



NEVADA STATE ELKS ASSOCIATION

MEMBERSHIP 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

Published By:

Past State Presidents Advisory Council

mmm dd, yyyy

Purpose.....3

Scope.....3

Responsibilities.....3

NSEA President Liaison3

State Membership Chairman.....3

State Membership Program Coordinator4

State Lapsation Program Coordinator.....5

State Reinstatement Program Coordinator.....5

Membership Management Working Committee6

Lodge Membership Management Committee Chair and Committee Members.....6

Procedures/Requirements7

References.....7

Appendix7

A. Membership Procedures and Requirements.....8

B. Lapsation Procedures and Requirements10

Attachment A11

Attachment B14

Attachment C15

Attachment D16

C. Reinstatement Procedures and Requirements.....17

D. NSEA Budget Request Form18

1.0 Purpose

Membership is the lifeblood of any organization. It is especially important in a volunteer fraternal organization such as ours. It is a fact that the number of members of our Order has been on a steady decline for many years now. We realize that we will lose members as a matter of course and the recruitment of new members, as well as the retention of current members is an ongoing commitment that must be addressed at all levels in the Order of Elks.

2.0 Scope

The Membership Management Committee of the State Association is charged by the officers of the State Association with planning and implementing membership incentive programs that will stimulate the local lodges to become active in the recruitment of new members. Further, the committee is charged with rendering any and all assistance to the local lodges within our state as they are requested to do so by the lodges with the goal of making their lodge membership programs successful.

The Membership Management Committee of the Nevada State Elks Association consists of the Membership Chairman and the three program coordinators (Membership Program, Lapsation Program, Reinstatement Program), and the Membership management Working Committee. This is a slight departure from the organization that has existed in the past. It is designed to bring the maximum manpower to bear on the three areas of the membership management challenges that face all of the lodges in our association.

3.0 Responsibilities

3.1 NSEA President Liaison

- The NSEA President Liaison, with the assistance of the State Membership Management Chairman, will provide a written quarterly report to the Executive Committee.
- The President Liaison (Liaison) shall assist the committee in coordinating arrangements for all programs or workshops to be presented at all state conventions and sessions.
- He shall recommend, for appointment, those Members that he finds acceptable as Membership Management Committee Coordinator, Membership Program Chairman, Lapsation Program Chairman, and Reinstatement Program Chairman and Working Committee members.

3.2 State Membership Chairman

- Shall preside at all meetings of the Membership Management Working Committee.
- Shall submit the annual budget request for his committee to the Liaison. (Copy at Appendix E)

- Provide all reports and assistance to the Liaison as may be requested. The Nevada State Elks Association Committee Activity Report is required four times a year and is considered a mandatory report.
- Receive all monthly Membership/ Lapsation/ Reinstatement (M/L/R) reports from the local lodges and compile them into a summary report to be sent to the Liaison, District Deputy Grand Exalted Rulers (DDGER), Membership Management Committee
- Members and other persons as may be required.
- Coordinate and attend any seminars, workshops or sessions given by the committee at the district or local lodge level.
- Provide the Executive Committee with agenda for convention programs and workshops 60 days prior to a convention.
- Attend all conventions and sessions of the State Association and coordinate the workshops presented by his committee.
- Attend and participate in any DDGER clinics that he may be invited to.
- Review and approve vouchers for reimbursement of allowable purchases or expenses submitted by committee members.

3.3 State Membership Program Coordinator

- Shall be responsible to the State Membership Chairman to implement his portion of the membership management program.
- Attend and participate in all meetings of the Membership Management Working Committee.
- Provide a written report of his activities to the State Membership Chairman upon request.
- Write and submit articles to the state newspaper as needed. These should be submitted directly to the newspaper (with courtesy copy to the Membership Chairman) by the 10th day of the month preceding the month of publication.
- Recruit and recommend to the State Membership Chairman, members for the Membership Management Working Committee.
- Monitor the activities of the working committee members and keep them motivated.
- Provide advice and counsel to lodge officers and membership chairmen as requested.
- Incoming State Membership Program Coordinator will work directly with the Membership Chairman to develop a reasonable and responsible budget request. The budget requests for Membership, Lapsation, and Reinstatement will be combined by the Membership Chairman and submitted to the Executive Committee for approval.
- Shall cause copies of all correspondence, reports or other written material that is generated by him to be forwarded to the State Association office.

