

# Lodge Activities Manual



Program of the Grand Lodge Fraternal Committee  
<http://www.elks.org/grandlodge/fraternal/>

**Benevolent and Protective Order of Elks of the USA**

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## INTRODUCTION

This manual has been prepared to aid Lodge Officers and Committee members in developing a Lodge Activities program for their Lodge utilizing ideas and projects that have been tested and found to be successful. Obviously every program identified or described in this manual will not necessarily be adaptable to every Lodge. The ideas contained in the manual, however, can generally be modified to fit the unique requirement of every Lodge.

The Grand Lodge Fraternal Committee will continue to solicit and collect additional material for subsequent revisions to this manual.

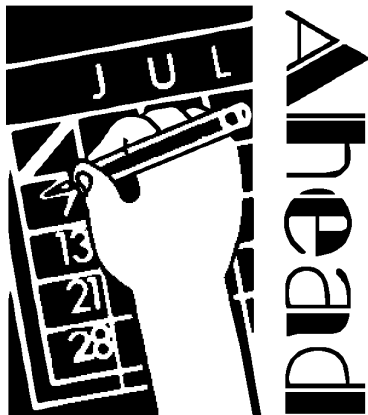
This Committee, whose duties are set forth in Section 4.355 of the Laws of the Order, has charge and supervision of all matters referred to it by the Grand Exalted Ruler pertaining to the good of the Order and all Local Lodge Activities, inter-Lodge relations and all similar matters and is always available to provide counsel and advice to Lodges in developing and improving their Lodge Activities Programs.

**NOTE:** The masculine words appearing herein shall include the feminine gender as circumstances require.

## LODGE ACTIVITIES

It is the responsibility of the Exalted Ruler, other Lodge Officers and all the committees to develop and successfully execute a balanced program of Lodge

Plan



Activities, including social functions, club activities, and community service projects. The responsibility for planning and managing such a program lies mainly with an appointed Lodge Activities Committee. The success of the year's program depends upon adequate, balanced programming; effective leadership; cooperation of committee and members; and finally,

the wholesome response of the membership through participation and approval.

As the chief administrator of the Lodge, the Exalted Ruler should meet once a month with the Officers and committee Chairpersons. The importance of these meetings cannot be stressed too greatly! They not only inform the Officers and committee Chairpersons of what has been planned but also, as brainstorming sessions, they are the best source for new ideas for Lodge activities. It is amazing the good (and sometimes, great) ideas that are suggested. The important result, however, is that everyone feels a part of the team.



**Lodge Activities** encompass almost everything the Lodge does. Without exception, they are important to the success of every Lodge. Well-planned and implemented activities usually spell the difference between a progressive Lodge and one that is just drifting along without specific aim or purpose.

Lodge activities can be classified as follows:

1. Mandatory
2. Prescribed
3. Non-prescribed or local activities

Non-prescribed Lodge activities are further divided into three fields:

1. Social
2. Community
3. Fraternal

**Mandatory Activities** are those required by Statute, and include the special activities for Flag Day and Memorial Day. (See Appendix A—page 11.)

**Prescribed Activities** include ritual; participation in the Most Valuable Student Contests; cooperation and support of other programs of the Grand Exalted Ruler; and support and participation in State Association programs.

**Non-Prescribed Activities** are all those undertaken by the Lodge beyond the scope of mandatory and prescribed activities. It is in this category that the activities Chairperson's attention should be centered and wherein ingenuity and advance planning are essential. (See Appendix B—page 12.)

**Social Activities** include dances, picnics, hayrides, dinners, and a multitude of similar events that bring the Lodge members, their families and friends together in a spirit of sociability.

**Community Activities** is an area to which most Lodges should give more attention. This area encompasses community service, which is essential to improvement of the public image of the Lodge. Public programs, dedications, sponsorship of community celebrations, and youth humanitarian programs within the Lodge jurisdiction are all included in this area of activity.

**Fraternal Activities** supplement the Lodge meeting. This is probably the most difficult type of Lodge activity to plan but is probably one of the most important. Suggested activities would include visits to the Lodge meetings by such groups as veterans, boy/girl scouts, students, or FFA groups, etc.

Changing the ordinary Lodge business sessions to include this type of activity is the difficulty to overcome.

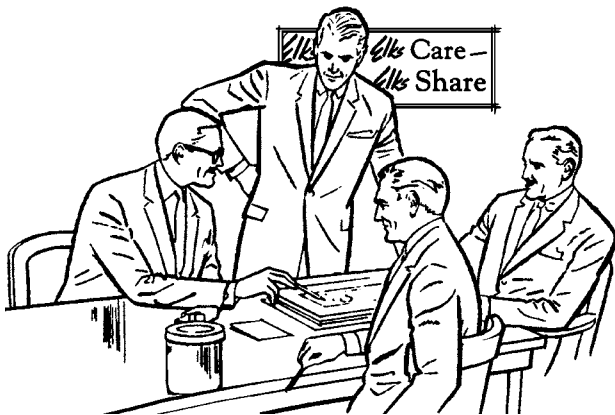
# COMMITTEES

## IMPORTANCE OF COMMITTEES

Before discussing the various programs contained in a well-rounded Lodge activities program, the importance of committees deserves attention.

Committees are prime opportunities for membership involvement. Successful Lodges may have as many as 80 committees involving several hundred members. What better way to put members to work: give them a piece of the action; make them participating, active members. Most people realize satisfaction from doing a worthwhile job, and Lodge members are no different. Give everyone a chance to be involved.

A well-planned and scheduled program cannot be accomplished without the dedicated leadership of a knowledgeable committee and, particularly, a good Chairperson. How is a good person found to chair a committee? Find a member with (1) proven past performance; (2) enthusiasm for the task; and (3) ability to bring together other enthusiastic, cooperative people. Give the person the responsibility and authority and then let the person do the job. The person will very likely



produce just what the Lodge needs—a successful program. If the person accepts the task of chairing a committee, let the person do it. (See Appendix C—page 14.)

