

**Cecelia Dunlap Grand Chapter, OES of Kentucky, Inc. PHA
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**Cecelia Dunlap Grand Chapter, Order of Eastern Star
Of Kentucky, Inc., PHA
Criminal Background Check Procedure
Effective: March 1, 2016**

1. The Criminal Background forms will be handled by the chapter secretary.
2. The Criminal Background form is to be given to a petitioner when they are given the membership application. The Criminal Background form is to be returned ASAP. There is a non-refundable \$25 fee for the background check, in addition to the \$25 membership application fee.
3. The chapter secretary will send the form to the Grand Lodge. The Grand Lodge will submit the form for the background check. Once the Criminal Background is returned, then the results will be forward to the chapter secretary. *The chapter secretary will give the membership a report of the findings at the meeting.* Based upon the results, then the regular process is followed.

Respectfully,

Felecia J. Ballard
Grand Worthy Matron

