

1. The allowance for the Chaplain shall be budgeted by the Finance Committee. The officer shall submit an end-of-year statement of the expenses incurred and proposed recommendations affecting the program budget for the next year to the Finance Committee by May 1st, and shall include expenses relative to the Memorial Service.
2. **The Department Chaplain shall receive a member data form from the Unit Chaplain when notified of a member's death. A courtesy member data form should also be sent to the District Chaplain when the current years information. (2024)**
3. The Department Convention Memorial Service will be under the direction of the Chaplain.
4. Chaplains are to wear all white appropriate attire for the Department Memorial Service. Appropriate attire is white dress, white blouse/top, white skirt/slacks, and white shoes. No mini-dresses tank tops, spaghetti straps, jeans, shorts, pedal pushers/capri pants or flip flops. (2015)
5. Mid-Year Report Forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by December 1st. District report forms are to be sent to the Department Chairman by December 15th. (2023)
6. End of Year report forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by the second Friday in April. District report forms are to be sent to the Department Chairman by May 1st. (2023)