

## CERTIFICATION OF COMPLETE TURN-OVER

This is certify that the following reports and documents for DeMolay (**Incoming Term \_\_\_\_**) as attached are complete in compliance with Circular No. 2017-52 (Abella) dated December 20, 2017.

- A. New Members Report of the Term. (Form 10)
- B. New Officers Report and New Officers Address Report (Form 15 and 16)
- C. Term Report Form (Form 1)
- D. List of Advisory Council
- E. Report on Major Highlights of Accomplishments, Projects and Activities for the Term.
- F. Report on Historical Records, Official Files and Assets/ Properties of Chapter/ Priory.

**Name and Signature**

Outgoing Master Councilor

(Name of Chapter)

(Date)

**Name and Signature**

Chapter Advisor or Chairman, Advisory Council

(Date)

I have reviewed all the reports of **Name of Chapter** for **Term B 2017** and find everything to be in order. This also serves as my approval to proceed with the installation of officers on **Date of Installation**. Thank You!

**Name and Signature**

Executive Officer

(Date)

Cc: The Executive Director,  
Supreme Council, Order of DeMolay