- Shall turn over all files and/or records in his charge to the succeeding Membership Program Coordinator.
- Provide training, as required, to the working committee.
- At the end of each State Association year visit the State Association office and purge the files relating to his program.

3.4 State Lapsation Program Coordinator

- Shall be responsible to the State Membership Chairman to implement his portion of the membership management program.
- Attend and participate in all meetings of the Membership Management Working Committee.
- Provide a written report of his activities to the State Membership Chairman upon request.
- Write and submit articles to the state newspaper as needed. These should be submitted directly to the newspaper (with courtesy copy to the Membership Chairman) by the 10th day of the month preceding the month of publication.
- Recruit and recommend to the State Membership Chairman, members for the Membership Management Working Committee.
- Monitor the activities of the working committee members and keep them motivated.
- Provide advice and counsel to lodge officers and Lapsation chairmen as requested.
- Incoming State Lapsation Program Coordinator will work directly with the incoming Membership Chairman to develop a reasonable and responsible budget request.
- Shall cause copies of all correspondence, reports or other written material that is generated by him to be forwarded to the State Association office.
- Shall turn over all files and/or records in his charge to the succeeding Lapsation Program Coordinator.
- Provide training, as required, to the working committee.
- At the end of each State Association year visit the State Association office and purge the files relating to his program.

3.5 State Reinstatement Program Coordinator

- Shall be responsible to the State Membership Chairman to implement his portion of the membership management program.
- Attend and participate in all meetings of the Membership Management Working Committee.
- Provide a written report of his activities to the State Membership Chairman upon request.

- Write and submit articles to the state newspaper as needed. These should be submitted directly to the newspaper (with courtesy copy to the Membership Chairman) by the 10th day of the month preceding the month of publication.
- Recruit and recommend to the State Membership Chairman, members for the Membership Management Working Committee.
- Monitor the activities of the working committee members and keep them motivated.
- Provide advice and counsel to lodge officers and reinstatement chairmen as requested.
- Incoming State Reinstatement Program Coordinator will work directly with the incoming Membership Chairman to develop a reasonable and responsible budget request.
- Shall cause copies of all correspondence, reports or other written material that is generated by him to be forwarded to the State Association office.
- Shall turn over all files and/or records in his charge to the succeeding Lapsation Program Coordinator.
- Provide training, as required, to the working committee.
- At the end of each State Association year visit the State Association office and purge the files relating to his program.

3.6 Membership Management Working Committee

- Attend State Association conventions, workshops and training seminars as often as possible.
- Make and report on such special inquiries as may be requested by the State Membership Chairman.
- Work with and train Lodge Chairmen, as requested, to improve their performance in the membership program.
- Assist the State Membership, Lapsation, and Reinstatement Program Coordinators in finding other working committee members as needed on an ongoing basis and upon retirement from the committee.

3.7 Lodge Membership Management Committee Chairmen and Committee Members

- Obtain and familiarize themselves with the NSEA Membership Management Committee Manual and the Grand Lodge Membership Control Manual.
- Assist with the preparation of the Lodge Membership and Lapsation Statistical Report and insure that it is submitted to the State Membership Management Committee Coordinator (or his designee) by the fifth day of each month. (See Appendix D)
- Attend District Deputy Clinics as often as possible or arrange for a substitute.

