



# NEVADA STATE ELKS ASSOCIATION

## WEBSITE CHARITABLE DATA REPORTING SYSTEM GUIDELINE

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Adopted By:  
Past State Presidents Advisory Council

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**NEVADA STATE ELKS ASSOCIATION & LODGES**

**A. CHARITABLE REPORTING IS ESSENTIAL**

Charitable reporting is one of the keys to the very survival of our great Order. The Government Relations Charity Statistics, once compiled, represent the only tangible, documentary proof of the total dollar value of all charitable work of Elks nationwide. Showing in dollars and cents just how much charitable work our Lodges account for in their jurisdictions gives our Order tremendous leverage with our elected officials. The statistics, once compiled, are used to make sure local, state and federal officials are aware of the tremendous positive impact the Elks are to their states, communities and constituents.

Each year our Lodges and State Association accounts thousands of dollars of documented charitable work nationwide. Because of our charitable reporting requirements, unlike any other organization, we have tangible documentary proof. The sad part is our committee estimates that only half of the work being performed by our Members actually is reported. We do the work; why not get the credit!

That is why it is essential that Members, Lodges and State Association keep complete and accurate records of all the charitable work being done by the Members.

**B. ACTIVITIES THAT MUST BE REPORTED**

Complete instructions regarding who is required to report, what information is required to be reported and how to report are contained in the Grand Lodge “Charity Records Workbook,” which is mailed annually to Lodges and also available for download at <http://www.elks.org/grandlodge/manuals>. We ask all Members to be familiar with the instructions contained in that manual for online filing of Lodge charity records to both Grand Lodge and the State.

Despite the filing instructions, there is typically a lot of confusion concerning what activities must be reported. There really should not be any confusion; it’s simple: Members must report any time they spend, the miles they travel, expenses they incur and cash contributions they make working on the “charitable, patriotic, civic-minded or community-related projects or activities.” “Only charitable activities” need to be reported. Therefore, no records need to be kept for non-charitable committee work such as work done on auditing, membership, Chicago Lodge Membership System, etc.

Here are the charitable committees that are required to report with some examples of activities that should be reported. This list should help with any questions you may have about what needs to be reported. However, please note the list is not all-inclusive; your Lodge, district or state may have other charitable activities they perform. The rule to follow is all work performed for charitable, patriotic, civic-minded or community-related purposes should be reported.

- (a) Americanism: All Americanism and patriotic programs should be reported. Report on line 1301 — Patriotic programs.\*

## NSEA Charity Reporting System

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- (b) Army of Hope: Any activities for AOH, in support of the troops or in support of returning soldiers should be reported. Report on line 1403 — Veterans programs.\*
- (c) Antlers: Any activities involving starting an Antlers Program or maintaining an Antlers Program or assistance provided with running their events and meetings should be reported. Report on line 1005 — Youth programs.\*
- (d) Drug Awareness: All activities (for example, sponsoring Safe Nights, National Night Out activities, handing out materials or having Elroy at public events) should be reported. Report on line 1801 — Drug Awareness programs.\*
- (e) Special Children: Anything done by Members to assist our Special-Needs Children. Report on lines 1201, 1202, or 1203 — Special Needs programs.\*
- (f) Hoop Shoot: All time spent planning, making contacts and setting up and running the event should be reported. Report on line 1102 — Athletic programs.\*
- (g) National Foundation: Report on line 1701 — ENF donations.\*
- (h) National Veterans Service: All time spent, and activities held, to support our veterans should be reported on line 1401. Note: Adopt-A-Veteran Program should be reported on line 1402.\*, Veterans Home line 1404, Veterans Stand Down line 1405, Veterans Facilities line 1406
- (i) Leadership or other Youth Week activities: Report on line 1004 — National Youth Week.\*
- (j) Scholarship: All time spent contacting the schools, distributing applications and materials, and judging applications, should be reported. The dollar amount of scholarships given should be reported as cash contributions. Report on Line 1001 — Youth Scholarship programs.\*
- (k) Youth Activities: They all should be reported, for example, Lodge children's holiday parties, and sponsoring field trips and kids to camp, etc. Use line 1004.\*
- (l) Youth athletic programs & Soccer Shoot: All athletic programs for the youth should be reported. (Examples: Batters Up, sponsoring teams in Little League or peewee football, etc.) Use Youth Athletic programs line 1199. Note: Soccer Shoot activities are reported on line 1103.\*
- (m) Activities for your State Major Project: Anything done to support your State Major Project should be reported. Use State Major Project line 1204.\*
- (n) Parades: Participation in Parades, use Patriotic Programs line 1301.\*
- (o) Student of the Month/Year: Use Student of Month/Year line 1002.\*
- (p) Scouting Programs: Sponsoring Scout Troops, Eagle Scout/Girl Scout awards. Use Youth Programs line 1003.\*
- (q) Community Service Donations: (Adopt a road, erecting public monuments, buying bulletproof vests for the police or supporting the local volunteer fire department or ambulance corps, etc.) Use community service line 1501.\*
- (r) Sponsoring Health Fairs/Blood Banks: Use community service line 1502.\*
- (s) Donating use of Lodge facilities: (examples: Little League, Lions Club, Rotary Club, Scouts, Antlers or other nonprofit groups). Use Lodge Facilities line 1503.\*
- (t) Senior Citizen programs: Use Community Service line 1504.\*
- (u) Food Basket programs or support of local pantries: Use Community Service line 1505.\*

