

\*\*\*\*\* MOWOGO LODGE CANDIDATE ELECTION REPORTS BY E-MAIL FOR 2009

\*\*\*\*\* EACH FIELD ON A SEPARATE LINE

\*\*\*\*\* ALL CAPS -- NO PERIODS ANYWHERE

\*\*\*\*\* All Adults must be reported to Lodge Advisor on the Adult Form and also reported to me electronically in the same format as the youth

(1) NAME FIRST MIDDLE LAST SFX NOTE: SFX is like Jr or Sr or III (it is best to enter name as scout/scouter is called by)

(2) STREET (expand all street ending abbreviations, ex ROAD not RD however use PO BOX 1 not POST OFFICE BOX)

(3) CITY, ST ZIP CODE (CITY(comma) one space ST two spaces ZIP CODE) \*\*\* ZIP CODE REQUIRED \*\*\*  
ST as two letters GA in 99.9% of cases  
ZIP CODE as 5 digits or 00000-0000 only

(4) PHONE AAA nnn-nnnn (MUST HAVE area code)

(5) UNIT (5 char max), ex. T1, T533, E1, V1, C76, DIST, COUN

(6) CHAPTER A for Ani-gatogewi Cherokee District  
C for Canantutlaga Apalachee District  
E for Japeechee Etowah District  
J for Jutaculla Curahee District  
L for Lau in nih Sweetwater District  
M for Machque Mountain District  
Y for Yona-Hi Chattahoochee District

(7) LEVEL C (only entry allowed here) do not enter word LEVEL

(8) BIRTHDATE mmddyyy (use leading zeros), ex Jan is 01, Dec is 12

NOTE: ALL entries are required and must be present and in this order. That means there must be 8 and only 8 lines per candidate. Do not leave blank lines between candidates; i.e. 12 candidates would have exactly 96 lines, no more and no less.

\*\*\* That also means if you do not know the zip code or unit or chapter or full birthday or address or phone number, get that information before submitting an election report on that candidate. Candidates with incomplete information will not be entered into the Lodge database and will have to be entered at the event, delaying the check in process. \*\*\*

NO INFORMATION MAY BE LEFT BLANK NO EXCEPTIONS.

EXAMPLES FOLLOW \*\*\*\*\*

BILL KETHLEY  
155 RAVENWOOD RUN  
ATHENS, GA 30605-3345  
706 548-2902  
T76

A  
C  
01121940

JOE SCOUT  
123 ANYWHERE ROAD  
ATHENS, GA 30601  
123 456-7890

T1  
L  
C  
01021995

TOM JONES JR  
PO BOX 123  
ATHENS, GA 30601  
706 123-4567

T22  
G  
C  
12311955

----- END OF 3 EXAMPLE ENTRIES (note 24 lines were used)

I strongly suggest each chapter send a sample election report of at least 3-4 names as a test at lease a week before sending the real reports. This way we can work out any "bugs" in the system before reporting deadlines.

You can send your election report as part of an e-mail or as an attachment to: [MowogoLodge@mindspring.com](mailto:MowogoLodge@mindspring.com)