- Conduct the activities of the Lodge Membership Committee to insure a viable and effective membership program that is consistent with the Grand Lodge program and goals.
- Assist the Exalted Ruler by recommending other/new members for the Lodge Membership Committee.

4.0 Procedures/Requirements

Procedures and Requirements for each portion of the membership management program are detailed in Appendix A (Membership), Appendix B (Lapsation), and Appendix C (Reinstatement)

5.0 References

1. Grand Lodge Membership Control Manual
2. Various references drawn from Grand Lodge Membership Seminars handouts.
3. NSEA State Committee Chairman Handbook.

6.0 Appendix

- A. Membership Procedures and Requirements
- B. Lapsation Procedures and Requirements
- C. Reinstatement Procedures and Requirements
- D. NSEA Budget Request Form

APPENDIX A - MEMBERSHIP PROCEDURES AND REQUIREMENTS

The recruitment of new members is the duty of every Elk. New lodge members are the lifeblood of the Order. They are the source of contributions to our charitable works and they provide potential committee members and officers for our lodges. Additionally they are the catalyst for constructive change and the fuel for the energy that drives their lodges and the entire Order to grow and accomplish the projects and programs that contribute so much to our society.

Lodge membership programs that provide incentives (other than financial) for the recruitment of new members are encouraged. Competitive membership programs are also usually successful. Lodge officers should lead by example when it comes to sponsoring new members.

Lodge activities that will allow members to invite friends to the lodge provide a perfect environment for recruiting new members. A member that is proud of his lodge will ask his friends and associates to join. Pride is a very strong motivator. Lack of pride will kill the incentive to recruit new members. Lodge buildings should be clean and lodge grounds should be well kept. Top-notch service should always be uppermost in the minds of staff and friendliness of the members is of paramount importance. The single most often heard reason for Lapsation is that the Elks "are just not what I expected them to be". The translation of that phrase is most often that they felt ignored, or even worse, unwanted. As Elks we tell ourselves (and almost anybody else) that we are a fraternal organization and that one of our cardinal principles is brotherhood. The reality is that we are often not very fraternal and we do not exhibit brotherhood except to those that are "in the clique". Is it any wonder that Lapsation is a problem?

Many lodges in our state, and across the nation, are being forced to use PER's in the various chairs within the lodge. Perhaps if we took a little more time to make a new member feel welcome and needed first we would have a larger dedicated membership base from which to select new officers and committee members. The Grand Lodge sets goals and incentive awards for membership programs every year.

Those goals should always be the goals set by the Membership Committee and the Officers of the Lodge. Lodge members that have earned Grand Lodge awards should be recognized on the floor of the lodge. This implies a certain amount of diligent record keeping and it is the responsibility of the Secretary and the Membership Committee. When a member is eligible for his GER Membership Pin he should be immediately submitted for that award. Lodge secretaries that only submit the applications once a year do those members that have earned more than one award a serious disservice. Any member that gains three new members through initiation, Lapsation, or reinstatement, or any combination of the three is eligible to receive the GER pin. Multiple awards for each additional combination of three is authorized and encouraged. Lodge membership chairmen must monitor that program and make it work. If there is not a good reporting system in place -- create it!! If we don't recognize our best recruiters we may very well find them on the Lapsation list too.

The Nevada State Elks Association awards an annual traveling plaque to the lodge in the state that has the largest number of new members initiated during an Association year. This award is given at the State Association Summer Convention during the general session and is meant to recognize that lodge in the presence of their peers for a job well done.

The Lodge Membership & Lapsation Statistical Report (at Appendix D) is a report used by the State Association. It is to be submitted monthly. It is a very easy report to fill out and is due by the 5th of each month. It is usually prepared by the Lodge Secretary and requires some communication between the Secretary and the Membership Management Committee members.

While it is not the duty of the State Association Membership Management Committee to impose membership programs on the individual lodges in the association it is their duty to support the lodges in every way possible. This should include (but not be limited to) seminars, communications on a personal basis with the lodges, and direct hands on help when requested. Additionally every attempt should be made to be aware of what programs are working for other lodges and "get the word out."