## NSEA Charity Reporting System

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(v) Natural Disaster Relief: Any such activity should be reported on line 1508.\*

(w) Public Service/Citizen Recognition Programs: (e.g., civic awards for police officer, firefighter, outstanding citizens, etc.) Use Community Recognition Line 1601.\*

\*(The line numbers at the end of each item above identify the section in the “Charity Records Workbook” to report each activity.)

**Who should report.** Of course every Member or Chairperson should report anything they do individually for charity; however, generally the event chairperson or organizer should report all time spent, miles traveled by volunteers, and expenditures and cash contributions.

**Information required to be reported.** Members should keep track of time spent, miles traveled, non-cash contributions (i.e. expenses incurred) and any monetary contributions made when performing charitable, patriotic, civic-minded activities.

**Reporting for non-member helpers.** Many times our Members are assisted by their nonmember spouses, children or other non-Elks in running the charitable events or working on our charitable endeavors. Please note, the same information should be kept and reported for any non-Elks who helped.

**Planning, setup and cleanup time.** When reporting charitable activities, include time spent planning, organizing, shopping for, setting up or cleaning up after the event or activity as well as time spent holding the event.

**Attendance at Grand Lodge and State Association Conventions.** An Exalted Ruler or other attendee can report their attendance at the Grand Lodge and State Association Conventions, BUT ONLY for time where charitable committees and activities were discussed. The committee estimates that one half of the hours spent in business sessions at Grand Lodge and State Association conventions involve charitable committee work and reports. Therefore we believe you can account for the miles traveled to and from such conventions and one half of the hours spent in business sessions.

Also note, if any of your Members work a charitable booth at the conventions, such as for your State Major Project, Drug Awareness, Americanism, Youth Activities etc. they can report their travel to and from the conventions as well as time spent setting up, working at or breaking down the booth.

**Lodge, District and State Chairpersons of Charitable Committees.** Lodge, District or State Chairpersons of charitable committees should report their miles traveled and time spent attending committee meetings, DD clinics, VP clinics and any other meetings involving these charitable committees. Again, refer to the “Charity Records Workbook” for information, or contact your Area Committee Member.

The logo features the word "Elks" in a stylized red font, followed by "Care - Elks" in a blue font, and "Share" in a blue font.

## NSEA Committee Reporting System

This reporting system was put together to make it as easy as possible for the Lodge to file their reports in a more consistent and timely manner. NSEA requires the following twenty-seven (27) reports be posted at least twice a year. This should be at minimum of two (2) weeks prior to the Annual and Mid-Term NSEA meetings. The report system can be access by going [nsea-elks.org](http://nsea-elks.org) and selecting **Committee Report Forms** \* from the footer.

<p><b>THE ORGANIZATION</b></p> <ul style="list-style-type: none"> <li>About Us</li> <li>Calendar</li> <li>Lodges</li> <li>NSEA Directory *</li> <li>NSEA GuestBook</li> <li>NSEA Proceedings</li> <li>NSEA Committee Reports</li> <li>BPOE Grand Lodge</li> <li>Contact Us</li> </ul>	<p><b>THE LEADERS</b></p> <ul style="list-style-type: none"> <li>State Officers</li> <li>State Committees</li> <li>Grand Lodge Advisors</li> <li>Past State Presidents</li> <li>Past District Deputies</li> <li>Exalted Rulers</li> <li>Elk of the Year</li> <li>State Assoc. Websites</li> <li>Convention Info</li> </ul>	<p><b>THE DOCUMENTS</b></p> <ul style="list-style-type: none"> <li>State Manuals *</li> <li>GL Manuals *</li> <li>Committee Report Forms *</li> <li>Online GL Forms</li> <li>Scholarship Applications</li> <li>Photo Gallery</li> <li>NSEA News Letter</li> <li>State Major Projects</li> <li>Elks National Foundation</li> </ul>	<p><b>COMMITTEES &amp; INFO</b></p> <ul style="list-style-type: none"> <li>Americanism</li> <li>Business Practices</li> <li>Drug Awareness</li> <li>Elks Training</li> <li>Nevada Veterans</li> <li>Organ Donation</li> <li>Youth Activities</li> <li>Links</li> <li>Site Map</li> </ul>	<p><b>CALL or EMAIL</b></p> <ul style="list-style-type: none"> <li>✉ SP Danny Wells, PDD ☎ (775) 745-5619</li> <li>✉ Secy Shaaron Snead ☎ (775) 267-8066</li> <li>✉ Web Bill Wiseman, PSP ☎ (702) 523-2278</li> </ul> <p>Website Terms of Service</p> <p>* Requires GL Account.</p>
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69,977 Visitors Since July 4, 2008