## FUNCTION OF THE LODGE ACTIVITIES COMMITTEE

The primary function of the suggested Lodge Activities Committee is to sell the three main products that the Lodge has to offer:

1. Fellowship
2. Physical Facilities
3. Pride of Membership

It is necessary to sell these products to retain the active interest and participation of the existing membership and to recruit new members. Properly used, Lodge activities are the tools for selling fellowship, physical facilities, and pride of membership—which

in turn establish and build an enthusiastic membership. With this kind of membership, the Lodge will have few problems with recruiting new members, retaining its present members, obtaining funds for charitable projects, and in securing the income necessary to support the Lodge, its facilities, and programs.

Many and varied Lodge and social activities are the key to an active, busy, satisfied, and enthusiastic membership. Lodge meeting programs emphasize the cardinal principles of our Order and promote fraternalism. The committee's plans should attempt to include a special program for each meeting night. The total program of such a Lodge Activities Committee should reflect a broad variety of events to appeal to every member of the Lodge.

Some of the other objectives that can be realized through a good activities program are:

1. Community support
2. Member education
3. New member involvement
4. Decreased lapsation
5. Program variety
6. Improved attendance
7. Family participation

**Community Support.** Community service programs help to gain community support through cooperation and participation. A favorable image of Elkdom in the community can be developed by increasing local goodwill and community acceptance through participation or sponsorship of community programs, favorable publicity and good public relations. Primary emphasis should be placed on Elk-sponsored programs. Token participation in the local projects of others, although worthy, does not greatly enhance the prestige of our Order.

**Educating Our Members.** Lodge activities are also a means of educating our members. When the members know what the Order, and their Lodge in particular, is doing for youth, charity, Scouts, community projects, handicapped children, and many other worthwhile activities, they will acquire the greatest pride of belonging to the Order.



**Getting New Members Involved.** The first few weeks and months after a new member is initiated will significantly influence the kind of member the person will be. If the individual has had a thorough orientation before initiation, the ceremony of initiation should launch the new member into the greater field of interest: *an involved Elk.*

However, this important step must be planned. It begins with the new member completing a Committee Interest Questionnaire. (See Appendix D—page 16.) Immediately following initiation the new Elk should be assigned to the committee for which a preference was indicated. The Chairperson and other members of the committee should welcome their new team mate and assign the new member an initial task. Give the person an opportunity to make a contribution to the team effort. Listen to new thoughts and remember that infusion of new ideas is the key to improved programs.

A most important step to remember is that a new member's sponsor should accompany the new member to the first few Lodge meetings to establish the "habit" of attending on a regular basis.

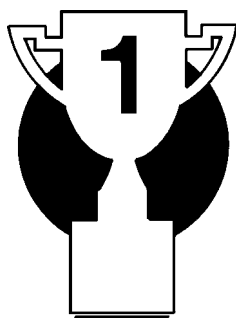
It's worthwhile to note here that many lapsed members feel they remained on the outside looking in—had never really been a *part of the organization*. Don't let that happen to a new member. Consider each member a valuable asset. An effective technique used by many Lodges is to give the class of new initiates a project or program they can be totally responsible for, but guided by one or two seasoned members.

Also remember that each new member has non-member friends. Encourage the new member to invite a friend to join as a member of our Order.

**Effect on Lapsation.** Lodge activities have a tremendous effect on lapsation. Lapsation usually results from some form of disenchantment and nonparticipation in Lodge activities by the member, probably because the member was never asked to participate. Given good business management, every Lodge with enthusiastic and creative Officers, good leadership, interesting, well-planned Lodge meetings, stimulating programs, and varied social events should never have a lapsation problem. A happy membership is a part of an active, successful Lodge and club; and a happy member is not about to become delinquent. Instead, the member will assist the Lodge to grow in membership and to expand its good work.

The best Lodge becomes "best" and is truly successful when Lodge programs reach every member. Good leadership by Officers and committee members, enthusiasm, and creativity help the membership to become participants in many Lodge and club activities and events. Seek a large number of members, particularly newly initiated members, to take part and to work on committees and special programs. Their interest, enthusiasm, and teamwork strengthen bonds of fellowship and encourage continued successful activities.

New members never join committees unless they are asked to participate.



**Lodge Activities Offer Variety.** Members enjoy attending meeting night programs when special events supplement the usual routine of the business meeting, so try to have a special event on as many meeting nights as possible. But these specials must be novel, interesting, and current.



Few persons will sit through the same movie a second time. Even fewer will do so a third or fourth time. Yet this is what many Lodges expect from their members, running through the meetings in the same manner time after boring time. With this kind of program, many members will not bother to attend after a while. Have something new and informative at each meeting. Tough to do? Not really. Just use your imagination and ingenuity. There are many such programs listed (Appendix A and B). They are all adaptable to fit your Lodge.

Your meeting attendance measures the interest and enthusiasm of the membership. The Lodge meeting is one place and time where Officers and committee members can personally contact the membership about upcoming State Association programs, community service, future Lodge activities, and many other projects. This personal approach reaches a larger percentage of the Lodge membership when special events are presented in conjunction with Lodge meetings or immediately after business sessions.

Mandatory programs are usually limited and held on special occasions. The balance of the year offers opportunity for seasonal programs, sports events, judiciary, law and order, youth and scholarship awards, Americanism, and many, many more. Include a special Lodge activity on meeting nights when there is no mandatory program scheduled. You will be glad that you did! Then watch the meeting attendance increase, observe the interest in Lodge programs gain, and see participation by your members in the good work of the Order expand and grow.

**Improved Meeting Attendance.** Average attendance at Lodge meetings nationally falls in the range of 5% to 10% of the membership. However, some Lodges consistently average considerably higher attendance. This is not accidental. It is the result of well-planned, well-organized and interesting meetings.

To improve attendance, you must first understand and analyze the competition. Television, sports events and other organizations, to name a few, siphon off your members. Consider the solution as you would in your business. If the traffic through the door is diminishing or your sales are dropping off, ask: Is it because the atmosphere is uninviting? Are the Officers and personnel unfriendly? Is there lack of warmth and fraternalism? Are the meetings too long and boring?

If interesting programs are inserted into regular meetings, the fact that they make the meeting a bit longer will not create problems by eliminating boring and uneventful meetings.

Set a goal, for example, to improve attendance by 20% to 30%. Then use these proven techniques for achieving that goal.

