



NEVADA STATE ELKS ASSOCIATION

ELKS NATIONAL FOUNDATION (ENF) COMMITTEE MANUAL

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Past State Presidents Advisory Council

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1.0 Purpose

To provide information relative to the desired function of those who have been elected, have volunteered or who have accepted appointments to perform in the various capacities for the benefit of the Elks National Foundation.

2.0 Scope

State Chairman's, District Chairman's and Lodge Chairman's duties and responsibilities: Required records, reports, correspondences, annual goals, awards and general information that may be used to sell the Elks National Foundation. This manual is supplemental to the National Procedures CD, which should be in the hands of each Lodge Chairman and Lodge secretary. In the event there is conflict of information between the two manuals, the National manual will take precedence.

3.0 Responsibilities

3.1 NSEA President-Elect Liaison

- The President-Elect liaison, with the assistance of the State Chair, will provide a written quarterly report to the Executive Committee.
- The President-Elect liaison will assist in coordinating details and arranging for all state convention programs and workshops.
- The President-Elect liaison will assist the State Chair designee in coordinating funding activities through the use of the "Budget Request Form" each February.

3.2 State Chairman

- General Requirements
 - A. Each quarter attend a meeting with the Executive Committee and provide a report of your committee's actions, achievements and/or challenges. If unable to attend the Quarterly meeting, a member of the committee may represent the State Chairman. If the Chairman or a member of the committee cannot attend the Quarterly, the Chairman will submit a written report outlining the Committee's actions, successes, failures and send it to the committee's Liaison Officer at least ten days prior to the meeting. (Quarterly meetings are held on the 3rd weekend in June, October, January and April. The Secretary/Manager will provide notices of these meetings.)
 - B. Write article to the State Web Site as needed. Articles need to be sent directly to State Web Master.
 - C. Assist the President Elect (during the month of November) in selecting working committee members for the forthcoming year.
 - D. Committee reports must be presented to the State President, in writing, preferably 60 days prior to a convention or as soon as the final recap of donations is received

from the National office for the summer session. The State President will make final determination on all committee reports and presentations to be given at the state conventions. Speeches on the convention floor will be limited and must be vital information for the whole assembly.

- E. Write article for the State Newsletter per approved schedule. The Article must be at state office by the 5th day of the preceding month.
- F. Write article to the State Newspaper as needed. Articles need to be sent directly to State Newspaper (Nevada Elk-issued quarterly) by the 10th day of the preceding month of publication.
- G. Monitor Working Committee activities and assist in finding volunteers to serve on the Working Committee who will fulfill duties and responsibilities as outlined in this manual.
- H. Provide Vice President with agenda for convention programs and workshops 60 days prior to convention. January workshop should focus on committee training. June workshop should highlight last year's successes and detail a description of new programs.
- I. 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 conventions. Speeches on the convention floor will be limited and must be vital information for the whole assembly.
- J. Incoming State Chair will provide detailed budget information to the President-Elect each February through the use of the "Budget Request Form".
- K. File copies of all correspondence and reports with the State Association Secretary and the VP liaison.
- L. Obtain stationary, forms and reports as required from the NSEA Coordinator.
- M. Turn over all files and records in his charge to the succeeding State Chair.
- N. Provide committee training to Lodge Chairmen as deemed necessary.
- O. At the conclusion of each State Association year, he will purge the files related to his committee.

- Specific Requirements

- A. Help coordinate inter-committee activities between Elks National Foundation, State Major Project, Hoop Shoot, Most Valuable Student Scholarships, Vocational Scholarships, Drug Awareness, Youth Activities and National Service Commission (Veterans)
- B. Establish and maintain a good record keeping system. The files should include all reports received from the Lodges, any correspondence received or sent, and recaps, plus a small emergency supply of Foundation and State forms to help any Lodge that is out.

3.3 Working Committee

- Working committee consists of the State Chairman of the Elks National Foundation, Hoop Shoot, Elks National Service Commission, Drug Awareness, Most Valuable Student, State Major Project Committees and the designated District Representatives.
 - A. The Working Committee shall establish or concur on the direction set for the fund raising program for the State of Nevada
 - B. The other State Chairmen will provide support in terms of information, pictures, etc. which can be utilized to sell the Elks National Foundation program.
 - C. This group of dedicated Elks will meet, as a minimum, at the January session of the Nevada State Elks Association. Special meetings of this group may be called when deemed necessary by the Elks National Foundation State Chairman.

