



NEVADA STATE ELKS ASSOCIATION

VETERANS 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

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1.0 Purpose

The Elks National Veterans Service Committee shall administer funds and coordinate activities of the Grand Lodge Elks National Service Commission mandated in the Annotated Statutes Section 13.130.

The Veterans Committee shall assure that "So long as there is a disabled veteran in our hospitals, the Benevolent and Protective Order of Elks will never forget him".

2.0 Scope

The Veterans Committee is responsible to see that each subordinate Lodge implements a veterans committee in accordance with the Grand Lodge Statutes. The State Chairman, through the Working Committee will see that these responsibilities are accomplished.

Funds for the state program are derived from two sources:

- (a) Elks National Veterans Service Commission
- (b) NSEA Hides Program

3.0 Responsibilities

3.1 President Liaison

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

3.2 State Veterans Chairman

- 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, and 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.)

- Write article for the State Newsletter per approved schedule. Article to be at state office by the 5th day of the preceding month.
- Write article to the State Newspaper as needed. Articles need to be sent directly to State Newspaper (Nevada Elks News - issued quarterly) by the 10th day of the preceding month of publication.
- Monitor activities of the Working Committee and assist in finding people who will fulfill the duties and responsibilities as outlined in this manual.
- 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 then a detail description of new programs.
- 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.
- Incoming State Chairman will provide detailed budget information to the President-Elect each February through the use of the "Budget Request Form".
- File copies of all correspondence and reports with the State Association Secretary.
- Ensure that the NSEA office mails the National Service Commission Report form each month to the Elks National Service Commission.
- Act upon Lodge's request for State Veterans Funds in a timely manner.
- Provide vouchers to the state office which authorizes expenditures.
- Ensure each veteran's hospital has a VAVS representative.
- Receive the Veterans Remembrance Report forms from the ENVSC in October and mail to the subordinate Lodge's Exalted Rulers.
- Notify District Deputy Grand Exalted Rulers that the Veterans Remembrance Report forms have been mailed to the Exalted Rulers.
- Assist the District Deputies in obtaining the Lodge Veterans Remembrance Reports.
- Select the best Veterans programs through judging of the reports.
- Submit all Lodge Veteran Remembrance Reports to the Elks National Service Commission.
- Work through the Working Committee and Lodge Chairman to promote better Veterans programs in the local Lodges.
- Obtain stationary, forms and reports as required from the NSEA Coordinator.
- Turn over all files and records in his charge to the succeeding State Chairman.

- Provide committee training to Working Committee and Lodge Chairman.
- At the conclusion of each NSEA year, he will visit the State Office and purge the files related to his Committee.

3.3 Working Committee

- Coordinate with and report on a bi-monthly basis to the State Chairman E.N.S. Committee in writing.
- Attend State Association conventions, workshops and training seminars.
- Make and report on such special inquiries as requested by the State Chairman.
- Make certain that each Lodge Chairman in his district has a copy of the latest E.N.V.S. Manual.
- Work with and train your Lodge Chairman to improve their performance in the E.N.V.S. program at the local Lodge level.
- Assist the State Chairman in finding your replacement upon your retirement.

3.4 Lodge Chairman

- Obtain and familiarize yourself with the State and Grand Lodge Elks National Veterans Service Committee Manuals.
- Seek training and advice from the Working Committee and State Chairman.
- Promote the E.N.V.S. program in your Lodge through meetings, Lodge Bulletins, personal contacts, posters and other methods.
- Coordinate activities at the VA and State hospitals through the VAVS Representative
- Submit to the State Chairman the yearly Veterans Remembrance Report by January 1st each year.
- Carry out the duties and responsibilities of the Lodge in meeting the intent of Grand Lodge Statutes Section 13.130.
- For ENVSC or State Association funds, fill out and submit appropriate forms.
- Provide monthly reports to State Chairman on all veteran program activities.
- Assist the Lodge Public Relations Chairman in providing the Lodge and local news media with noteworthy articles.
- Work with the Exalted Ruler in obtaining Lodge funding for the Veterans Committee.

4.0 Procedure/Requirements

4.1 Goals and Expectations of the Veterans Committee:

- Promote the Grand Lodge's Elks National Veterans Service Commission
- Support the Elks National Veterans Service Commission as the agency to implement any request of National Government for assistance in time of need.
- Promote our pledge as an obligation of every Brother in our subordinate Lodges.
- Promote the patient's recovery by providing companionship therapy" when maximum medical care is given.
- Support efforts to provide institutionalized veterans with therapy materials, entertainment, clothing and personal items donated by Brothers and other community members.
- Support the service organization at the VA Medical Centers in Las Vegas and Reno.
- Support the service organization at the Community Based Outpatient Clinics in Elko, Ely, Fallon, Las Vegas (4), Minden and Pahrump.
- Support the service organization at the Veteran Centers in Las Vegas and Reno.
- Support the service organizations at the Boulder City Veterans Home.
- Promote the Grand Lodge's "Adopt-a-Veteran" program.
- Promote assistance and visitations to nursing homes to seek out and provide companionship to our veterans.
- Promote the Elks National Veterans Service Commission through the receipt of the Veterans Report from each subordinate Lodge.
- Promote and assist the Hides Program through Public Relations for their valuable assistance and contributions to the Veterans Programs.
- Allocate Elks National Veterans Service Commission funds in an equitable basis according to monthly accomplishments.