1. Plan every meeting in advance—allot a specific amount of time for each agenda item.
2. Keep meetings as short and as interesting as possible.
3. Control the meeting—don't let it drag because someone likes to talk.
4. Consider distributing a one-page bulletin containing significant information on coming events, a need for volunteer help, and other pertinent information. The bulletins can be handed out by the Tiler or Inner Guard.
5. Regularly invite speakers to discuss interesting topics such as law enforcement, city government problems, drug abuse, and Community Planning. Again, control the time allotted.
6. If you have or can borrow the equipment, show films periodically. Films are available on sports topics, such as fishing, hunting and golf. Films can be shown either during a recess or after the Lodge meeting.
7. Plan and schedule your special nights well in advance. There are many ideas for special nights that will create interest among your members and increase attendance. You might honor certain occupations, such as auto dealers, farmers, telephone company employees, doctors, fire fighters and many others. (The list is long and will vary with the section of the country.) You might also consider special nights for public officials, newspapers-television-radio personalities or ethnic customs. This same idea can be used to promote special dances, choosing the Chairperson from the occupation or group for which the occasion is designated. The Chair,

in turn, will appoint the committee who will strive to outdo the other groups. This friendly competition will pay dividends.

All of these ideas require concentrated advance planning. All require involved membership. They will produce results and your Lodge will be an active one.

## **FAMILY PARTICIPATION**

Our Indoctrination Program points out that “a family that plays together stays together.” Most Lodges in the Order today stress family participation. This area opens up a whole spectrum of opportunities for membership involvement. The possibilities are endless and limited only by the facilities and resources available to the membership.



Many youth programs invite family participation. Certainly, Member-Son and Member-Daughter nights should be an annual “must.” If your Lodge or club facilities are equipped to serve food, a weekly family night is effective. Survey your members to identify programs that are family-oriented. You may be surprised at the ideas that are produced. Plan to expand your programs to increase family participation. Remember—an active Lodge that has family participation is a successful Lodge.

## **GOOD PROGRAM ADVANTAGES**

### ***The Best Opportunity to Discover New Leadership.***

It is desirable to select interested and promising members to be Chairpersons for various evenings' programs or for special events. Observe them carefully. Evaluate their ability to lead, to organize and plan events, to follow through with subordinates, and to identify the success and problems of the specific projects. This is the best opportunity to discover new leadership, and it is the place where these potential Officers and Committee members can intern, can exhibit their capabilities, and can strengthen the total program of the Lodge.



It is important to look for new, fresh talent for leadership because it is one of the main ingredients of success. The perennial “work horses” are the solid backbone, but always be on the alert to discover members who can lead and who are creative and willing to try new methods and directions to develop additional, more fruitful programs and activities for the enjoyment of the total membership.

**Planning.** To be successful, Lodge activities must be planned thoroughly, and well in advance! Prior to the event or activity, it must be well-publicized, and the Officers and Chairpersons should be informed and enthusiastic about the activity. Use the following “Four-Step Plan for Success of Lodge Activities” and watch your Lodge activities grow through greater participation by the members of your Lodge.

## FOUR-STEP PLAN FOR SUCCESS

### 1. FACT-FINDING

- a. Find the kind of activities your members really like.
- b. Consider new events or activities.
- c. Analyze and try to improve annual or traditional events.
- d. Search for new ideas. Obtain and read the monthly bulletins from other Lodges in your district. Ask to be put on the mailing lists of Lodge bulletins from Lodges with successful Lodge activities programs. Be alert to seeing ideas tried by other fraternal and service organizations. Ask for suggestions from your members.
- e. Look for and appoint new, young, working Chairpersons to lead each event and activity, but always remember that the Lodge activities Chairperson and the Exalted Ruler should be available for guidance, leadership and participation. It is very important that ALL Lodge Officers participate in each event or activity. If they do not participate, they cannot very well blame a membership that does not participate.

### 2. PLANNING

- a. Plan events that will be financially self-sustaining or that are within the budget provided for the specific event or within the total budget of the Lodge activities committee.
- b. Select events in which your members can participate, not as spectators, but as involved workers.
- c. Be creative in selecting events. Don’t just stay with the old “tried and true” activities. Try new ones! Encourage new ideas! Use your imagination and ingenuity.
- d. If the event is to be charged for, keep the cost within the “pocketbook” of each member. Events which the majority of the membership feels are overpriced will not be patronized.



Some Exalted Rulers and Lodges prefer NOT to make an activities program for the whole year in advance of the beginning of the Lodge year, and for these Lodges the following ideas are suggested:

- Do the planning at the monthly meeting of Officers and committee Chairpersons. The meeting should include the editor of the Lodge bulletin and Publicity Chairperson and should be held just prior to the deadline for submission of articles for the next monthly bulletin.
- Review the calendar for the month immediately succeeding, carefully checking to be sure that every detail of the planned Lodge and social functions for that month has been taken care of. Allow liberal discussion from all present.
- Plan Lodge and social events for the second succeeding month. Start with the first day of the month and go through the entire month, day by day setting the standard, routine, and required Lodge and social events first. Then set the special events or activities which the group agrees upon.
- For each event planned, both regular and special, appoint a member to act as Chairperson for the event. Allow all Officers and committee Chairpersons to discuss each special need that is required for the successful completion of the event. Establish the time, place, price, menu, and all other details for each event. At the conclusion, check all details with the general or club manager, if not present at the meeting, to avoid conflicts and to insure a well-managed event.

### 3. PROMOTION

- a. Communication is extremely important! Announce events well in advance so everyone can reserve the date. Tell your story of the event to every member. Use announcements, stories, cartoons, posters, and every other media to be sure that the story of the event gets to all the members. Get the active participation of every member!
- b. The Lodge bulletin for the month preceding the special Lodge or social function should carry a "WATCH FOR" or "COMING EVENTS" advance announcement with emphasis on the main point of interest of the advertised event. Include the time and place and other known essentials. The Lodge bulletin for the month of the scheduled event should include another announcement which will contain all of the detailed information.
- c. Make good use of large posters in the lobby of the Lodge. The minimum size should be about two and one-half feet by four feet. Use a great deal of color and many photographs. The Lodge bulletin board is another avenue for the promotion of Lodge activities. Special mailings should be used for important events and for encouragement of participation where any event appears to be lagging. Such mailings can include advertising of other coming events or activities at each Lodge meeting. Where special tickets are used for an event, a special ticket sales committee can be appointed to press the sale of the tickets.
- d. Obtain the maximum coverage of special events through the local news media. Such publicity prior to staging a special event or activity can help build participation. Liberal use of photographs is essential. As soon as the event is completed, get the story and photographs in the local news media, the Lodge bulletin, the State Association bulletin, and *The Elks Magazine*. The members of the Lodge look forward to seeing the name of their Lodge and pictures of events and members in "print."

