



NEVADA STATE ELKS ASSOCIATION

DRUG AWARENESS COMMITTEE GUIDELINES

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DRUG AWARENESS COMMITTEE GUIDELINES

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1.0 Purpose

To establish and promote a Drug Awareness program that educates and informs individuals of all ages of the effects of substance abuse through the use of our Grand Lodge program and materials.

2.0 Scope

The Drug Awareness Committee is active throughout the State and provides assistance to Lodges in establishing an active program with the aid of Grand Lodge materials and funds.

Funds for the state program are received from the Elks National Foundation and merchandise sales.

3.0 Responsibilities

3.1 NSEA President Elect Liaison

3.1.1 With the assistance of the State Chair, provide a written semiannual report to the State President.

3.1.2 Assist in coordinating details and arrangement for all State Meeting programs and workshops.

3.1.3 Assist the State Chair designee in coordinating funding activities through the use of the "Budget Request Form" each February 1.

3.2 State Chair

3.2.1 Semiannually attend a meeting with the Executive Committee and provide a report of the committee's actions, achievements and/or challenges. If the Chair is unable to attend the semiannual meeting, a member of the committee may represent the State Chair. If the Chair or a member of the committee cannot attend the Semiannual meeting, the Chair will submit a written report outlining the Committee's actions, successes, and failures, and send it to the committee's Liaison Officer at least ten days prior to the meeting. The semiannual meetings are held at the state's mid-term and annual meetings.

3.2.2 Monitor the Working Committee activities and assist in finding Working Committee members who will fulfill duties and responsibilities as outlined in this manual.

3.2.3 Provide District Deputy Grand Exalted Ruler with agenda for DD Clinic 60 days prior to the DD Clinic. The January clinic should focus on Lodge Committee training. The August clinic should highlight last year's successes and detailed description of new programs.

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3.2.4 Committee reports must be presented to the State President, in writing, 60 days prior to a Convention. The State President will make final determination on all committee reports and presentations to be given at the State Meetings. Speeches on the Meeting floor will be limited and must be vital information for the whole assembly.

3.2.5 Incoming State Chair will provide detailed budget information to the President-Elect not later than 1 February, utilizing the "Budget Request Form".

3.2.6 File copies of all correspondence and reports with the State Association Secretary and the President-Elect Liaison.

3.2.7 Obtain stationary, forms and reports as required from the State Association Secretary.

3.2.8 Turn over all files and records to the succeeding State Chair.

3.2.9 Provide committee training to Working Committee and Lodge Chairs.

3.2.10 Work through the Working Committee and Lodge Chairs to promote better Drug Awareness programs in the local Lodges.

3.3 Vice-Chair

3.3.1 Assist State Chair as needed.

3.3.2 Fulfill responsibilities of State Chair when required.

3.4 Lodge Committees

3.4.1 Report activities semiannually to the State Chair via the NSEA website.

3.4.2 Attend State Association Meetings, workshops and training seminars.

3.4.3 Make and report on such special inquiries as requested by the State Chair.

3.4.4 Obtain and familiarize yourself with the Drug Awareness Committee Manual.

3.4.5 Submit to the State Chair the Annual Drug Awareness Report by April 1 each year on the NSEA website.

4.0 Procedure/Requirements

4.1 State Committee

4.1.1 The State Drug Awareness committee is comprised of a State Chair, Vice-Chair, and the Lodge Chair.

4.1.2 The State Chair is the liaison between the local Lodges and the state Executive Committee and the Grand Lodge committee. He/She must approve all orders from local Lodges for Grand Lodge Drug Awareness materials. He/She is also expected to prepare an annual report to be given to the Grand Lodge National Director at the Yearly Grand Lodge workshop. It is his/her job to see that the local programs are functioning and that the local Lodge Chair gets the required information. If he/she finds a program is not working in a Lodge, he/she will try to assist this Lodge using the State and Grand Lodge manuals. The Lodge Chair should attend all D.D. Clinics in his/her District and be prepared to give a report if asked. He/She is responsible for making sure that all reports from the local Lodges are received by the State Chair in a timely manner. The State Chair/Vice Chair should make at least one visitation per Lodge year to each Lodge in his/her District.

4.2 Drug Awareness Program

See Appendix A, Nevada State Elks Association Drug Awareness Program Manual.

