annual

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40. Report of the Fraternal Relations Committee

Type of Report	Due Date
Fraternal Relations Committee	Annual

41. Report of the Imperial Council Education and Development Committee

Type of Report	Due Date
Imperial Council Education and Development Committee	Annual