

PGLEL Honours Application Process

Lodge Secretaries Guide

1. The Provincial Honours application process has now been changed to an electronic system.
2. Members may apply for Provincial Honours via a button on the Secretariat section of the Provincial web site marked "Provincial Honours Application 2024"
3. Members may select this themselves or an Area Chairman / APGM may send them a link to this form, recommending that they apply.
4. Once a member has completed his form and submitted it – you as his Lodge Secretary will receive an email from the PGLEL Webmaster account informing you of the application.
5. In the event that a member is unable to complete the electronic form please ensure that they are supported in this process.
6. **YOUR RESPONSIBILITIES:** It is the responsibility of the Lodge Secretary to check that the information supplied regarding attendance, roles undertaken and work within the Lodge undertaken is accurate.
7. Upon completion of your checks, you will select the button to confirm that this has been done **AND** that you have informed the Lodge WM of the application.
8. You will then select the SUBMIT button.
9. This ends your responsibilities in the application.
10. **NOTE:** By completing the above you are not approving the application, rather you are affirming that you have carried out the necessary checks and informed the WM of its existence.