### 4. EVALUATION

- a. Success of each program cannot be assured without carefully following the progress of it with the Chairperson.
- b. When the event is over, a complete review of it should be made and a record kept telling what was done, appraising its success, and suggesting ways for making the event better. This can then be passed on to those in charge of the event if it is to be repeated in the following year. These questions should be answered as a part of the record:

- (1) Was the event successful?
- (2) Did it work out as it was planned?
- (3) Did the members enjoy the event?
- (4) Was it well-attended?
- (5) Was it financially successful?

Make a brief record of the format used for the event, names of those responsible for its management, number of members attending, costs and the financial result of the event, and suggestions for improving the activity for its next presentation.



- c. Learn from your mistakes. When an event has to be cancelled or is held but doesn't succeed due to not covering costs or getting sufficient participation, don't automatically assume that the basic idea contained in the type of activity is at fault and banish it from future consideration by the Lodge. It may be that the Lodge had too many other functions drawing on the same Lodge participants within a tight time-frame, and your supporters were just plain worn out. It also may be that other organizations in the area held a competing function which "smothered" yours. Was it over-priced, under-advertised, held at the wrong time of year (when many away on vacations); did the usual "show up that night" crowd fail to materialize (signals the need to switch your members and families over to advance sign-ups or reservations)? Many of your planning committee people will also have attended the "fallen" function; what did they overhear from the other patrons? Determine the cause of failure and include it in the report on the function for future reference.



## PROGRAMS TO ENHANCE THE IMAGE OF ELKDOM

### GENERAL

Every Elks Lodge has a prime responsibility to establish and maintain a position of leadership in the community by fostering, supporting or spearheading programs concerned with community involvement. These programs may be developed to recognize groups or individuals in the community or to provide a community service. The following are typical programs that should be considered; many can be organized as family participation activities. All of these programs should be well-publicized in advance and reported by the local news media, if possible, when they occur.

1. **Law Enforcement**—Schedule one night when the members of all law enforcement agencies are honored guests of your Lodge with a special program recognizing their contribution to the community and demonstrating the strong Elks position toward Law and Order.



2. **Firefighters**—A program similar to that described for Law Enforcement. (It may be practical to combine these two.)
3. **Veterans**—Under the sponsorship of the Elks Veterans Service Committee, schedule a night to honor the veterans in your area. If there is a Hospital within a reasonable distance of your Lodge, arrange for a group or busload of hospitalized veterans to be guests of your Lodge. Each guest should be assigned to a Lodge member who will act as personal host. Additional efforts should be made to establish the “Adopt-A-Vet” Program at the veterans hospitals and/or local nursing homes.
4. **T.A.P.S.**—Beginning in early spring, under the sponsorship of the Youth Activities Committee, establish a **Teen-Age Placement Service** where students desiring part-time or full-time summer employment can register and residents and businesses can register their requirements. This may require the installation of a separate telephone and can be staffed by spouses of Elks, or ladies organizations.

5. **Blood Bank**—Your Lodge may be an ideal centralized location for the operation of a community mobile blood bank on a quarterly basis or more frequently if possible.



give **BLOOD**  
The **GIFT OF LIFE**

6. **Senior Citizens** Most communities have nursing or convalescent homes where the residents enjoy few pleasures. A program similar to those conducted by Elks Lodges for Veterans Hospitals would be a real community service. Entertainers from within your membership could be used when available. Movies can be shown, bingo or other games can be played, and magazines and books furnished.
7. **News Media**—A night should be scheduled to invite and pay tribute to the various news media people in the community—newspaper, TV, radio. Let them know that the Order of Elks has always been in the forefront in defending the rights of free press and free speech.
8. **Junior/Senior Proms**—Your Youth Activities Committee can arrange to make your facilities available to the youth of your community for their special nights.
9. **Athletes**—Your Youth Activities Committee should plan a night honoring high school athletes. Use an outstanding speaker from the athletic world: college coach, professional ball player, etc. . . . Also, your Committee should think seriously about staging a local Elks National “Hoop Shoot®” and a Soccer Shootout through the schools.
10. **Project Graduation**



- Party—Under the sponsorship of the Youth Activities Committee, make your facilities available for an all-night party following high school graduation ceremonies. The school authorities should be cooperative and the law enforcement agencies will be appreciative. The students can select their chaperones from parents or Elk members. Buffets, soft drink bars, music, entertainment, and breakfast, makes for a complete program.
11. **School Officials**—A night of recognition should be planned to pay tribute to the dedicated people who are responsible for educating our children.
12. **Citizen of the Year**—This program, which is a Grand Lodge-prescribed program, if properly conducted, could gain you and your Lodge a valuable amount of good public relations. There are many outstanding citiz



who have distinguished themselves and deserve recognition. When you have selected such a citizen to honor, send the name to the Grand Secretary who will issue the proper citation. Appropriate ceremonies can be held for the presentation. This should be done by March 1 at the latest so that it may take place during your Lodge year.

13. **Drug Abuse**—An excellent program has been developed by the Grand Lodge. If your Lodge has not as yet undertaken this program, write to the Grand Secretary for a copy of the manual. Study it, assign a committee, and provide leadership in your community in fighting this insidious epidemic that has been sweeping across our nation.

There are many more programs your Lodge can conduct, each enhancing the image of your Lodge in the eyes of the community, each a meaningful public relations activity. Consider a Christmas program for underprivileged children (the school nurse can identify the children), little league ball team sponsorship, Golden Gloves tournaments, providing transportation for senior citizens and others lacking transportation to polling places at election time, providing a day room where senior citizens can play cards, visit, read, watch TV. Establish community “clean-up” crews to assist in maintaining clean parks and other public facilities, and in “Adopt-A-Highway” programs. With tight budgetary problems local governments very likely will be most appreciative of the help.

Your own imagination can add many more worthwhile



programs to the list. Each program offers many fringe benefits. It makes it possible to appoint another committee—it gets more members involved, it puts your facility to productive use in community service, it provides a basis for publicizing the role of Elkdom in the community and it gives you and your members another reason to be proud of being Elks.