5.0 References

5.1 Grand Lodge Drug Awareness Program Manual, No. DAP125.

6.0 Appendixes

Appendix A – Drug Awareness Lodge Event Form

Appendix B – Annual Report

Appendix C – NSEA Budget Request Form

Appendix D – G/L Supply Request Form

Appendix E – Drug Awareness Program Trailer and Elroy T Elk Request Form

Appendix F – Pre and Post Trailer use Form

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PREFACE

This manual has been developed to assist the local Lodges in developing and implementing an active and progressive program within their area of jurisdiction. It is not the intent of the state committee to mandate the type of program or activities within the subordinate Lodges, but merely to set forth a guideline, nor does this manual in any way supersede the Grand Lodge Drug Awareness Program Manual "DAP125."

REFERENCES

- **Community Anti-Drug Coalitions of America (CADCA)** ; 625 Slaters Lane – Suite 300, Alexandria, VA 22314; Ph: (800) 542-2322; FAX (703) 706-0565;
<http://www.cadca.org/>
Point of Contact: NSEA STATE CHAIR

Affiliated Agencies: 1) Nevada Prevention Resource Center; 2) Office of National Drug Control Policy (ONCDP); 3) D.A.R.E.; 4) Drug Enforcement Administration, Reno Office; 5) Nevada State Health Division, SAPTA Substance Abuse Prevention and Treatment Agency; 6) Churchill Community Coalition - Fallon; 7) Community Council on Youth – Carson City; 8) Goshen Community Development Coalition – Las Vegas; 9) Nye Communities Coalition – Pahrump; 10) Statewide Native American Coalition.

- **Nevada State Elks Association Drug Awareness Committee**

ABOUT THE PROGRAM

The subordinate Lodge Drug Awareness program should focus on promoting education through the use of Grand Lodge materials. The Lodge Chair must first become familiar with the "Grand Lodge Manual DAP125" which is available from the Lodge Secretary's office.

Second, you must decide what kind of program best fits your Lodge. You may pinpoint a number of different areas, but it is important to remember that the greatest impact should be with our youth. "OUR FUTURE LIES IN THE HANDS OF OUR YOUNG."

Your program should be highly visible within your community. You must take an active role in promoting communications between your Lodge and the community leaders involved in substance abuse resource, and are able to provide materials, manpower and, if possible, monetary support. Send samples of our materials to key leaders in the schools, churches, law enforcement, youth groups and any others you may come into contact with. Getting the word out is one of the most important factors in having a progressive program.

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For your own educational process, we recommend that you request the following information from in-state resources:

Nevada Department of Public Safety – Office of Traffic Safety

<http://ots.state.nv.us/>

555 Wright Way

Carson City, NV 89711-0900

Click on “Traffic Safety Commission”, then “Impaired Driving”. There is a full list of informational videos and brochures that can be obtained at no charge.

- Click it or Ticket http://ots.state.nv.us/teen_ticket.shtml
- Traffic Law of the Month http://www.nevadadot.com/News/traffic_law/
- Mothers Against Drunk Driving www.madd.org
- Driver’s Edge Video <http://www.driversedge.com/>

SETTING UP YOUR COMMITTEE

Committee size will vary with Lodge membership, but should consist of a minimum of five (5) members. If possible, you should include at least one representative of your Ladies’ Group, as they are very committed to this program. Commitment is a vital ingredient in the effectiveness of your committee. Be certain that, when recruiting members, you carefully explain what you expect that person to do. Most programs that fail directly relate to the lack of understanding of what the Lodge Chair expects from his/her committee.

Your enthusiasm as the chair will go a long way in motivating your committee. If you are committed and motivated, the program you deem proper for your Lodge will enhance the productivity and have a comprehensive impact on your Lodge and the community.

Gaining support from your Lodge for your efforts is imperative to your efforts. Involve as many of them as you can and keep them informed at all times of your activities. Remember, you answer to the Exalted Ruler as the chief executive officer of your Lodge. He/She should become the sounding board for your ideas.

GETTING STARTED

Have your committee make inquiries around your community, and find out who is doing what. Remember, we do not want to reinvent the wheel; our role in the educational process is to enhance existing programs within our communities.

Once you have identified a group, a member of your committee should supplement their program with our materials, manpower, and monetary support, if possible. Financial support is important, but remember you must follow the budget procedures. As the Lodge Chair, it is important when the budget process is started that you involve yourself with seeking sufficient funds with which to run your program for the following year.

ACTION

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Awareness, without action, is mute. Therefore, we must take action steps to pass on the awareness we have gained.

