

Checklist for the Annual Reports

Please follow the instructions in the User Guide on the Supreme website. These are step-by-step instructions to submit the Annual Report of your Assembly and the Nominations for the Grand Cross of Color and Service to Rainbow.

Do NOT try to manipulate the Grand Cross nominations in any way. If your Assembly has a specific concern/ request, please contact me.

The following should be submitted to me no later than January 15. It would be great if you could get the reports to me even earlier since I have to approve them and get them to Supreme by February 1.

- 2 copies of your completed, signed report, with the Assembly Seal
- 1 copy of your financial report
- An official Assembly check for Supreme fees, made out to the International Order of the Rainbow for Girls
- 2 copies of the Designates Section, signed with the Assembly Seal
- An official Assembly check for any designate fees, made out to the Virginia Rainbow for Girls Foundation
- An official assembly check for per capita Virginia Jurisdiction fees of \$3.00 per girl, made out to the Virginia Rainbow for Girls Foundation.
- 2 copies of the Mother Advisor Identification Form from the Virginia website

Please do not combine the Designates check and the per capita check, even though they are to the same group. This presents bookkeeping problems for both your Assembly and the Jurisdiction.