## TRADITIONAL PROGRAMS

Over the years the Order of Elks has introduced a number of programs which have become traditions and are identified with our Order. Some of these are mandatory. All are important contributors to a well-rounded Lodge Activities Program.



### FLAG DAY

This program is designated by the Grand Lodge as mandatory and is the first one the Exalted Ruler will be called upon to observe around June 14th. For a patriotic organization such as ours, this day is one where we have the opportunity to make known to all the high regard that we have for our Flag. At every Local Lodge meeting, and at many other functions, we salute our Flag and renew our allegiance to it. There are many non-Elks in our communities who do not know of our great love for our Flag and what it stands for. This is an excellent opportunity to **remind them by holding a public ceremony**. The Boy and Girl Scouts, together with other civic and patriotic organizations, will be eager to assist, if asked. Make sure your program is well-publicized in advance and covered by the various news media.

This program is one of the programs selected by the Grand Exalted Ruler for recognition awards. Plan an outstanding Flag Day program, involve the community, and record the events of the day by preparing a brochure for judging if available by your District or State.

### MEMORIAL SERVICES

The Laws of the Order state that the first Sunday in December of each year shall be set aside as the day all Elkdom shall pause and pay its respects to our “Absent Members.” On this day, you should conduct appropriate services in memory of those who have died. This should be a truly outstanding function that you will conduct. It is not a difficult program to prepare, but is one that, if properly handled, your membership will attend and be proud of.

It is suggested that you notify the living spouses and families of all deceased members well in advance and invite them and their neighbors and friends to the service. Ask your local High School choral group to participate and engage a speaker of prominence. Decorate your Lodge room appropriately (floral arrangements can be borrowed from most florists or mortuaries) and have all Lodge Officers properly attired and wearing their jewels of office. Conduct the service as set forth in our Rituals of Special Services. Following the service, it is appropriate to serve a light lunch or snack.

Please note that flowers given to families of our deceased members soon fade and are forgotten. A gift to the Elks National Foundation and an Elks National Foundation "In Memory Of" Certificate presented to the living spouse or family as part of the Memorial service should make a lasting impression on the member's survivors. This contribution is easily made by sending your contribution to the Elks National Foundation with the name and Lodge of the deceased member. Upon receipt, the Foundation will mail to your Lodge individual certificates, in duplicate, for formal presentation and for your Lodge's records.

## ELK OF THE YEAR

With the inception of the Elk of the Year program, it is now possible for a Subordinate Lodge to recognize a member for the devotion, dedication and loyalty to the Lodge and thank the member for the outstanding work the member has done in promoting the Lodge. Great care should be taken in selecting the recipient to be certain the member is deserving.

The Exalted Ruler should select a committee



immediately so that it has ample time during the Lodge year to observe and evaluate the various candidates. The committee should remain anonymous for obvious reasons and at the proper time, preferably in February, a member should be selected and the member's name sent to the Grand Secretary who will issue a citation that can be presented with appropriate ceremonies. A special night, either at the Lodge or at a social function, could be set

aside in the member's honor. Keep in mind the two basic rules: the member cannot be a Lodge Officer, and only one can be chosen.

Many Lodges have expanded the program by selecting an "Elk of the Month." Those selected are given recognition during the ensuing month, and from this group, a final selection is made for the Elk of the Year.

## OFFICER OF THE YEAR

This award is a way a Lodge can recognize a current Officer who has contributed over and above the duties of the office toward the improvement of the Lodge and our Order. This Officer must be someone who has shown leadership, contributed voluntarily to services and committees and has status among members as an outstanding Elk.

This award will reward an Officer who is always willing to help, an Officer who can be relied upon to get things done. The qualification should be stringent as it would be far better not to designate an "Officer of the Year" than to select an Officer less than worthy of the honor.

The Exalted Ruler shall direct the Lodge's Past Exalted Rulers Association to select the "Officer of the Year." At the proper time (preferably during the month of February), the Officer's name should be sent to the Grand Secretary who will issue a citation. The announcement of the award should be made at a dinner or other special event for the purpose of honoring the chosen "Officer of the Year."

The Lodge's Past Exalted Rulers should be cautioned to keep in mind two basic rules which are to be followed in the selection of an "Officer of the Year." The Officer must be a current Officer and only one Officer can be chosen.

## AMERICANISM NIGHT

Americanism programs need not be confined to any single month but because of two birthdays, Lincoln's and Washington's, February is an excellent time to schedule a meeting or program using the Americanism theme. The Grand Lodge Fraternal Committee, which oversees the Americanism program, will have provided you carefully developed material to assist you in arranging your program. Use it. Should you have specific questions or need additional assistance, contact a member of the Fraternal Committee, who will be pleased to assist you.

Many Lodges have created a "Heritage Corner" in their Lodge. If you have one, develop your program around this impressive display and rededicate the membership to the principles of our heritage. If your Lodge does not, as yet, have this display, plan your program around the creation and dedication of a "Heritage Corner." For more information on this, contact the Grand Lodge Fraternal Committee.

Do not neglect to have news releases prepared for your local newspapers, and the radio and television stations. You might consider making this program an open meeting to demonstrate to the community the dedication of your Lodge and its members to the principles of Americanism.

### **PAST EXALTED RULERS NIGHT**

The Past Exalted Rulers can provide a wealth of experience and knowledge that each new Exalted Ruler should use. Remember these are the members who have led your Lodge in the past. Successful Lodges and Exalted Rulers have learned to avail themselves of this pool of help. These former Officers are dedicated concerned members. Arrange for them to sponsor and conduct one of your key projects or programs.

In addition, the first meeting night in February of each year is designated as Past Exalted Rulers Night. This meeting can be one of the highlights of the year. If you have a Past Exalted Rulers Association, you should contact the president several weeks in advance and make arrangements for the group to take over all or part of the meeting. This will also make it possible for the president to plan some special programs or surprises for the meeting.

Preceding Lodge, a dinner honoring the Past Exalted Rulers will help assure maximum attendance. If the Past Exalted Rulers do not take over the chairs of the Lodge during the meeting, arrangements should be made to seat them as a group.