A viable and active membership program, at every level of Elksdom, must be a constant part of our effort and activities. The Members that work on the Lodge Membership Management Committee cannot do their job in a vacuum of apathy and disinterest. History has taught us that lodges that do not have a strong officer corps, a busy lodge activities program, and an active lodge public relations program cannot prosper even with many new members joining each year. We must be constantly aware that to keep those new members all of those elements must be in place.

APPENDIX B - LAPSATION PROCEDURES AND REQUIREMENTS

Lapsation is a committee required by Grand Lodge. It is the duty of each Exalted Ruler to make sure that he appoints a Lapsation Chairman who will actively work on his Lodge's Lapsation List. That Chairman and his committee must be willing to attend District Deputy meetings, seminars, either special or those presented at Summer and Winter State Association Meetings.

The Exalted Ruler must include in his yearly budget an amount designated towards Lapsation to cover any expenses incurred by his Lapsation Committee through costs for postage, paper, etc. The Lodge Secretary's Office should not have to bear the expenses incurred by any Committee.

A list of Delinquent members should be posted in one or more conspicuous locations in the Lodge building and updated at least ONCE a week. Members should be encouraged to check the list and contact any delinquent member on it whom they may know.

The Nevada State Elks Incentive Awards Program to reduce Lapsation should be implemented and thoroughly explained to the Membership.

The Lapsation Chairman, with the assistance of the Lodge Secretary, must see that the Grand Lodge Membership/ Lapsation/Reinstatement report form is filled out in its entirety and copies sent to the appropriate Grand Lodge and State Officers and Chairmen. Personal contact with each delinquent member is always the best, or if not possible, a letter and questionnaire mailed to them.

The PER who initiated the respective delinquent member and his Sponsor should be notified and asked to call and urge the member to bring his status up to date.

The Lapsation Chairman can help his Lodge Secretary by sending a letter along with the questionnaire to each delinquent member on either the first of September or the first of March.

The Lodge Standing Relief Committee **MUST** become involved with the Lapsation Committee. Far too often, when a Delinquent Member is contacted, his reason for wanting to drop is, to quote, "What has the Lodge to offer me? Where do my dues go? I don't like the music in the club on social nights. **NO ONE TALKS TO ME WHEN I COME TO LODGE! NO ONE HAS EVER ASKED ME TO HELP! THE OFFICERS SIT ALONE AND NEVER CIRCULATE!**" The Lapsation Committee, with the aid of the Activities Committee **MUST HAVE** an answer to these types of questions that are positive and progressive, as far as Lodge and Club are concerned.

Lapsation is, in almost all cases, a product of UN-productiveness on the part of the Lodge. The Lapsation Committee must get to the heart of **WHY** a Member is allowing his membership to lapse. The committee doesn't need charts or graphs or percentages to accomplish their goal. **THEY NEED TO SEARCH OUT, RECOGNIZE, AND REMEDY** the reasons a member is on the drop list, present their findings to the Exalted Ruler for further action, whether the reasons found are personal strife or dissatisfaction on the part of the delinquent member.

The State Elks Association has available for Lodges that are interested in brainstorming their Membership Management Program, a seminar that can be presented to each Lodge upon request. This program is excellent and should be used if a Lodge finds itself at a dead end in its Lapsation Program.

Every year each Subordinate Lodge pays a per capita tax to the Grand Lodge and to the State Association. This payment is made **AT THE BEGINNING OF EACH LODGE YEAR!** The Exalted Ruler and the Board of Trustees have formulated their yearly budget on the premise that every member on the active roles will pay their yearly dues in a timely manner. When a member's name appears on the drop list, he is not only putting his active membership in jeopardy, he is putting himself in the position of owing his Lodge for per capita taxes that the Lodge has already paid in the expectation that the delinquent member will keep his dues current! If a Lodge allows this member to drop, they have not only lost a valued Member, they have lost monies that have already been allocated to Lodge uses that will have to be made up from some other source.