4.2 Allocations of money from the Elk's National Veterans Service Commission. These funds are allocated to Lodges serving Veteran's Hospitals and are based upon the number of beds being supported. Funds are received at the State Office and distributed to the Lodges. Funds received from the Elks National Veterans Service Commission must be reported on the form from the Commission. (Example B). These reports are due at the State Office by the 15th of each month. If reporting becomes delinquent, the State Office will withhold funding for the following month or until reporting is brought to a current state.

4.3 Revenue from the State Hides Program. Based upon estimates from the collection of hides, the State Chairman and the Working Committee will prepare an annual budget. Requests from the Lodges for inclusion in the NSEA Veteran's Budget MUST be received by the State Chairman by the first of February each year. Once the budget has been approved, the Working Committee will be informed by receipt of a copy of the budget. It is then the Working Committee's responsibility to inform the Lodges of the annual budget amount. To receive State Funds, the Lodges must submit a request using the "Request For State Veterans Funds" form

(Example C) to the State Chairman. Once approved, the State Chairman will sign a voucher authorizing the expenditure and forward the voucher to the State Office for final approval by the State Trustees. Those Lodges receiving State money on a monthly basis must report their expenditures on the State Veterans report Form (Example D).

4.4 Veterans Leather Program. The State Hide program provides tanned hides to the state veterans program for therapy and recreational purposes to the state veteran's homes and the ten VA hospitals and Outpatient Facilities. The hides are provided at no cost to the responsible Lodges.

4.5 Resources are those items needed to support the needs of the veterans in the hospitals or nursing homes. These items can be donated or purchased on a case-by-case basis. It is the Lodge chairman's responsibility to determine these needs through the Working Committee, the VAVS Representative, or nursing home volunteer coordinator.

4.6 The Elks, through the Veterans Affairs Voluntary Service Committee at each facility can endeavor to motivate joint cooperation with other participating organizations to fulfill the various programs and needs benefiting our hospitalized veterans. Such combined organizational efforts may well result in further enhancement of a most worthwhile program.

5.0 References

5.1 Elks National Veterans Service Commission Manual, No. 513500

5.2 Elks National Veterans Service Commission Annual Report

6.0 Appendix

Appendix A - Veterans Remembrance Report

Appendix B - Elks National Veterans Service Commission Report

Appendix C - State Request for State Veterans Funds

Appendix D - State Veterans Report

Appendix E - Budget Request Form

7.0 Glossary & Acronyms

ENVSC Elks National Veterans Service Commission

VA Veterans Administration

VAVS Veterans Affairs Voluntary Service

NSEA Nevada State Elks Association

Appendix A – Veterans Remembrance Report

**VETERANS REMEMBRANCE
REPORT
2009 Entry Form**

*"So long as there are Veterans, the Benevolent and Protective
Order of Elks will never forget them."*

Smallest Activity Is Worth Being Reported · Place Your Lodge On Record
Goal: 100% Participation

Subordinate Lodge Awards

Given to Best of the State · Based on Lodge Membership

Grand Lodge Awards

Judged From the Best of Each State

Awards for Each of the Membership Divisions

(300 and Under)(301-500)(501-700)(701-1100)(1101-1500)(1501 and Over)

- RETURN YOUR COMPLETED FORMS TO YOUR DISTRICT DEPUTY ON OR BEFORE JANUARY 15TH, 2009
- EVERY LODGE IS REQUESTED TO FILE A REPORT.
- EACH STATE NATIONAL VETERANS SERVICE CHAIRMAN WHOSE STATE ASSOCIATION ACHIEVES 100% PARTICIPATION WILL RECEIVE A SPECIAL AWARD.
- DISTRICT DEPUTIES WILL ALSO BE HONORED FOR 100% PARTICIPATION.

JANUARY 15th, 2009 IS THE DEADLINE FOR SUBMITTING ALL ENTRIES

Hand this report form directly to your District Deputy for transmittal to the Elks National Veterans Service Commission Chairman of your State Association.