### **STRAY ELKS**

Stray Elks should be the concern of both the home Lodge and the Lodge located where the member has moved. Your Stray Elks program, therefore, has two facets. As a home Lodge you should make every effort to mail the names of members to the Lodge into whose jurisdiction they have moved. Also, write a letter to a member who is moving or has moved, thanking the member for the interest in the Lodge and expressing your hope that the member will become acquainted with the Lodge in the new community.

The Office of the Grand Secretary and the Headquarters Information Systems can give you information on Stray Elks. The information you receive should be given to the Committee which personally calls on the members and invites them to Lodge meetings, or other events. Remember, these members are strangers and are, for the most part, looking for a friendly Elk. Make them feel at home. If you do, many of them will transfer and become members of your Lodge.

Should the Elk desire to retain the previous Lodge membership, offer an application to become an associate member of your Lodge. In this way the member can become an added active member participating in all Lodge activities and could even become a committee member should it be desired.

### **LODGE BULLETINS**

Lack of communication between the Lodge and its members is a serious and never-ending problem. Even regular Lodge attendance does not keep that limited number of members informed. And what about the 90+% who are not regular in attendance? Many Lodges do an outstanding job with their Lodge publications. Every Lodge needs a bulletin of some sort. The contents should be balanced to tell the membership what is going on in the Lodge, what is forthcoming, who the new candidates and members are, stories and pictures of charitable and community service activities, etc. Photos published in the Lodge bulletin should not show members with drink glasses in hand, or on the table in front of them. You don't want to label your Lodge as "just a drinking Club." Such photos are always misconstrued, and they definitely are not good public relations.

Some Lodges feel that this effort is important enough to have a Bulletin Committee to gather the news, put it together and assist in the mailing. A good bulletin should contain adequate Local Lodge coverage, with space also devoted to State Association and Grand Lodge programs.



### **PARTICIPATION**

The value of activities that include the participation of all members and their families cannot be stressed enough. An active Lodge is not only going to thrive but also will gain much admiration throughout the community. In addition to this, there are many contests with awards that may be displayed proudly. For more information on the many contests that are currently being offered, refer to the annual Lodge Activities programs brochure published by the Grand Lodge Fraternal Committee, or the Officers and Committee Members Manual, and the current Grand Lodge Program.

# APPENDIX A

## SUGGESTED LIST OF COMMITTEES STANDARD AND MANDATORY COMMITTEES

**LODGE STATUTORY COMMITTEE CHAIRPERSONS**  
(as required under Section 13.020)

**AUDITING & ACCOUNTING CHAIRPERSON—**  
Section 13.040

**COMMUNITY ACTIVITIES CHAIRPERSON—**  
Section 13.021(b)

**ELKS NATIONAL FOUNDATION  
CHAIRPERSON—**Section 13.022(h)

**LODGE ACTIVITIES**

- Lodge Activities Chairperson—Section 13.021(b)
- Americanism Coordinator—Section 13.022(a)
- Flag Day Coordinator—Section 13.022(b)
- Government Relations Coordinator—Section 4.356
- Memorial Day Coordinator—Section 13.022(g)
- National Veterans Service Coordinator—Section 13.022(i)
- Public Relations Coordinator—Section 13.021(a)

**MEMBERSHIP**

- Membership Chairperson—Section 13.100
- Indoctrination Coordinator—Section 13.070
- Investigation Coordinator—Section 13.080
- Lapsation Coordinator—Section 13.090

**YOUTH ACTIVITIES**

- Youth Activities Chairperson—Section 13.170
- Drug Awareness Coordinator—Section 13.041
- Hoop Shoot Coordinator—Section 13.061

Accident Prevention Manager—Section 12.070

Relief Committee—Section 13.010

Past Exalted Rulers' Association—Section 13.190

Establish other Committees for athletic events, fraternal, social, and community service events required by the programs planned.

**GAMES COMMITTEES**

- |           |            |
|-----------|------------|
| Bingo     | Dominoes   |
| Bridge    | Panguingue |
| Checkers  | Pinochle   |
| Chess     | Rummy      |
| Cribbage  | Gin Rummy  |
| Card Room | Whist      |

**SPORTS COMMITTEES**

- |              |                         |
|--------------|-------------------------|
| Archery      | Golf                    |
| Baseball     | Gym                     |
| Billiards    | Handball                |
| Basketball   | Hiking                  |
| Boating      | Horseshoes              |
| Bowling      | Hunting                 |
| Boxing       | Pistol Shooting         |
| Fishing      | Polo                    |
| Football     | Pool                    |
| Flying       | Rifle Shooting          |
| Rodeo        | Swimming                |
| Sailing      | Tennis                  |
| Shuffleboard | Track                   |
| Skiing       | Trap and Skeet Shooting |
| Skin Diving  | Volley Ball             |
| Soccer       | Wrestling               |
| Softball     |                         |



<b>SPECIAL COMMITTEES</b>			
Badge	Door Prize	Lodge Attendance	Piggy Bank
Band	Drill Team	Lodge Bulletin	Photography
Birthday	Explorers	Lodge Library	Pop Warner Football
Blood Bank	Funeral	Little League Baseball	Sea Scout
Boys Club	Girls' Club	Major Project	Special Olympics
Building	Glee Club	Mother's Day	Stray Elks
By-Laws	Greeters	Odyssey of the Mind	U.S. Olympics
Campfire Girls	Leisure/Travel	Orchestra	Visitations, Fraternal
Cub Scouts			Youth Leadership Contest

# APPENDIX B

## A LIST OF SUGGESTED LODGE ACTIVITIES FOR LODGE MEETINGS, CLUB, AND SOCIAL OCCASIONS

Here are suggestions for Lodge, club, and social events and activities. They include many programs you probably already have on your schedule of meetings and events, but perhaps you will find some new ideas for consideration.

Keep your membership stimulated, busy, active, and working for Elkdome through a wide variety of activities.