Raise parent and public awareness. Try to enable all parents, not just those with problems, to understand, communicate, and prevent or deal with problems. Inform pediatricians, coaches, legislators, media, teachers, principals, kids, etc. - everyone in your community.

Promote public action against the drug culture and drug availability. Legislation against drug paraphernalia has passed in over 23 states, including Washington.

Help each other in parent peer groups and parent support groups. The basic parent peer group is parents getting together with the parents of their children's friends. Joining in awareness and agreement on guidelines, for example, can make it much easier for all to handle the "everybody's doing it" syndrome. (No, John and Al and the others are not going to that un-chaperoned beer party either....according to their parents. Why don't we arrange a backyard barbecue party here instead?) Groups can encourage a renewal of community, or even a sense of extended family. Sometimes cooperation with car pooling and after-school visits can help the whole group, especially in the case of single parents and working mothers whose kids might otherwise bring their friends home to an empty house. Parent support groups can be any parents working together for mutual support, regardless of their children's particular peer groups. Sometimes parents of the child's friends are hostile or just not interested. Groups like AA, NA and Al-Anon have been important peer support groups for years. Do you have these in your community?

Suggest guidelines on issues such as curfews, chaperons, no-drug/no-alcohol rules at parties and elsewhere; all of which can be helpful for large groups or schools, as well as small groups.

Work with schools to promote effective policies, education (for students, staff, and parents), discipline, in-school suspension or Saturday school (instead of suspension from school, parent volunteer work, counseling, and school activities as alternatives, etc.)

Work with other community groups and leaders. Use the media to increase awareness. Network in the state with other involved groups.

Support effective and needed resources and programs, including counseling and adolescent treatment. Also help families find these resources. Al-Anon groups may have parents who can help with a "listening ear". Groups may choose to publish a newsletter as a means of sharing important information.

Encourage youth involvement.

Promote basic prevention - including family strengthening, parent skills, and development of living skills. Does your school have a comprehensive K-12 prevention curriculum?

Promote constructive alternatives. The prevention alternatives approach promotes development of skills, qualities, and activities which can reduce vulnerability to a whole range of problems. Parent groups can help a lot in promoting the parental awareness, skills and support environment needed to make this happen.....and, in turn to promote youth involvement. Since these are usually

upbeat positive activities, they may be able to involve families less willing to come out to "drug programs".

REPORTING

Keep your membership informed of your committee's progress. The following pages are designed to assist you in completing your reports.

It is necessary to report to the Lodge floor monthly. After your report, submit a copy to the Lodge Secretary to be included as part of the proceedings.

The first form (Appendix A) is for you to complete and use to record your information of local events which will be used to make your semiannual reports into the NSEA web site www.nsea-elks.org. This information is important to the overall reporting which ultimately reaches the Grand Lodge and is then shared with Federal Government agencies.

The second form (Appendix B) is the Annual Report which the Lodge Chair must input the data into the NSEA website www.nsea-elks.org. This report details what your Lodge's Drug Awareness program has done for the entire year. This report must reach the State Chair by July 1st each year.

SUMMATION

Finally, remember that your efforts are having a definite effect. It makes no difference whether your contributions are large or small, but keeping your Lodge activities before your community will assist in one day eradicating this most deadly foe.

ORDERING MATERIALS

In addition to the materials from the Nevada Department of Public Safety – Office of Traffic Safety, contact Grand Lodge for a current list of materials available from them. It is important to remember that your State committee will be directing requests from agencies to the subordinate Lodge. You must be prepared to fill these requests as well as meet with the requesting group.

On the other hand, your direct donation to the Elks National Foundation is what pays for these materials, so we suggest that when you receive a request, you inquire as to how they plan to distribute our materials, as we must minimize waste. We do not suggest that these materials be used at fairs unless control is used in the distribution. The costs of materials are increasing each year; we must see that they reach the hands of those that need them the most. See appendix D for order form.

Appendix A – Drug Awareness Lodge Event Form

Type of Drug Awareness Event:

Location of Event:

Number of Elks participating:

Number of Non-Elks participating:

Number of Elk Miles:

Number of Non-Elk Miles:

Lodge Name and Number:

Number of Elk Hours:

Number of Non-Elk Hours:

Number of adults reached:

Number of youth reached:

Was an article with a B/W or color (Glossy only) photo to the National Elks magazine concerning the activities of your committee? Did you make sure to include children? (A must for printing) Yes ___ No ___

Was any other media contacted (State or Lodge P.R. Chair) for radio, TV, or Newspaper coverage? Did you use any Public Safety Announcements? Yes ___ No ___

Comments:

Appendix B – Drug Awareness Program Annual Report Form

Lodge Name and Number

Name of Chair:

Phone:

Address:

Amount Budgeted for Program:

Do you currently have Drug Awareness program? Yes ___ No ___

If YES, briefly describe:

If NO, why not?