Name and Telephone Number of Lodge Committee Chairman in Charge _____

(Please Print)

Tel. (O) _____ (H) _____

Address _____

City _____ State _____ Zipcode _____

Lodge _____ No. _____ District _____

IMPORTANT: Lodge Membership Total as of April 1, 2008 _____

NOTE: REPORT POINTS WILL BE CALCULATED BY STATE NATIONAL VETERANS SERVICE CHAIRMEN TO DETERMINE STATE WINNERS. STATE WINNERS WILL BE FORWARDED FOR NATIONAL JUDGING. DO NOT FILL IN SHADED AREAS

Appendix A – Veterans Remembrance Report

In recognition of programs and activities on behalf of Veterans, from **January 1 through December 31.**

All forms are to be submitted to the District Deputy on or before January Clinic.

State first place awards will be presented at the first available State Association Convention or Conference. National first place awards will be presented at the Grand Lodge Convention in July. National second and third place awards will be presented at State meetings after Grand Lodge Convention.

Divisions: (300 and Under) (301-500) (501-700) (701-1100) (1101-1500) (1501 and Over)

	VETERAN FUNERAL HONOR GUARD	
	Number	Participants
Memorial Service at Funeral Home	_____	_____
Burial Detail	_____	_____
	Report Points	Report Points

COLLECTION OF ITEMS NEEDED FOR USE AT FACILITIES SERVED BY OUR VOLUNTEERS

Please fill in totals					
	Number	\$ Total		Number	\$ Total
Paperback Books.....	_____	_____	Writing Supplies.....	_____	_____
Magazines.....	_____	_____	Stamps (per 100).....	_____	_____
*Playing Cards.....	_____	_____	Electric Razors.....	_____	_____
Hobby Kits.....	_____	_____	Comfort Items.....	_____	_____
Radio.....	_____	_____	Television.....	_____	_____
Music Players	_____	_____	CDs/DVDs	_____	_____
Table Games.....	_____	_____	Other (Specify).....	_____	_____
			Other (Specify).....	_____	_____
Total Items Donated	_____		Dollar Value \$	_____	
					Report Points

* **Playing Cards supplied by National Veterans Service Commission do not qualify.**

SPECIAL COLLECTION OF CHRISTMAS GIFTS

Note: Items should be gift wrapped and identified on the exterior as to item, for male or female, size, color, etc.

Total Cash Donated	_____	Dollar Value \$	_____
Total Gifts Donated	_____	Dollar Value \$	_____
			Report Points

Name and address of Facility, Staff Member or VAVS Representative:

1. _____

2. _____

HIDES/LEATHER DONATED TO NATIONAL LEATHER PROGRAM

Number of Hides/Leather donated by Lodge Members: Deer _____, Elk _____, Cow _____, Caribou _____
 Other (Specify) _____, Total: _____

Report Points

HOMELESS VETERANS PROGRAMS

No. of Stand Downs Attended _____ No. of Volunteers _____ No. of Veterans Served _____
 No. of Community Provided Shelters Associated with Vets. _____ No. of Volunteers _____ No. of Vets. Served _____
 No. of Visits _____ No. of Volunteers _____

Report Points

Appendix A – Veterans Remembrance Report

ARMY OF HOPE

No. of Activities _____ No. of Veterans Families Served _____ No. of Elks Volunteers _____
 Number of Non-Elks volunteers _____
 Total Miles Driven Each Activity _____ Number of Hours _____ Cash Value of Materials _____

Report Points

PROGRAMS AT FACILITIES SERVING VETERANS

Do not include activities for National Salute to Hospitalized Veterans or Elks Veterans Remembrance Month
 Name and address of each facility served: (If necessary, use an additional piece of paper)

1. _____
2. _____

ACTIVITIES (Use Totals Only)	Total No. of Visits	Elks Each Visit (X) No. of Visits (A)	Non-Elks Each Visit (X) No. of Visits (B)	Miles (X) (A+B) Visits	Hours (X) (A+B) Visits	Total Value of Expenses to be Computed by State Chairman
Horse Race						
Birthday						
Christmas Party						
Coffee						
Bingo						
Sports						
Variety						
*Other						
Sub-Total A						

*Please list 'other' activities on last page.

ACTIVITIES FOR PATIENTS HELD OUTSIDE OF FACILITIES

Do not include activities for National Salute to Hospitalized Veterans or Elks Veterans Remembrance Month

Lodge Event						
Picnic						
Fishing						
Golf						
Sporting						
Other						
Sub-Total B						
Total A From Above	+					
TOTALS	=					
REPORT POINTS (From State Chairman)						

Report Points

FUNDS DONATED FOR BENEFIT OF VETERANS

Funds sent to State Association NVSC Chairman \$ _____
 Funds in District National Veterans Service Fund \$ _____
 Total Funds \$ _____

Report Points

Appendix A – Veterans Remembrance Report

CASH DONATIONS TO FACILITIES SERVING VETERANS

Do not include donations for National Salute to Hospitalized Veterans or Elks Veterans Remembrance Month