This will take you to the login page requiring you to input the Username (BPOElks) and Password (#freedom).

### Member Login

Please contact a Nevada Lodge Secretary or the NSEA Webmaster for Username and Password to Login to this page.

Username:

Password:

- By logging in, you are consenting to the [Website Terms of Service](#).
- This is not your Grand Lodge Login Username and Password!

By logging in, you will gain access to:

- Nevada State Elks Association Directory
- Nevada State Elks Association Manuals and Guidelines
- Grand Lodge Manuals and Guidelines
- Nevada State Elks Association Committee Report Forms

Please direct questions, comments or suggestions to the NSEA Webmaster.

Click the "green" Committee name to bring up the applicable Report Form or click [Reports Review](#) to view previous reports.

Grand Lodge Charity reports must also be submitted through the CLMS2 system!  
Click "here" to view the "Website Charitable Data Reporting System Guidelines".

### Committee Report Forms

Accident Prevention / Insurance Risk *** Reports Review	Membership *** Reports Review
Information Technology *** Reports Review	<i>Ritualistic</i>
Business Practices *** Reports Review	Elks Training *** Reports Review
<i>Committee on Laws</i>	Most Valuable Student Scholarship *** Reports Review
<i>Grand Lodge Housing</i>	Vocational Scholarship *** Reports Review
Government Relations *** Reports Review	Elks National Foundation *** Reports Review
Americanism *** Reports Review	Lodge of the Year *** Reports Review
Flag Day *** Reports Review	Major Project *** Reports Review
Drug Awareness *** Reports Review	National Veterans Service *** Reports Review
Community Activities *** Reports Review	Adopt-A-Vet Program *** Reports Review
Youth Activities *** Reports Review	Hides Program *** Reports Review
Hoop Shoot *** Reports Review	Veterans Hospitals *** Reports Review
Soccer Shoot *** Reports Review	Veterans Home (BC) *** Reports Review
Lodge Activities *** Reports Review	Credentials *** Reports Review
Citizen of the Year *** Reports Review	Public Relations *** Reports Review

Committees shown in *red italics* either do not require a report from the Lodge or the information is available form other sources.

Additional Reports Forms will be posted as they become available.  
[\[Return to Members Only Main Page.\]](#)

## NSEA Charity Reporting System

You will click the “green” Committee name to bring up the applicable Report Form or click [Reports Review](#) to view previous report data. The following Information shall be entered on all reports: **Please use the calendar icon to enter the date to maintain the correct format!**

The image shows two parts of a web form. On the left is a date picker for 'Date of Report: \*'. The current date is '15-Dec-2025'. A calendar for December 2025 is displayed, with the 15th highlighted in blue. Below the calendar are 'Clear' and 'Today' buttons. On the right is a dropdown menu for 'Lodge: \*'. The menu is open, showing a list of lodge names and numbers: Reno Lodge #597, Tonopah, Lodge #1062, Las Vegas, Lodge #1468, Ely, Lodge #1469, Great Basin, Lodge #1472, Boulder City, Lodge #1682, Hawthorne, Lodge #1704, Carson City, Lodge #2177, Fallon, Lodge #2239, North Las Vegas, Lodge #2353, Sparks, Lodge #2397, Tahoe/Douglas, Lodge #2670, Pahrump, Lodge #2796, Henderson/Green Valley, Lodge #2802, Mesquite, Lodge #2811, and Laughlin, Lodge #2872. The 'Please Select' option is currently selected.

The “**Lodge Committee Chairperson**” should be the contact person for the committee. We strongly recommend “**Lodge Committee Chairperson E-mail Address**” should be the lodges email address to ensure the lodge Secretary gets a copy of the report so the info may be posted to the Grand Lodge Charity Book through use of the CLMS system.

### Other fields requiring input:

**Number of Activities:** Number of activities held by the Lodge.

**Number of Elks:** Number of activities held by your Lodge.

**Number of Elk Hours:** Number of hours volunteered by Elks.

**Number of Elk Miles Traveled:** Total miles traveled by Elks.

**Number of People Reached:** Number of people reached by the events. This should not include the Elks and Non-Elks entered above.

