

## What is the purpose of this form?

This document provides information on the variety of forms available to Order of the Morning Star members, as well as their designation structure. Copies of this form can be obtained by contacting the Order's Administrator-at-Large.

## How is a form's designation determined?

A form's designation is crafted much like a sentence, with all of the necessary information. A designation is usually made up of four parts: the receipt type, the action type, the request scope, and the subject. Designations may occasionally have more or fewer parts.

As an example, a commonly used form, the RF12/PR, is designated as such because of its component parts: it is a Request for (receipt type, R) a Refund (action type, F) of an Order (request scope, 12) Purchase (subject, PR). The stroke in a form's designation goes between the request scope and the subject.

---

### **RECEIPT TYPES**

R - Request for  
S - Statement of

### **ACTION TYPES**

C - Access to  
D - Determination of  
F - Refund of  
M - Amendment to  
N - Notification of  
T - Transfer of  
V - Revocation of

### **REQUEST SCOPE**

11 - Personal  
12 - Order  
22 - Joint  
99 - Extraterrestrial

### **SUBJECT**

DC - Documentation  
MB - Membership  
PR - Purchase  
ST - Storage  
VT - Event