- |   |                                     |  |                                       |
|---|-------------------------------------|--|---------------------------------------|
| Americanism Programs  | Christmas—Members’<br>Dinner        | Eagle Scout Night  | Graduation Night                      |
| BPOE Anniversary Night<br>(February 16)   | Christmas—Members’<br>Turkey Awards |    | Grand Lodge Night                     |
| Lodge Anniversary Night   | Citizen-of-the-Year Night           | Easter Egg Hunt  | Grocers Night                         |
| Auto Industry Night   | City and Country Night              | Easter Sunday Breakfast  | Halloween Costume<br>Night            |
| Barbecues   | Clam Dig                            | Educators’ Night   | Handball Tournament                   |
| Baseball Night  | College Sports Night                | Elk-of-the-Year Night  | Handicapped Childrens<br>Night        |
| Baseball Trips  | Committee Recognition<br>Night      | Elks Magazine Night  | Hawaiian Luau Night                   |
| Billiards Tournament  | Community Service Night             | Elks National Home<br>Night  | High School Post-<br>Graduation Party |
| Bingo   | Convention Socials                  | Elks National Home<br>Night  | High School Proms                     |
| Blood Bank  | Corned Beef & Cabbage<br>Night      | F.F.A. Night   | High School Senior Night              |
| Boat Trips  | Country Store Night                 | Fall Season Kickoff<br>Night   | High School Student of<br>Month/Year  |
| Bowlers’ Night  | Creative Arts Festival              | Family Nights  | “Hobo” Night and<br>Contest           |
| Bowling Tournament  | DDGER Visitation                    | Family Picnics   | “Hoop Shoot®” Night                   |
| Boys’ Club Night  | Dances (Various)                    | Fathers’ Day Special   | Horseshoe Tournament                  |
| Boy Scouts’ Night   | Charity                             | Fire Fighters’ Night   | Hospital Night                        |
| Bridge Party  | Hard Times                          | Fishing Derby  | Inaugural Ball                        |
| Brunches  | Harvest Moon                        | Fishing Trips  | Indoctrination Dinner/<br>Dance       |
| Buffets   | New Year’s Eve                      | Flag Day   | Indoctrination Program                |
| Cabaret Night   | Sports                              | Football Night   | Installation of Officers              |
| Camp-Outs   | Square Dances                       | Foreign Student Night  | Insurance Dealers’ Night              |
| Camper and R.V. Club  | Sweetheart                          | Forty-Niner Night  | Inter-Lodge Visitation                |
|  | Teenage                             | French Night   | Irish Night                           |
| Car Club Rally  | Many others                         | Fun Night  | Italian Night                         |
| Car Wash  | Dance Classes                       | German Night   | Jackpot Night                         |
| Carnival Night  | Dinner Dances                       | Gin Rummy Tournament   | Jewelers’ Night                       |
| Chamber of Commerce<br>Night  | Doctors’ Night                      | Golf Tournament  | Jinx Nights                           |
| Charity Ball  | Dominoes Tournament                 |  | Judges’ and Lawyers’<br>Night         |
| Charter Night   | Door Prizes                         |  | Judiciary Night                       |
| Children’s Christmas<br>Party   | Down-Country Night                  |  | July Fourth Celebration               |
|   | Drill Team                          |  | Kickout Night                         |
|   | Drug Awareness Night                |  | Know-Your-America<br>Week             |
|   | Druggists’ Night                    |  |                                       |

Ladies Luncheon Night  
 Law Enforcement Night  
 Liquor Dealers' Night  
 Little League Baseball Night  
 Local Government Appreciation Night  
 Major Project Program  
 Mardi Gras Party  
 Member-Daughter Night  
 Member-Son Night  
 Member-Son-Daughter Night  
 Members' Hobby Show  
 Memorial Service  
 Merchants' Night  
 Mexican Fiesta  
 Mortgage Burning  
 Mothers' Day  
 Movie Programs—  
 Family  
 Movie Programs—  
 Other  
 Mystery Visitations  
 National Foundation Night



Nationality Nights (Various)  
 New Citizens' Night  
 Newspaper Night  
 Night at the Races

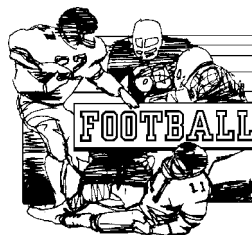
Oil Industry Night  
 Old Fashion Night  
 Old Timers' Night  
 Open House  
 PER Night  
 Parades  
 Patriotic Nights  
 Pedro Tournaments  
 Picnics  
 Pilots' Night  
 Pinochle Tournament  
 Piscatorial Dinners  
 Pool Tournaments



Pop Warner Football Night  
 Portuguese Night  
 Prospective Members' Night  
 Public Officials' Night  
 Realtors' Night  
 Retail Clerks' Night  
 Retiring Officers' Night  
 River Rafting Excursions  
 Rod-and-Gun Club Night  
 Rodeo Party  
 St. Patrick's Dance  
 Scandinavian Night  
 Scholarship Night  
 School Vacation Night  
 Service Club Night  
 Service Programs  
 Army  
 Marines  
 Air Force  
 Navy  
 Servicemen's Night



Shuffleboard Tournament  
 Skiing Trips  
 Softball Tournament  
 Spaghetti Feed  
 Special Olympics  
 Sport Shirt Night  
 Sports Night (Various)  
 Spring Dance  
 Stagecraft  
 State Association Night  
 State Government (Reps. and Senators) Appreciation Night  
 State President's Visitation  
 Steak Barbecue  
 Steel Industry Night  
 Stray Elks Roundup  
 Summer Mixed Foursome Bowling Golf  
 Sunday Breakfasts  
 Super Bowl Sunday



Sweetheart Ball  
 Swimming Meet  
 Swiss Night  
 Talent Shows  
 Teenage Dances  
 Tennis Tournament  
 Thanksgiving—  
 Members  
 Dinner  
 Luncheon  
 Thanksgiving Turkey Awards  
 Theatre Party  
 Tom and Jerry Party

Trail Hikes  
 Train Trips  
 Trap Shooting Tournament  
 Travel Agents' Night



Traveling Bowling League  
 Trim the Christmas Tree Party  
 Turkey Shoots  
 TV Members' Night  
 Union Labor Night  
 Up-Country Night  
 Valentine Dance  
 Veterans Day  
 Veterans Service Night  
 Vice-President's Visit  
 Western Night  
 Whist Party  
 Wine-Tasting Festival  
 Winery Tours  
 Work Parties  
 Yiddish Night  
 Youth Activities Night



Youth Awards Night  
 Youth Day Celebration  
 Youth Leadership Recognition Night  
 Youth Week Program

# APPENDIX C

## SUGGESTED PROCEDURES FOR COMMITTEE CHAIRPERSONS AND COMMITTEE MEMBERS

The strength of any Committee is directly correlated with the energy and effectiveness of its leaders. The successful operation of a Committee depends upon the leadership offered by the Committee Chairperson and proper delegation of responsibilities to Committee Members.

