



Quarterly Report Submission Instructions For Nevada Community Granges

Part 1- Summary Form

1. Begin by entering the name of your Grange, Grange #, Year and quarter for the report at the top of the page.
2. Next complete the section 1 labeled “Per Capita Tax”
 - a. Line 1- **‘Fraternal’** – This line includes ALL Golden Sheaf members (a & b) and affiliate members.
 - i. Family Plans, Members in Family Plan and Associate members **SHOULD NOT** be included in this total.
 - b. Line 2- **‘Golden Sheaf (b)’**- Members who achieved 50 years of continuous membership before January 1, 2001.
 - c. Line 3- **‘Golden Sheaf (a)’**- Members who achieved 50 years of continuous membership on or after January 1, 2001.
 - d. Line 4- **‘# of Family Plans’**- These are the total number of family plan memberships, not the total number of members in those plans.
 - i. A family plan is defined as “A family whose members are fourteen years of age (thirteen years and six months or more). A family shall consist of a couple and their dependents, or a single person and their dependents. Dependents are defined as children, grandchildren, great grandchildren, foster, adopted or step-children under the age of 23, who live as a member of the same household or in absence due to illness, education or military service. Legal dependents of any age shall be considered part of their legal guardians’ family.”
 - ii. Example: a Community Grange can have 2 family plans that represent a total number of 10 members. The 10 members would be placed in the **‘Family Members’** line and not the **‘# of Family Plans’** line above in the table. These members **SHOULD NOT** be included in the **‘Fraternal’** column.
 - e. Line 5- **‘Family Members’**- This is the total number of members in all the family plans.
 - f. Line 6- **‘Associate’**- This is the total number of associate members. (These members **SHOULD NOT** be included in the ‘Individual’ column.)
 - i. Associate members are “A person or business with an interest in the advancement of agriculture and improvement of rural life.”
 - g. Line 7- **‘Junior’**- These are children age 5 to 14 (13½), who have joined as Junior members.
 - h. When you enter the balance forward, gains and losses, the form will calculate the ending balance as well as the total dues owed by your Grange.



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3. When section 1 is complete, sign and date the bottom and mark any supplementary pages that accompany the report.
4. Complete any of the necessary supplement pages Part 2- Members Gained, Part 3- Members Lost, Part 4- Roster Changes or Member information changes
 - a. Part 2- Members Gained- Use this form to list members who have joined your Grange since the last report.
 - b. Part 3- Members Lost- Use this form to list members who are no longer members of your Grange since the last report. Note how the member was lost.
 - c. Part 4- Roster Changes- Use this form to report any changes that have occurred in the officers or directors of your Grange.
 - d. Member Information Changes- Use this form to report any changes in members information like mailing address, email or membership type.
5. Submit the completed forms by email to membership@nationalgrange.org. Mail the complete report and payment to:

The National Grange
1616 H St NW
Washington, DC 20006

Reports and payments are due to the National Grange **no later than** 60 days after the close of the quarter (May 31, August 31, November 30 & February 28)