

(Type or Print legibly)

MEMBERSHIP CONSERVATION REPORT

Page: ___ of ___



Council: _____

District: _____

Date: _____

	Date of Last Billing	No. Months Delinquent	Name	Address	Telephone	Committeeman Making Contact	Payment Received	Reason
1								
Remarks & Comments								
2								
Remarks & Comments								
3								
Remarks & Comments								
4								
Remarks & Comments								
5								
Remarks & Comments								

Upon Completion: Attach respective 1845's.

1. **Must include FS, DD, Retention Chairman and GK Signature**
2. Mail original of this form to the **State Retention Chairman**
3. Keep a file copy for the Council's records.

On my honor as a Catholic gentleman, I do swear that the information shown above is correct to the best of my knowledge.

Form – TX1845A (Rev May 08)

Financial Secretary Signature

Retention Chairman Signature

Grand Knight Signature

District Deputy Signature

See reverse for Instructions

TEXAS MEMBERSHIP CONSERVATION REPORT

1. Form TX-1845A **Texas Membership Conservation Report** is in compliance with the Supreme Council's requirement whereas "the committee member will provide a written report of his findings to the Grand Knight". The committee member referenced here is a member of the Council Retention Committee appointed by the Grand Knight. (refer to Step #3 of the PROPER BILLING PROCEDURES in the Financial Secretary handbook).
2. A member of the Retention Committee must contact the delinquent member in person, explaining his benefits and attempting to save the member. Financial difficulty is not a valid reason for suspension.
3. Councils having incomplete audits or not submitting an audit for the past two consecutive and most recent audit periods CANNOT suspend a member.
4. Councils not submitting their Form 365 (Service Program Personnel Report) with a copy to the State Office CANNOT suspend a member.
5. Councils having submitted their Form 365 but failing to identify a Council Retention Chairman CANNOT suspend a member.
6. Councils that have been suspended for failure to pay their Supreme Per Capita assessments CANNOT suspend a member.
7. Form 1845 (Notice of Intent to Suspend) must be signed by the Grand Knight and the Financial Secretary before submitting it to the Supreme Council Membership Records department. A copy must be submitted to the District Deputy and the State Retention Chairman.
8. Form TX-1845A (Texas Membership Conservation Report) must be signed by the Grand Knight, Financial Secretary, Council Retention Chairman, and the District Deputy before submitting it to the State Retention Chairman. A copy must be submitted to the District Deputy. (Note: This report is not mailed to the Supreme Council)

STATE RETENTION CHAIRMAN 2010-2011	
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