3.3 Other Designated Representatives

- It is desirable to maintain a "Knowledgeable" Elks National Foundation Representative in each district of the Nevada State Elks Association. Their function shall be to:
 - A. Provide assistance, information, motivation and support to the individual Lodge Chairmen.
 - B. He shall suggest programs to those Lodges not showing progress toward the Grand Exalted Rulers "Goal".
 - C. Explain duties and responsibilities of Lodge Foundation Chairman and his Committee.
 - D. Explain how the Foundation has assumed financial responsibilities for additional Grand Lodge Programs, thereby preventing a large increase in per capita assessment. To make this work successfully, all Elks must help with increased contributions for:
 1. Most Valuable Student Awards.
 2. Emergency Educational Fund Grants.
 3. Hoop Shoot Program.
 4. Major Project Grant.
 5. Drug Awareness Program.
 6. Community Investment Program.
 7. Legacy Scholarships.
 8. Elks National Service Commission (Veterans Programs).
 - E. Visit Each Lodge, meeting with the Lodge Chairmen and when possible the Ladies Organization representative. Evaluate existing programs and offer suggestions if needed.
 - F. Check Lodge Foundation material and supplies. Assist in ordering supplies to insure an adequate supply is on hand.

- G. Review Lodge reporting and remittal procedures, as well as the record keeping system.
- H. Communicate any Lodge program successes to State Chairman and to other Lodges.
- I. Make yourself available to visit any Lodge that invites you to their State Night, State Major Project Demonstrations or Elks National Foundation Special Events.

3.3 Lodge Chairman

- Your first task is to educate the Members about the Foundation. This should be aimed toward the Members that do not attend the meetings. The faithful attending Members usually know about the Elks National Foundation, but once a month, make a presentation updating the activities of the Elks National Foundation Program in your Lodge. The perfect time for this presentation is the meeting when the new Members are initiated. If you concentrate on obtaining New/Renewal Pledges, the contribution goal will be achieved. Use the following suggestions to help with this task. They have all worked.
 - A. Use monthly bulletin to promote NEW/SUPPLEMENTAL PLEDGES: * publish a monthly article, detailing one phase of the Program. * Publish a list of contributors and new or supplemental pledges. * Publish photos of Red Heart presentations.
 - B. Establish a permanent Foundation Board in a conspicuous location, and keep it up to date. All persons love to see their name on an honor board, and will make a pledge to have it happen.
 - C. Present Lodge Foundation Program to every candidate, and Spouse at Indoctrination. Pass out Foundation literature to all attendees.
 - D. Promote a Lodge program for an Honorary Founder or Permanent Benefactor certificate each year.
 - E. Enlist the support of the Ladies Organizations in your lodge; * Encourage the Ladies Organization to appoint an Elks National Foundation Chairperson, to work with you, on their behalf. * Ask for time at one of their meetings to talk about the Foundation. * Help the Ladies to establish a group Honorary Founder or Permanent Benefactor pledge.
 - F. Establish an Elks National Foundation Memorial and Bequeaths program in your Lodge. Be sure you have a supply of "Living Trust" brochures and Memorial Envelops available.
 - G. Plan a Foundation Program for the month of October. The program can be a special part of a regular lodge meeting, or a separate program that you can invite the ladies and guests to join. If the Lodge has a Ladies Organization, a joint program is encouraged.
- Records and Reports

Organize an efficient record keeping system within the lodge to keep accurate records of all contributions and remittances.

- A. Send remittances, on correct form, to national office every month that you have received any contribution. Do not hold personal checks for longer than 30 days. Subordinate Lodges do not have the authority to endorse checks made out to Elks National Foundation; these checks must be forwarded to the national office.
- B. Keep Foundation and State office current on all address changes.
- C. Year end final remittance postmark date is March 15.
- D. State "Annual Lodge Report" postmark date is May 1.
- E. Lodge Chairmen can access Lodge and National Standings via the BPOE home page website. You should also receive copies of information from your District Chairman.

- Files

- A. Make copies of reports at the end of each month. There should be one copy placed in the Lodge Secretaries file, and one copy placed in your records.

DO NOT FAIL TO COMMUNICATE. The State and Foundation personnel are available to assist you, **if we know you need help.**

4.0 Procedures/Requirements

4.1 Annual Goals

- A. Every State and Lodge Officer is a contributor to the Elks National Foundation during the current year at the GER's and State President's goal or more.
 - B. State total contributions equal or exceeding GER's and State President's goals.
 - C. All lodges achieve GER's goal by end of December each year.
- Program To Attain Goals
 - A. Contribution Program
 - 1. Each Lodge should be able to establish their contribution goal at a level which will enable the lodge to achieve both the GER and President goals by the end of the year.
 - 2. Plan a special event or ongoing event to raise the recommended goal: i.e. weekly bingo game, annual auction, special dinner, Saturday stew, raffle items at Lodge or on social nights, etc. The list is only limited by your imagination. Schedule at least one special event in October for ENF Month. Ensure that this is advertised in you lodge bulletin at least 90 days prior to the event and each bulletin up to the event. Invite neighboring lodges to attend. Prepare a letter for the ER's signature to send to the other lodges.

3. Work hard to be recognized at the State and National levels via the awards programs. Write a thank you to each donor from your lodge. This should be in addition to thanking them personally. Have presentations of Grand Lodge and State award Certificates made at a Lodge meeting or Social Event. Friendly competition among Lodges is healthy.
4. Coordinate with the Lodge Secretary to ensure that ENF is listed as an optional dues amount on the dues notice at a level equal to the highest other optional contribution.

