



Ruritan Club Charter Closing Night Report

Mail WHITE copy to: Ruritan National P.O. Box 487, Dublin, VA 24084

White - Mail to Ruritan National
Yellow - Mail to District Governor
Pink - Mail to Zone Governor
Blue - Retain for Club Records

Club Name: _____ Date: _____
Month/Day/Year

State: _____ Ruritan District: _____ Zone: _____

Club Secretary: Please use a BALL POINT pen on a hard surface when completing this form. Mail white, yellow and pink copies WITHIN 3 DAYS of meeting.

Charter Closing Night Report

Instructions: This month's report is the last of the special reports which you will complete. Next month you will begin using the regular Monthly Reports in the Secretary's Handbook. If you need assistance or have questions about the Monthly Report forms in the Secretary's Handbook, a member of your sponsoring Ruritan Club/District, or your club's Zone Governor will be glad to help.

This month you are to submit this report with a check for dues payment in the amount shown on this report.

At the close of this meeting, your club's Charter Membership will be closed. Any new members hereafter must come into the club as provided in the Club Constitution and Bylaws. Please enclose a list of your charter member and officer on the form provided (type or neatly print -- these names will appear on your club's official charter).

Total number of members on charter list: x \$ _____ each = \$ _____

Other money owed to Ruritan National (if any): \$ _____

Total Amount Due (Check # _____ enclosed) \$ _____

Did your club have a Board of Director's

Total members in attendance this meeting: _____

Meeting this month? YES ____ NO ____

Total number of members who have signed the charter as of this meeting date: _____

Club's Employer Identification Number: _____

Club Secretary's Signature

List Charter Members added at this meeting on reverse side.