**Number of Successful Activities:** Number of successful activities held by your Lodge.


**Number of Non-Elks:** Number of Non-Elks involved with the event.

**Number of Non-Elk Hours:** Number of hours volunteered by Non-Elks

**Number of Non-Elk Miles Traveled:** Total miles traveled by Non-Elks

**Public Relations:** Number of times you were in the media (Radio, TV, News Paper, etc.)

**Comments:** Your comment – be specific. Tell us about any special activities your Lodge held to raise public awareness to your area of responsibility. (You are limited to 950 characters!)

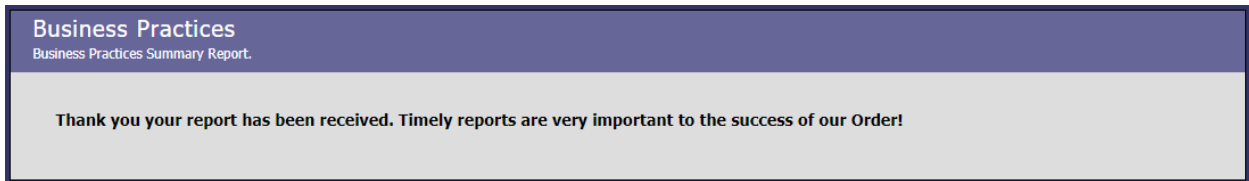
 Clicking this symbol will provide you with help regarding the required information.

## NSEA Charity Reporting System

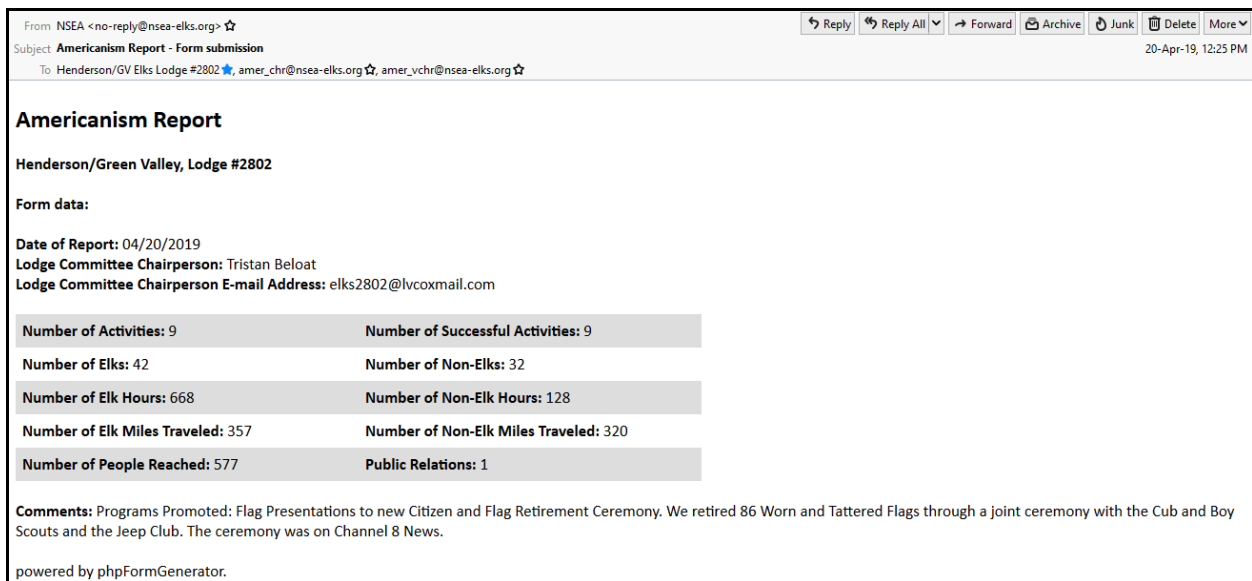


The CAPTCHA security code is required before you can “**Submit**” the report. It should be noted any required data that was not entered or entered incorrectly is flagged when you click the “**Submit**” button. The corrections must be made before can be report will be successfully submitted.

After the report has been submitted and accepted, the following message will be displayed and a copy of the report will be automatically emailed to the email address you entered along with copies to the NSEA committee chairs and vice-chairs, where applicable. Copies will also sent to the NSEA President, President-Elect and Vice Presidents where applicable.



### Sample Email Reports:



# NSEA Charity Reporting System

## Committee Summary Report

"Committee Donated Services Summary".

**Select Lodge: \*** ⓘ

**Lodge Contact: \*** ⓘ

**Lodge Contact E-mail Address: \*** ⓘ

 E-mail Address

**Select Committee: \*** ⓘ

**Select Report Start Date: \*** ⓘ

 ⓘ

**Select Report End Date: \*** ⓘ

 ⓘ

Click [here](#) to view instructions for adding Full Page Capture to your Browser.  
You will be able save the report as a PDF, an image or print to your printer.