A record of the activities of the Lapsation Committee should be recorded and reported to the Lodge floor and to the District Lapsation Chairman. This information can also be used in the Grand Lodge "Lodge of the Year" Award.

The delinquent Member who is living in another Lodge's area that is too far removed geographically for the Member to be participating in his parent Lodge's programs, is a **STRAY ELK** in that Lodge. Contact that Lodge's Lapsation Chairman and ask him to please contact your delinquent Member and urge him to keep his Membership current and to report his findings back to you. (A self-addressed, stamped return envelope would probably expedite this). Lapsation is a National Problem that concerns **EVERY** Lodge in Elkdom. Working together on a "Stray Elk" Delinquent List could possibly work wonders.

Attachment A

TECHNIQUES THAT CAN REDUCE LAPSATION

(Courtesy Jack Zorn, PER Shelton #2467)

(Past State Trustee)

Here are some techniques you can use in your program to reduce the list of delinquent members in your Lodge. Lodges with varying degrees of success have tried all. No one technique will do the job so use them all or as many as you feel will work in your Lodge. Make changes so that your program "fits" your Lodge. Each Lodge has its own personalities and to be effective, your program must be "tailor made".

1. **PREPARE A LIST** with the names of each Delinquent Member along with his telephone number. The list should be prepared as soon as possible in the Lodge year (certainly no later than the first of May). Post copies of the list on the Lodge bulletin board, at the door of the Lodge Room, in the Lounge, the Game Room, anywhere you think it will be read. Ask the Members to call one or two of the names on the list and remind them to pay their dues. The list should be typed double-spaced so that you can

cross out the names of those who pay. Use a colored marker and this will act as an "eye-catcher" and help to monitor the progress of your program.

2. **INSURE THE LODGE SECRETARY IS BILLING THE DELINQUENT MEMBERS EVERY MONTH.** This is absolutely essential!! There is no question the expense for postage, envelopes, etc., is justified -- the Lodge is spending "small change" to recoup the "big bucks" expended at the first of the Lodge year when it paid IN ADVANCE the Grand Lodge and State per capita tax for each member.
3. **MAKE SURE A LAPSATION REPORT IS MADE AT EVERY LODGE SESSION** until your list is down to zero. Explain to the Members present what it is costing the Lodge in dollars already spent (multiply the number of names on the list by the per capita assessments for both Grand Lodge and State Association). Emphasize the loss in revenue to the Lodge if these Members fail to pay and are dropped from the rolls (multiply the number on the list by your annual dues). Point out what this shortfall in revenue means in terms of Lodge charities, scholarships, etc.
4. **GET THE PER'S INVOLVED.** The PER's can be one of the most valuable assets in your Lodge program. Ask the President of your PER Association to form a "telephone committee" to call some of the Members on the list that they initiated in "their year". Be sure a copy of the current Lapsation list is provided the PER Association for their review at each of their scheduled meetings. Don't be reluctant in asking for their support, advice and counsel. They helped build the Lodge. Let them help in sustaining it.
5. **AFTER THE LIST IS WHITTLED DOWN** to the point that it is manageable, try a "Telethon". Gather a group of the Lodge Members together at the Lodge (or some location where there are several telephones available) and call each person on the list. Prepare notes or a "script" for each caller to insure he covers all the reasons why the delinquent Member should send in his dues. You might even turn this into a contest between the Lodge Members and the Lodge Officers or between the Officers and the PER's. Give each group half of the list and let them compete to see who can get the most delinquents back into the "fold".
6. **WHEN THE LIST GETS DOWN** to roughly 60 delinquents, try attacking it with 3" X 5" cards. Prepare a card for each Member on the list with his name, address, and phone number. On Lodge night, have the Esquire distribute one, two, or three cards to each Member present. Ask the Members to contact the individual on the cards, encourage them to send in their dues, and then report the results of his efforts at the next Lodge session.
7. **USE THE LODGE NEWSLETTER.** Prepare articles for each issue, regardless of how short or long they might be. The idea is to keep the battle against Lapsation before the membership. You don't have to be an accomplished author. Copy articles from the Grand Lodge Membership Control Manual, the Grand Lodge Newsletter, the State Association Newspaper, and the State Lapsation Manual. If you run out of articles or you are looking for something new, contact your District Lapsation Chairman and seek his input. Many