### THE COMMITTEE CHAIRPERSON

The Committee Chairperson must be more than a gavel pounder. The Chairperson is responsible for the accomplishments of the Committee but cannot and should not do all the work. The Chairperson must give direction to and encourage enthusiasm in all Committee Members as well as Members of the Lodge. Duties and responsibilities of the Committee Chairperson include:

1. **Call and preside over** all meetings of the Committee.
2. **Keep in close contact** with the Exalted Ruler and the Lodge Secretary. Make arrangements for carrying out the program of the Exalted Ruler.
3. **Instruct Committee Members** about their assignments, assist them in carrying out their tasks, and check with the Committee Members during the year to make certain progress is being made. Keep the Committee activity "alive."
4. **Distribute the Load** among all Committee Members.
5. **Take the leadership** in planning the year's program of work and in carrying out the program. Develop the year's program with the Committee.
6. **Secure cooperation** of the full Committee.
7. **Learn** about the policies, procedures and past activities of the Committee and the Lodge to further the work.
8. **Prepare public relations and publicity materials**, announcing forthcoming activities, results and outcome of events, and selected photographs.
9. Plan budgetary needs, then discuss the plans, needs and requirements with the Exalted Ruler.

### THE COMMITTEE SECRETARY

The Committee Secretary is an important assignment with responsibilities to include the following:

1. **Keep minutes**, in permanent record form of all meetings of the Committee.
2. **Keep a systematic file** of all correspondence records, lists of Committee Members, and other necessary materials.
3. **Handle correspondence** for the Committee.
4. **Remind the Committee Chairperson and Committee Members** of assignments as agreed upon during meetings.
5. **Send out notices** of Committee Meetings.
6. **Assist the Committee Chairperson** to take responsibility for coordinating publicity.
7. **A good Committee Secretary** is one who follows up on the minutes and reminds the Committee Chairperson and the Committee Members of decisions and assignments made during the meetings.



## PURPOSES OF COMMITTEES

Committees have specific purposes and may be classified into three general categories:

1. **Operational.** Concerned with the physical operation of the plant services.
2. **Organizational.** Responsible for the welfare of the Members in such areas as the Advisory Committee, the Membership Committee, and others.
3. **Social.** Planning Committees for the development of activities for the interest and participation of all Members of the Lodge.

## COMMITTEE MEETINGS

Much of the important work of the Lodge is done through Committees. Committee service offers the best means of providing participation, creating interest, and giving Members an opportunity to serve the Lodge.

The Committee Chairperson should call a meeting as soon as Committee assignments are announced by the Exalted Ruler. This should be done during the month of April. The purposes of an early meeting are as follows:

1. To have all Committee Members become well-acquainted.
2. To start the Committee planning the year's activities.
3. To appoint a Committee Secretary to keep minutes of the meetings and other records, as noted in the Secretary's duties listed above.
4. To discuss Committee assignments.
5. To delegate duties to ALL Committee Members.
6. To plan a course of action and to make decisions.
7. To set up a time schedule for completion of work and dates for activities.
8. To set up a time schedule for Committee meetings, a convenient location, and time.

**During-the-year meetings** should be held as necessary to receive reports of Committee Members, check progress made, and determine what steps to take.

**At the end of the year**, the Committee should prepare a **final report** of the year's activities and make recommendations for work during the next year.

## COMMITTEE REPORTS

**General.** Each Committee Member should expect to be informed about the following:

1. **Specific tasks** assigned to each Member.
2. **Time limits** involved for planning and completion of action.
3. **Progress reports** following each meeting.
4. **Publicity** and public relations releases.
5. **Activities of other Committees**, as related to their Committee.

**Minutes.** The minutes recorded at each meeting should include the following:

1. List of attendees
2. Progress reports
3. Activities discussed
4. Committee Member assignments
5. Dates for activities (suggested and confirmed dates).
6. Schedule of meetings
7. Other data, as needed

**Send copies of minutes** of EACH meeting to Committee Members and one copy to each of the following:

1. Exalted Ruler
2. Secretary of the Lodge
3. Lodge Publicity Chairperson
4. Others, as directed by the Exalted Ruler

**Annual Report.** Prepare a brief annual report of the year's accomplishments, including activities completed and recommendations for next year. This should be completed during the last Committee meeting early in the month of March so that the data will be available for the new Exalted Ruler.

## REMEMBER! KEEP ALL MATERIALS

- ◆ UP TO DATE
- ◆ IN PROPER ORDER
- ◆ FILED PROPERLY

**NOTE: THIS IS ONLY A SUGGESTED FORM AND IS NOT ONE OF THE OFFICIAL FORMS AVAILABLE FROM THE OFFICE OF THE GRAND SECRETARY.**

# **APPENDIX D**

## **BENEVOLENT AND PROTECTIVE ORDER OF ELKS**

### **COMMITTEE INTEREST QUESTIONNAIRE**

Note: This questionnaire should be given to the candidate at the time of Indoctrination and filled out that night.

TO EXALTED RULER AND OFFICERS:

I have an interest in serving on the following Committees:

AMERICANISM	_____	YOUTH PROGRAMS	_____
Flag Day	_____	Youth Sports	_____
Law and Order Night	_____	Youth Scholarship	_____
COMMUNITY SERVICES	_____	VETERANS SERVICES	_____
DRUG AWARENESS	_____	Hospital Visitations	_____
LODGE BULLETIN	_____	VISITATIONS	_____
MEMBERSHIP	_____	Lodges	_____
NATIONAL FOUNDATION	_____	Senior Centers	_____
PUBLICITY	_____	SICKNESS AND DISTRESS	_____
RECREATION	_____	ENTERTAINMENT	_____
Bowling	_____	FOOD	_____
Golf	_____	LODGE ATTENDANCE	_____
Pool	_____	TRAVEL/LEISURE	_____
Shuffleboard	_____	OTHER _____	_____
Softball	_____		
Other	_____		

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
TELEPHONE \_\_\_\_\_

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Bottom portion to be completed by the Exalted Ruler or other Lodge Committee Member.

### **ASSIGNMENT**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