## Summary Report Request Dashboard

lodge_activities													
Date	Lodge	Contact	Events	Elks	Hours	Miles	People	Success	Non-Elks	Hours	Miles	PR	Comments
2025-12-05	H GV, Lodge #2802	Bill Wiseman	3	3	3	3	3	3	3	3	3	3	This id a database test with php7 and SQLi! Please ignore!
2025-09-22	Havthorne, Lodge #1704	Tom Gallegos	1	1	7	4	50	1	0	0	0	0	Lodge Cleaning
2025-09-19	Havthorne, Lodge #1704	Tom Gallegos	5	5	15	30	50	1	0	0	0	0	Bartenders
2025-09-17	Havthorne, Lodge #1704	Tom Gallegos	1	3	22	295	50	1	0	0	0	0	Repair Toilet, repaired dishwasher, replace A/C Filters
2025-09-12	Havthorne, Lodge #1704	Tom Gallegos	1	5	15	30	50	1	0	0	0	0	Bartenders for the week
2025-09-05	Havthorne, Lodge #1704	Tom Gallegos	1	7	38	26	67	1	60	0	45	4	Bartenders, Celebration of life
2025-09-03	Havthorne, Lodge #1704	Tom Gallegos	1	2	16	6	50	1	0	0	0	0	Maintenance, prime and paint the walk-in
2025-09-02	Havthorne, Lodge #1704	Tom Gallegos	1	7	37	180	39	1	40	65	80	3	Tuesday night dinner
2025-08-26	Havthorne, Lodge #1704	Tom Gallegos	1	7	30	20	23	1	23	36	46	3	Tuesday Dinner
2025-08-25	Havthorne, Lodge #1704	Tom Gallegos	1	1	7	275	50	1	0	0	0	0	Reno run for food and paint for the Lodge
2025-08-22	Havthorne, Lodge #1704	Tom Gallegos	1	1	2	150	2	1	1	2	150	0	Veteran Service
2025-08-19	Havthorne, Lodge #1704	Tom Gallegos	1	10	46	28	40	1	30	40	75	4	Tuesday Dinner
2025-08-19	Havthorne, Lodge #1704	Tom Gallegos	1	2	10	440	10	1	0	0	0	0	Bar Signs
2025-08-16	Havthorne, Lodge #1704	Tom Gallegos	1	12	22	28	18	1	0	0	0	0	Lodge BBQ
2025-08-16	Havthorne, Lodge #1704	Tom Gallegos	6	275	12	12	275	0	0	0	0	0	Bartenders for week of 08/10 - 08/16
2025-08-16	Havthorne, Lodge #1704	Tom Gallegos	1	6	52	6	50	1	0	0	0	0	Lodge Attic Insulation Prep
2025-08-13	Havthorne, Lodge #1704	Tom Gallegos	4	2	10	12	50	4	0	0	0	0	Cleaning, Landfill run, Bar bags
2025-08-12	Havthorne, Lodge #1704	Tom Gallegos	2	2	6	6	25	2	0	0	0	0	Removed broken refrigerator
2025-08-11	Havthorne, Lodge #1704	Tom Gallegos	1	2	9	150	25	1	0	0	0	0	Getting food for the staff BBQ
2025-12-18	Las Vegas, Lodge #1468	Kim Hilton	1	9	16	180	9	1	0	0	0	0	Las Vegas Elks held their December Board of Director's meeting on December 18th. Nine members were in attendance.
2025-12-17	Las Vegas, Lodge #1468	Kim Hilton	1	12	12	240	19	1	7	7	140	0	Las Vegas Elks 1468 RV Club met for the December planning meeting.

## Lodge Activities Data Report Generated

To use this report you first must do the following:

1. Select your lodge from the **Lodge** Select box
2. Input your name in the **Lodge Contact** box
3. Input the email address where you would like the report emailed in the **Lodge Contact E-mail Address** box
4. Select the Committee from the **Committee** Select box
5. Utilizing the **Start Date of the Report** input box select the report start date (The calendar icon up arrow takes you back in time. **Do Not Manually Input the Date!**)

## NSEA Charity Reporting System

6. Utilizing the **End Date of the Report** input box select the report end date (The calendar icon down arrow takes you forward in time. **Do Not Manually Input the Date!**)
7. Click the **Generate Report** button and the report will be generated, sorted by **Lodge** and **Date**

To navigate the screen use the following:

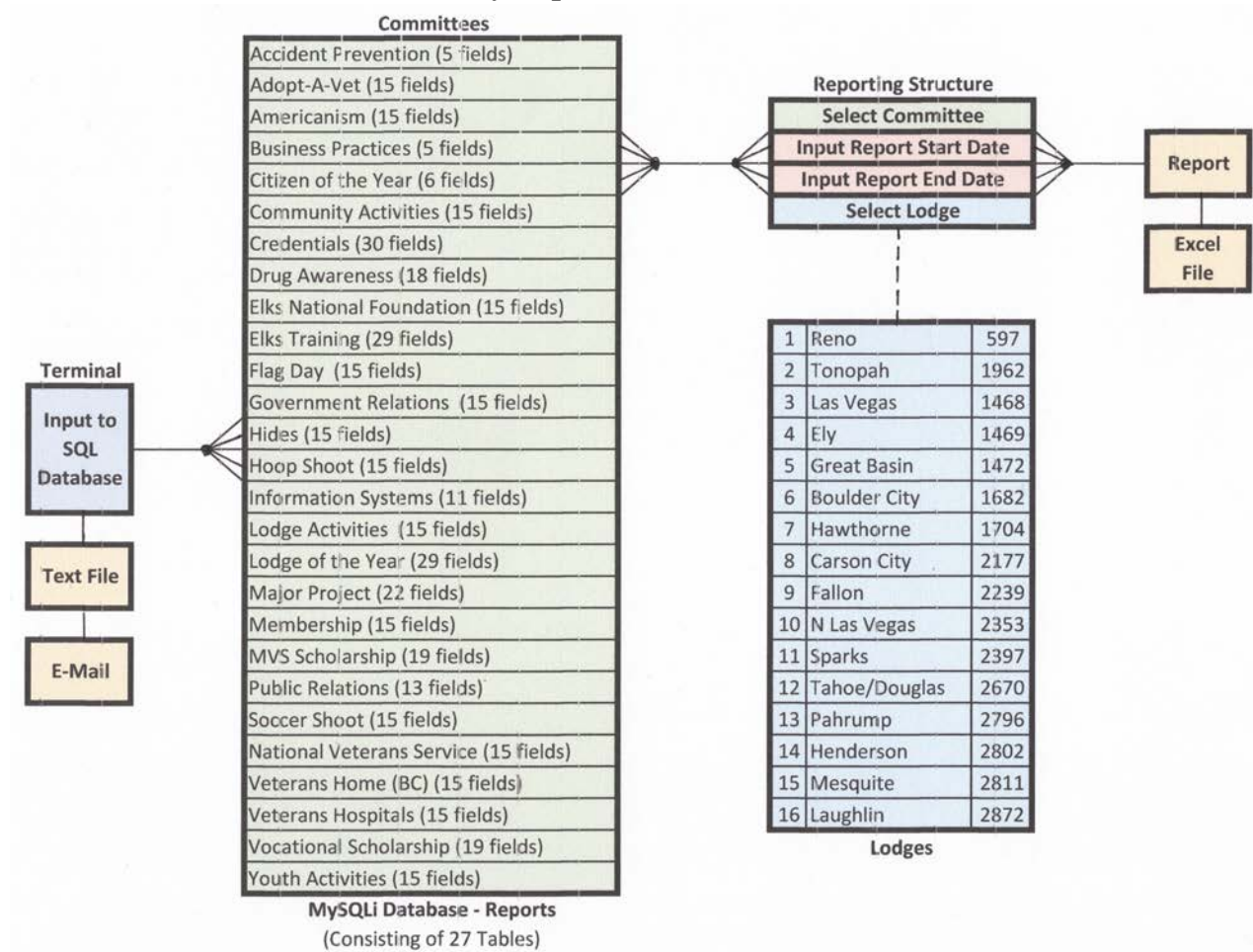
- Scroll the data by using the **Scroll Bars** on the right side and bottom of the screen.
- Use the browser back arrow to return the Dashboard.

To get a report for another Committee just repeat the above step selecting the applicable Committee. If the Start and End date are okay, use them. They only need to be changed if you are selecting a new report period or the screen has been refreshed.

The **Reload Button** will reload your report data if you hit the back arrow in error. The **Refresh Page** will completely clear all info from the page.

Please see **Appendix C** for instruction to add Full Page Capture to your browser to save the created report as a PDF file, an image or print to your printer.

### Summary Report Database Structure



## Accident Prevention / Insurance Risk

Accident Prevention / Insurance Risk Incident Summary Report.


**Date of Report:** \* ⓘ  
dd-----yyyy 📅

**Lodge:** \* ⓘ  
Please Select ▼

**Lodge Committee Chairperson:** \* ⓘ

**Lodge Committee Chairperson E-mail Address:** \* ⓘ

**Comments:** \* ⓘ  
Maximum of 950 characters.

**Type the following:** ⓘ  


## Business Practices

Business Practices Incident and Summary Report.