Lodges publish the names of Members on the Lapsation list in their September, February, and March newsletters in hopes the delinquent Member will see his name and send in his dues before he is dropped.

8. **USE THE LODGE STANDING RELIEF COMMITTEE** for those Members who state that they just cannot pay dues due to financial reverses. In one Lodge, the Lapsation Chairman contacted a delinquent Member and found that he had lost his home and all his possessions in a fire. He stated he would prefer to remain a member but he just could not afford the dues at that time. The Lodge Standing Relief Committee investigated and decided to pay his dues from the "Aid to Elks" account in the Lodge Budget. The Lapsation Chairman delivered his membership card and the Member has been an Elk in good standing since.

9. **WITH THE POOR ECONOMY** there may be many fine Member Elks on the list in financial straits. If you fail to contact them, you will never know of their predicament. There may be some that the Lodge may be forced to waive their dues, such as the case outlined above. The Member in financial distress probably will not be able to afford to use the Lodge facilities, so the only thing lost by the Lodge is his per capita, and that is lost anyway if you have to drop him. It is much more beneficial to the Lodge to do everything possible to save him as a viable member. In another Lodge, a delinquent Member had experienced some serious financial reversals. When the PER who initiated him contacted him, he convinced the PER he wanted very much to retain his membership but just couldn't come up with the full year's dues at one time. The Lodge allowed him to make three equal payments with the understanding his card would not be issued until the last payment had been received. He's a dedicated member today.

Attachment B

(LETTERHEAD FROM YOUR LODGE)

(Last Notice)

(DATE)

Dear Member:

It distresses me to inform you that during the March session of our Lodge, in compliance with Grand Lodge Statutes, it will be the duty of our Lodge Secretary to present a motion to drop your name from the rolls. For the life of me, I just cannot understand why a good Elk such as you would drop his membership in the Premier Fraternal Order in the United States.

In reviewing Lodge records, I find that you have supported the Benevolent and Charitable aims of the Order of Elks during your years of membership. Perhaps you have forgotten that a major portion of your annual dues goes to support scholarships for outstanding high school seniors in county; care for disabled children through the State Therapy Program; supporting our hospitalized veterans; donations to the food bank, senior citizens, Children's Hospital, and on and on.

I am so concerned that we may be losing a valued member of Elkdom and so mystified as to the reason a Member would voluntarily allow his membership to be terminated, that I am asking you to complete the enclosed questionnaire and return it in the stamped envelope enclosed.

It will only take a few minutes to complete and I assure you that your comments will be kept confidential if you so desire. The Lodge, and equally important, the Order of Elks need to know WHAT went wrong? WHY has a respected and valued Member decided to forfeit his membership?

We need to know in order that we may take corrective action so we don't lose another Member for the same reasons.

Finally, I implore you to reconsider dropping your membership. In any event, PLEASE RETURN THE QUESTIONNAIRE. (If you would feel more comfortable discussing this matter over the phone or in person, please contact me at any time at my home, (personal home phone inserted here).

Fraternally and Respectfully,

(your name)

Lodge Lapsation Chairman

Attachment C

LAPSATION QUESTIONNAIRE

PLEASE ANSWER THIS QUESTIONNAIRE AND RETURN IT IN THE ENCLOSED STAMPED ENVELOPE. ALL ANSWERS WILL BE KEPT CONFIDENTIAL. WE VALUE YOUR CONTINUED MEMBERSHIP!