B. Other GL Programs and Activities

1. Be an active participant in the GL Chairman's Challenge and strive to be the best in your district.
2. There is no substitute for just plain "**ASKING**" to obtain new pledges. One to one when the situation is right, with the dues notices, at the indoctrination program, at the Lodge meeting, at social programs when the situation presents itself, through the Lodge bulletin, etc. There should be at least three members on the committee to spread out the "**ASKING**".
3. Actively participate in the GL Leadership challenge by setting the example and personally donating to the Elks National Foundation each year at \$10.00 or at your lodge goal which ever is greater.

4.2 Awards Program

Lodge performance, in each category, determined from data furnished on ANNUAL LODGE REPORT form: Due May 1 each year.

- A. A FIRST PLACE PLAQUE, and SECOND PLACE CERTIFICATE, will be awarded for "BEST LODGE ELKS NATIONAL FOUNDATION PROGRAM" for the year just ended.
- B. A FIRST PLACE PLAQUE will be awarded for "BEST LADIES ELKS NATIONAL FOUNDATION PROGRAM" for the year just ended. District Chairmen will coordinate with DD in their district to select the nominees for this program and submit a one page letter of recommendation to the State Chairman NLT 10 May each year. The State Chairman with the assistance of the VP Liaison will determine the winner from the submissions.
- C. Certificates will be awarded to the Lodges with the following record, for the year just ended:
 1. "BEST MEMBER TO PLEDGE RATIO - ELKS NATIONAL FOUNDATION".
 2. "HIGHEST PERCENT INCREASE OF CONTRIBUTIONS – ELKS NATIONAL FOUNDATION".
- D. Certificates will be awarded in each of six Lodge membership categories for:
 1. "BEST LADIES PROGRAM - ELKS NATIONAL FOUNDATION".

2. "HIGHEST PER CAPITA AVERAGE CONTRIBUTIONS - ELKS NATIONAL FOUNDATION".
3. "HIGHEST PER CAPITA PAID PLEDGES - ELKS NATIONAL FOUNDATION".

The recognition categories are as follows:

1. 300 or fewer members.
2. 301 to 500 members.
3. 501 to 700 members.
4. 701 to 1100 members.
5. 1101 to 1500 members.
6. 1501 and more members.

4.3 Benefits

A. Inform members what the Foundation does and how the State and Subordinate Lodges benefit from the Foundation Program, including:

- STATE MAJOR PROJECT - Realizing there was a need of assistance, the Foundation makes money available to every State Major Project.
- "MOST VALUABLE STUDENT" SCHOLARSHIP COMPETITION: Nevada State has had a number of finalists in this competition, with a minimum of \$1,000 per year, for 4 years, to each participant.
- "EMERGENCY EDUCATIONAL FUND": Grants for children of deceased or incapacitated Elks. This figure will vary from year to year depending on need. The academic year prior to this publication saw \$9,900.00 in grants to Nevada students.
- "NATIONAL HOOP SHOOT" Program: This contest is administered by Grand Lodge Hoop Shoot Committee and is underwritten by the Foundation. Nevada State has the most national winners of any State.
- "DRUG AWARENESS" Program: This program is administered by Grand Lodge Drug Awareness Committee and is underwritten by the Foundation.
- "ELKS NATIONAL VETERANS SERVICE COMMISSION": The Foundation Trustees are now making available the funds for the Grand Lodge Veterans Programs.
- "COMMUNITY INVESTMENT PROGRAM" The Foundation Trustees have set up this program to assist lodges in meeting needs in their communities. Promise Grants, Gratitude Grants and Community Investment Grants are all part of this program.

5.0 References

Elks National Foundation Procedural Manual or CD from Grand Lodge

6.0 Appendix

Appendix A - Sample Letter Recommended To Be Sent To All New Widows/Widowers.

PUT ON LODGE LETTERHEAD STATIONERY.

(Date)

Mrs. (Name of deceased Member).

Address

City, State Zip

Dear Mr./Mrs. (Name),

The Officers and Members of (Lodge name and number) wish to express their sympathy upon the death of your spouse and our member, and to join with you and your family in this hour of bereavement.

The annual Lodge Memorial Service for this year will be on December (date & year). You and your family are invited to attend. Your spouse will be honored at this service.

Do you have any children that have not yet completed college? Through the Emergency Educational Grant Program of the Elks National Foundation, if monetary help will be needed, the Foundation is ready to assist. To obtain details of this program, contact the Lodge Secretary, or Lodge Elks National Foundation Chairman.

"THE FAULTS OF OUR MEMBERS WE WRITE UPON THE SAND
THEIR VIRTUES UPON THE TABLETS OF LOVE AND MEMORY"

Sincerely and Fraternaly,

(Signature)

Exalted Ruler

Appendix B – 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)