**Date of Report:** \* ⓘ  
dd-----yyyy 📅

**Lodge:** \* ⓘ  
Please Select ▼

**Lodge Committee Chairperson:** \* ⓘ

**Lodge Committee Chairperson E-mail Address:** \* ⓘ

**Comments:** \* ⓘ  
Maximum of 950 characters.

**Type the following:** ⓘ  


## NSEA Charity Reporting System

### Information Technology

Information Technology "Volunteer Hours, Mileage and Accomplishments Report".

**Date of Report:** \* ⓘ  
dd- ---- -yyyy


**Lodge:** \* ⓘ

**Lodge Committee Chairperson:** \* ⓘ

**Lodge Committee Chairperson E-mail Address:** \* ⓘ

<b>Number of Elks:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elks:</b> * ⓘ <input type="text"/>
<b>Number of Elk Hours:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elk Hours:</b> * ⓘ <input type="text"/>
<b>Number of Elk Miles Traveled:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elk Miles Traveled:</b> * ⓘ <input type="text"/>

**Projects:** \* ⓘ  
Maximum of 950 characters.

**Type the following:** ⓘ  


The **Accident Prevention / Insurance Risk Committee** reports should include any relative details related to the incidents that have taken place. Be sure to include your monthly safety inspections. Also, fire safety inspections, including fire extinguishers and the signing of the Lodges sexual harassment policy. Any training of the beverage service workers. Please be specific.

The **Business Practices Committee** reports should include any relative details for business practices events that have taken place. This should include the current status of the Lodge By-Laws and House Rules as well as any tax related issues that may be pending. Be sure to include the quarterly audits. Please be specific.

The **Information Technology Committee** report is primarily used to report on any new projects and the status of current projects being implemented. Please be pacific. The **Projects** area may also be used to suggest any new ideas or needs for the committee to review or possibly work on. Keep in mind that not all suggestions may be implemented, but all will be reviewed..

## NSEA Charity Reporting System

### Government Relations

Government Relations "Volunteer Hours and Mileage Report".

**Date of Report:** \* ⓘ

**Lodge:** \* ⓘ

**Lodge Committee Chairperson:** \* ⓘ

**Lodge Committee Chairperson E-mail Address:** \* ⓘ

<b>Number of Activities:</b> * ⓘ <input type="text"/>	<b>Number of Successful Activities:</b> * ⓘ <input type="text"/>
<b>Number of Elks:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elks:</b> * ⓘ <input type="text"/>
<b>Number of Elk Hours:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elk Hours:</b> * ⓘ <input type="text"/>
<b>Number of Elk Miles Traveled:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elk Miles Traveled:</b> * ⓘ <input type="text"/>
<b>Number of People Reached:</b> * ⓘ <input type="text"/>	<b>Public Relations:</b> * ⓘ <input type="text"/>

**Comments:** \* ⓘ  
Maximum of 950 characters.

**Type the following:** ⓘ

This committee is charged with implementing the Governmental Relations program of Grand Lodge the State Association and its member Lodges.

Each year our Lodges and State Associations account for more than \$400 million of documented charitable work nationwide. Because of our charitable reporting requirements, unlike any other organization, we have tangible documentary proof. The sad part is our committee estimates that only half of the work being performed by our Members actually gets reported. **We do the work; why not get the credit!**

Members must report any time they spend, the miles they travel, expenses they incur and cash contributions they make working on the “charitable, patriotic, civic-minded or community-related projects or activities. Only charitable activities” need to be reported. Therefore, no records need to be kept for non-charitable committee work such as work done on auditing, membership, Chicago Lodge Membership System, etc.

## NSEA Charity Reporting System

**Americanism**  
Americanism "Volunteer Hours and Mileage Report".

**Date of Report:** \* ⓘ


**Lodge:** \* ⓘ

**Lodge Committee Chairperson:** \* ⓘ

**Lodge Committee Chairperson E-mail Address:** \* ⓘ

<b>Number of Activities:</b> * ⓘ <input type="text"/>	<b>Number of Successful Activities:</b> * ⓘ <input type="text"/>
<b>Number of Elks:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elks:</b> * ⓘ <input type="text"/>
<b>Number of Elk Hours:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elk Hours:</b> * ⓘ <input type="text"/>
<b>Number of Elk Miles Traveled:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elk Miles Traveled:</b> * ⓘ <input type="text"/>
<b>Number of People Reached:</b> * ⓘ <input type="text"/>	<b>Public Relations:</b> * ⓘ <input type="text"/>

**Comments:** \* ⓘ  
Maximum of 950 characters.

**Type the following:** ⓘ  


This committee is charged with implementing the patriotic activities of the Order. Be sure to include the hours and miles driven for Elks and Non-elks involved in any of the following events or other programs and activities:

- Flag Presentations to new Naturalized Citizens
- Flag Retirement Ceremony
- Flag Day Ceremony
- Law and Order Night or Day at the Lodge
- Conduct Veterans Remembrance Program
- Americanism Essay Contest
- Attendance to any City or County Meetings
- Flag displayed 24 hours a day along with any signs promoting Elkdom.