1. DO YOU INTEND TO RENEW YOUR MEMBERSHIP THIS YEAR?

() YES () NO

2. IF YOU ANSWERED NO, PLEASE CHECK THE APPROPRIATE BOX (S) BELOW.

A. () ILLNESS

B. () DUES TOO HIGH

C. () LACK OF INTEREST IN SOCIAL OR LODGE ACTIVITIES

D. () AM INTERESTED IN PARTICIPATING BUT NO ONE HAS ASKED

E. () OFFICERS TOO CLANNISH, IGNORING MEMBERS

F. () NO LONGER LIVE IN THE AREA

G. () IF YOU CHECKED BLOCK (F) ABOVE, WOULD YOU CONSIDER A TRANSFER TO A LODGE IN YOUR AREA AND, BY SO DOING, SAVE YOUR MEMBERSHIP?

() YES () NO

3. IS THERE ANYTHING THAT CAN BE DONE TO CHANGE YOUR DECISION NOT TO RENEW?

4. COMMENTS OR RECOMMENDATIONS

(After leaving enough space under item #4, the lower half of this questionnaire can be used for a personal note written in LONG HAND to the Delinquent Member. You'll be surprised at the positive response you get.)

Attachment D

(LETTERHEAD FROM YOUR LODGE)

(Long Time Member)

(Final Notice)

(DATE)

Dear Member:

I was most distressed to learn that you have decided to drop your membership in the Benevolent and Protective Order of Elks. I just cannot understand why a good Elk such as you would elect to terminate his membership in the finest fraternal Order in the United States.

I know that you have supported the many benevolent and charitable aims of the Order of Elks during your membership. As you know, a substantial portion of your dues goes to support the scholarship program for outstanding students of County; care for disabled children through the State Therapy Program; support for hospitalized veterans, senior citizens, Children's Hospital; and on and on.

Before I take final action to remove your name from the Rolls, I respectfully request that you complete the attached questionnaire and return it in the stamped return envelope. It will only take a moment to complete and I assure you your comments will remain confidential if you so desire. We want to know WHAT went wrong--WHY has a respected and valued Member elected to terminate? We NEED to know in order to take appropriate action to insure we do not lose another Member for the same reason.

Finally, I implore you to reconsider terminating your membership. In any event, PLEASE RETURN THE QUESTIONNAIRE. (If you would rather discuss your reasons over the phone or in person, please call me at the Lodge or at my home any time. (Insert telephone number of Lodge and home phone here.)

Respectfully and Fraternaly,

John Doe

Secretary

Bill Jones

Lodge Lapsation Chairman

(Insert home phone number)

APPENDIX C - REINSTATEMENT PROCEDURES AND REQUIREMENTS

The Reinstatement Program must be worked at the local Lodge level. It is imperative that all Lodges have a proactive Reinstatement Committee. Start with last year and list all Members dropped for non-payment of dues. Work back through the files until all members that have been dropped are listed. Check for current addresses.

It is now time to contact the Members whom you have listed. This can be accomplished in many ways:

Send them a questionnaire and ask

- a. Why did they join?
 - b. What they liked and disliked?
 - c. Why did they drop?
 - d. What would make them reinstate?
-
- Have the Exalted Ruler who initiated them write a letter, an example of which can be found in the Membership Control Manual.
 - Have their sponsor write them a letter; an example can be found in the Membership Control Manual.
 - Have the current Exalted Ruler write a letter. This letter should list all current activities at the lodge, particularly the charitable ones, and invite them to reinstate.
 - Run advertisements in the local paper inviting past Elks to reinstate.
 - Records should be kept so that other lodges might be able to benefit from a successful program. All activities should be reported to the State and District chairmen

APPENDIX D - 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 to 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)