



NEVADA STATE ELKS ASSOCIATION

DISASTER AND RELIEF COMMITTEE MANUAL

Prepared by:

Larry O'Laughlin, PSP, DL, North Las Vegas Lodge #2353

And

William Wiseman, PER, State Coordinator, Henderson/Green Valley Elks Lodge #2802

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Past State Presidents Advisory Council

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1.0 Purpose

The Disaster and Relief Committee is to function as a two-part committee. The first portion is a disaster portion, which operates when it is notified of a need. This portion of the Committee is to evaluate the nature of the disaster and determine if involvement is warranted. The second, as a relief portion, will assist in specific needs of the disaster victims or communities affected.

2.0 Scope

Once a request is received an evaluation will be made to determine if the Nevada State Elks Association is to be involved. If an involvement is to be offered, then it will be determined if it is a state or region problem.

Once the involvement is deemed necessary, the relief portion will act to see what the specific needs are. They will then implement a program to satisfy the needs of the disaster.

3.0 Responsibilities

3.1 President Liaison

- The President Liaison, with the assistance of the State Chairman, will provide a written annual report to the Executive Committee unless there is a disaster. If so, a report of the disaster will be made to the Executive Committee upon termination of the disaster.
- The President Liaison will assist the State Chairman in coordinating available funding through the use of the "Budget Request Form" for each disaster.

3.2 State Chairman

- With the committee, evaluate and determine if the disaster warrants involvement of the Nevada State Elks Association, and make recommendations to the Executive Committee.
- Determine if the disaster is state-wide or of a local district nature.
- Determine if specific needs of the disaster victims or communities are available locally or state-wide.
- The State Chairman will provide a written report to the Executive Committee annually, and after each disaster in which the State Association is involved.

3.3 District Representatives

- Notify the State Chairman of any disaster in their area of involvement.
- Assist in the evaluation of the disaster with the State Chairman.
- Be the direct contact person in their area.
- Make and report on special inquiries as requested by the State Chairman.

- Determine if specifics such as clothing, food, blankets, housing, money, etc. are needed, and report it to State Chairman.

3.4 Public Relations Committee

- Annually, the Public Relations Chairman will identify two of members of the Public Relations Committee to assist in the Public Relations for the Disaster and Relief Committee.
- Public Relations Committee solicits testimonials from related agencies or municipalities.
- Public Relations Committee provides follow-up articles for Lodge Bulletins, state newspaper, and local media to let Elks, and the general population, know of our involvement.

4.0 Procedure/Requirements

4.1 Information regarding a disaster comes from a Lodge in the area, a Federal or State Disaster Committee, the Nevada State Elks Association directly, or when an individual or agency contacts the Nevada State Elks Association.

4.2 The Disaster Committee will evaluate our participation (if any) and coordinate efforts, and provide necessary support and assistance.

4.3 The Disaster Committee will seek approval from the Executive Committee for their actions and any financial involvement of a charitable trust.

4.4 The Disaster Committee will ask the State Trustees and/or Budget Committee for development of a financial support program.

5.0 Implementation of Program

After approval to proceed is received from the Executive Committee, the following steps will be taken:

- Disaster Relief Committee, with the focal Lodge, contacts local agency to determine needs.
- Committee establishes goods, products, and services to be used by victims of disaster.
- State Office will contact Lodges in the district to assist.
- Committee will establish focal points for goods to be collected and transported to final destination.
- Committee will work with the Public Relations Committee to provide maximum visibility of efforts.
- Public Relations will work with this Committee to develop bulletin articles for the Lodge, and press releases for the media.

- Public Relations Committee will work with this Committee to provide follow-up with targeted key media points.
- The State Office, Public Relations Committee, and the Disaster Relief Committee will develop a report format and reporting procedure to gather information to be used in assessing the effectiveness of our efforts.

6.0 Conclusion of Program

- The Disaster Relief Committee reviews success or failure of our efforts.
- Disaster Relief Committee identifies problems and shortcomings with our efforts.
- Disaster Relief Committee prepares written report to Executive Committee with recommendations.
- State Office develops completed project file with history of our participation in the disaster relief effort.

7.0 References

- Any further material from the following states - Oklahoma, Texas, Louisiana, California, and Florida.

8.0 Appendix

- A – NSEA Budget Request Form
- B – NSEA Committee Activity Report

9.0 Glossary & Acronyms

NSEA – Nevada State Elks Association

Appendix A – NSEA Budget Request Form

Nevada State Elks Association
Budget Request Form

_____ Committee
_____ State Chairman

Specific Program Goals for Fiscal Year _____ : Date: _____

- 1. _____
2. _____
3. _____

Will your Committee generate any funds? Yes _____ No _____ How Much? \$ _____
How will these funds be raised? _____

State Association Funds required too accomplish the goals:

Committee Operations: (Postage, Phone, Copies, etc.) \$ _____

Awards: (Plaques, pins, etc. – Please specify.)

1. _____ \$ _____

2. _____ \$ _____

Grants – Please specify District or State \$ _____

Other requests – Please specify:

_____ \$ _____

_____ \$ _____

Do you plan for any Capital Expenditures? Yes _____ No _____

Specify: _____ \$ _____

TOTAL REQUESTED \$ _____

Signature of State Chairman

Endorsement by Liaison Officer

Approval by President-Elect

Approval by Board of Trustees

(ATTACH ADDITIONAL INFORMATION AS NEEDED TO SUPPORT REQUESTS)

Appendix B – NSEA Committee Activity Report

Submit to Liaison Officer on or before

March 31, May 30, September 30 and December 31

_____ Committee State Chairman _____

Describe your committee's activities towards achieving its goal as outlined in your State Association

Committee Manual: _____

Identify any obstacles your committee cannot overcome: _____

Are you receiving cooperation/participation from your District/Working Chairman? Yes__ No__

Are there any areas in which your Liaison Officer or the Executive Committee could be of more assistance to your committee? _____

General Comments: _____

Submitted by: _____

Date Submitted: _____

Place additional information on the back of this form or attach additional sheets.