TV, Telephone & Radio Fund.....\$ _____ Social Work Emergency.....\$ _____
 Chaplain's Fund\$ _____ General Purpose Fund\$ _____
 Veterans' Gift Shop\$ _____ Coffee Fund\$ _____
 Library Fund\$ _____ Other (Specify).....\$ _____

Total Contributions \$ _____ **Report Points** _____

NATIONAL SALUTE TO HOSPITALIZED VETERANS (February During St. Valentine's week)
 AND COMPLIANCE WITH NOVEMBER "ELKS VETERANS REMEMBRANCE MONTH"

	(Feb)	(Nov)	(Feb)	(Nov)	(Feb)	(Nov)
Fund Raisers.....	_____	_____	Banquet.....	_____	Newspapers.....	_____
Cash \$	\$ _____	\$ _____	Cash \$	\$ _____	Cash \$	\$ _____
Dance.....	_____	_____	Parade.....	_____	TV and Radio.....	_____
Cash \$	\$ _____	\$ _____	Cash \$	\$ _____	Cash \$	\$ _____
Bingo.....	_____	_____	Proclamation.....	_____	Other (Specify).....	_____
Cash \$	\$ _____	\$ _____	Cash \$	\$ _____	Cash \$	\$ _____

Total Programs (Feb) _____ Total Programs (Nov) _____ **Report Points (Feb)** _____ **Report Points (Nov)** _____

Cash \$ _____

"ADOPT-A-VETERAN" PROGRAM

Number of Veterans adopted this Lodge Year _____ Present Number of Adopted Veterans on Rolls _____
 Total Number of contact with Veterans:
 Personal Visit _____ Birthday Card _____
 Other (Specify) _____ Christmas Card _____
 Total Number of Contacts _____ **Report Points** _____

YOUTH, VETERAN VOLUNTEER PROGRAM

Number of Students Working with Veterans _____ **Report Points** _____

MICHAEL F. MANNING NATIONAL VETERANS PROGRAM

Total Miles Driven _____ Total Hours Worked _____ **(DO NOT COUNT CASH!)**
Report Points _____
Sub-Total Points This Page _____

INSTRUCTIONS

All entries must be filed with your District Deputy for transmittal to the National Veterans Service Commission Chairman of your State Association on or before January 15th. State judging must be completed by February 28th, and first place winners submitted to Eugene W. Renckert, 3023 N. Creek Road, Palmyra, NY 14522-9360

NOTE: Report Points will be calculated by State National Veterans Service Chairmen to determine state winners. State winners will be forwarded for national judging.

TO BE COMPLETED BY STATE NVSC CHAIRMAN **Point Total Page 2** _____
Point Total Page 3 _____
Point Total Page 4 _____
Grand Total _____

Appendix B – Elks National Veterans Service Commission Report

IMPORTANT
 OUR AUDITORS INSIST THIS REPORT *MUST BE FILED WITHIN 15 DAYS AFTER PROGRAM AT HOSPITAL OR*
 ALLOTMENTS WILL BE STOPPED UNTIL IT IS RECEIVED.

ELKS NATIONAL VETERANS SERVICE COMMISSION

2750 N. Lakeview Avenue • Chicago, Illinois 60614-1889 • Phone (773) 755-4736

Hospital Entertainment Report for Month of January 20

Name of Hospital/Facility Address

Type of Hospital: (GM&S: NP: Domiciliary: Other: Please state type Number of Beds 0

Are Elks officially represented on the VAVS Committee at Veterans Administration hospital? Yes: No: N/A:

If not, list reason

Do Elks representatives attend VAVS meetings? Yes: No: N/A: How many per year? 0

Do you need assistance? Yes No Do other Lodges assist? Yes No If not, have you asked them? Yes No

FINANCIAL STATEMENT

INCOME

Name of Bank where allotment checks are deposited:

Cash on hand at first of month.....

Received from Elks National Veterans Service Commission.....

State Association receipts, Lodge donations, or other.....

Please specify above:

Total Receipts.....

Total Available Funds.....

	0.00
0.00	
0.00	
0.00	
	0.00
	0.00

DISBURSEMENTS

PLEASE ITEMIZE:

TOTAL DISBURSEMENTS.....

Balance at end of month.....

0.00	
0.00	
	0.00
	0.00

DESCRIPTION OF PROGRAM

Number of patients in audience Number of Elks in attendance

Date of this report:

Name of Hospital Chairman in charge

Home or Office Address

City State Zip

Phone: ()

Lodge No.#

Appendix B – Elks National Veterans Service Commission Report

ADDITIONAL INFORMATION AND COMMENTS:

Appendix C – State Request for State Veterans Funds

Appendix D – State Veterans Report

Appendix E – 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 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)