Would you like to meet with a Committee Member to discuss your Program? Yes ___ No ___

What are your plans for the future?

Are you using the material supplied by Grand Lodge? Yes ___ No ___

Do you find it helpful in promoting your Program? Yes ___ No ___

How many members are involved in your Program?

Is the Program directed to 4th through 9th grades?

Is the Program directed to other age groups?

Were any Proclamations on Drug Awareness issued by the Mayor?

Were any meetings held with parent groups?

Total Number of youth reached this year: (estimate)

Total Number of Parents reached this year: (estimate)

Appendix C – NSEA Budget Request Form

Nevada State Elks Association
Budget Request Form

_____ Committee
_____ State Chair

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 to accomplish 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 Chair

Endorsement by Liaison Officer

Approval by President-Elect

Approval by Board of Trustees

(ATTACH ADDITIONAL INFORMATION AS NEEDED TO SUPPORT REQUESTS)

Appendix D – GL Supply Request Form

State Drug Awareness Program

Order Date: _____

State: _____

LODGE NAME: _____

LODGE NUMBER: _____

Ship To:

Shipments are by UPS - Please give street address (No P.O. Boxes!)

PLEASE USE FULL BOX COUNT, ONLY!

No. of Boxes	Amt. Per Box	Code	Name
	2,000	DAP 110	TIPS FOR TEENS—ALCOHOL
	500	DAP 165	COLORING BOOK
	300	DAP 185	PARENTING
	500	DAP 200	TIPS FOR TEENS — TOBACCO
	2,000	DAP 205	TIPS FOR TEENS — INHALANTS
	2,000	DAP 210	TIPS FOR TEENS — MARIJUANA
	2,000	DAP 215	TIPS FOR TEENS — HALLUCINOGENS
	2,000	DAP 220	TIPS FOR TEENS — COCAINE
	2,000	DAP 230	BOOKMARKS
	2,000	DAP 240	HEROIN
	2,000	DAP 245	METHAMPHETAMINE
	2,000	DAP 250	TIPS FOR TEEN — CLUB DRUGS
	2,000	DAP 255	TIPS FOR TEENS — STEROIDS
	2,000	DAP 260	TIPS FOR TEENS — HIV/AIDS

**THIS ORDER MUST BE SENT THROUGH
THE STATE DRUG AWARENESS CHAIR!!**

State Chair Name _____

Date _____

Appendix E – Drug Awareness Program Trailer and Elroy T Elk Request Form

Nevada State Elks Association

Drug Awareness Program Trailer and Elroy T. Elk Request Form

Lodge Name _____ Lodge Number _____ Date of request _____

Contact Person _____ Contact Phone # _____

Pick up Date _____ Return Date _____

Items Requested

DAP Trailer

Elroy costume

Lodge Drug Awareness Chairman Signature

Exalted Rulers Signature

State Chairman / Vice Chairman approval

Reserved _____ Calendar _____

This form to be filled out in advance of use of either the trailer or the Elroy costume and E-mailed to the State Drug Awareness Chairman or Vice Chairman in your district

Appendix F – Pre and Post Trailer Use Form

Trailer pre and post use checklist

Date out _____ Date in _____ Lodge # _____ Operator's Int _____
Milage out _____ Milage in _____

- 1 Visually inspect trailer noting areas of damage.
2 Check and correct tire pressure on the tow vehicle and trailer.
3 Make sure the wheel lug nuts/bolts on the tow vehicle and trailer are tightened to the correct torque.
4 Be sure the hitch, coupler, draw bar, and other equipment that connect the trailer and the tow vehicle are properly secured and adjusted.
5 Check that the wiring is properly connected not touching the road, but loose enough to make turns without disconnecting or damaging the wires.
6 Make sure all running lights, brake lights, turn signals, and hazard lights are working.
7 Verify that the brakes on the tow vehicle and trailer are operating correctly.
8 Check that all items are securely fastened on and in the trailer.
9 Be sure the trailer jack, tongue support, and any attached stabilizers are raised and locked in place.
10 Check load distribution to make sure the tow vehicle and trailer are properly balanced front to back and side to side.
11 Trailer clean inside and out.

Operators signature

DAP representative signature