The report is emailed by the system to the e-mail address you entered in the form and the Americanism Chair and Vice Chairs after the submit button has been clicked.

# NSEA Charity Reporting System

## Flag Day

Flag Day "Volunteer Hours and Mileage Report"

**Date of Report:** \* ⓘ  
dd- ---- -yyyy


**Lodge:** \* ⓘ

**Lodge Committee Chairperson:** \* ⓘ

**Lodge Committee Chairperson E-mail Address:** \* ⓘ

<b>Number of Activities:</b> * ⓘ <input type="text"/>	<b>Number of Successful Activities:</b> * ⓘ <input type="text"/>
<b>Number of Elks:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elks:</b> * ⓘ <input type="text"/>
<b>Number of Elk Hours:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elk Hours:</b> * ⓘ <input type="text"/>
<b>Number of Elk Miles Traveled:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elk Miles Traveled:</b> * ⓘ <input type="text"/>
<b>Number of People Reached:</b> * ⓘ <input type="text"/>	<b>Public Relations:</b> * ⓘ <input type="text"/>

**Comments:** \* ⓘ  
Maximum of 950 characters.

**Type the following:** ⓘ  


This committee is charged with implementing the National Flag Day Ceremony at the Lodge. Be sure to include the hours and miles driven for the participating Scouts. Remember the event is open the public and may be held at the community Memorial Wall, a park or other public location. Be sure to include any media present or published. Be sure to report any media present or published.

Beyond June 14<sup>th</sup>, the Elks promote patriotism by providing flags to schools and new citizens, offering flag etiquette training. These activities should all be included in the report.

The report is emailed by the system to the e-mail address you entered in the form and the Flag Day Chair and Vice Chairs after the submit button has been clicked.



## Drug Awareness

Drug Awareness "Volunteer Hours, Mileage and Literature Distributed Report".

**Date of Report:** \* ⓘ

**Lodge:** \* ⓘ

**Lodge Committee Chairperson:** \* ⓘ

**Lodge Committee Chairperson E-mail Address:** \* ⓘ

<b>Number of Activities:</b> * ⓘ <input type="text"/>	<b>Number of Successful Activities:</b> * ⓘ <input type="text"/>
<b>Number of Elks:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elks:</b> * ⓘ <input type="text"/>
<b>Number of Elk Hours:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elk Hours:</b> * ⓘ <input type="text"/>
<b>Number of Elk Miles Traveled:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elk Miles Traveled:</b> * ⓘ <input type="text"/>
<b>Number of People Reached:</b> * ⓘ <input type="text"/>	<b>Quantity of Materials Distributed:</b> * ⓘ <input type="text"/>
<b>Times Drug Awareness Trailer Used:</b> * ⓘ <input type="text"/>	<b>Number of Times Elroy Used:</b> * ⓘ <input type="text"/>

**Public Relations:** \* ⓘ

**Comments:** \* ⓘ  
Maximum of 950 characters.

**Type the following:** ⓘ

This committee is charged with assisting the member Lodges in conducting programs which support the drug awareness goals of the Order.

- **Quantity of Materials Distributed:** Please enter the number of pieces of material distributed. Please not types of items and literature and to whom distributed in the comment box.
- **Times Drug Awareness Trailer Used:** Please enter the number of times the drug awareness trailer was used.
- **Number of Times Elroy Used:** Please enter the number of times you used Elroy the Drug Free Elk.

## NSEA Charity Reporting System

Remember to report the Lodges involvement in the Red Ribbon program, the essay contest, the video contest, drug quiz, and the Enrique Camarena Award. Be sure to report any activity with the Prescription Drug Take Back Program.

The report is emailed by the system to the e-mail address you entered in the form and the Drug Awareness Chair and Vice Chair after the submit button has been clicked.

### Community Activities

Community Activities "Volunteer Hours and Mileage Report".

**Date of Report:** \* ⓘ


**Lodge:** \* ⓘ

**Lodge Committee Chairperson:** \* ⓘ

**Lodge Committee Chairperson E-mail Address:** \* ⓘ

<b>Number of Activities:</b> * ⓘ <input type="text"/>	<b>Number of Successful Activities:</b> * ⓘ <input type="text"/>
<b>Number of Elks:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elks:</b> * ⓘ <input type="text"/>
<b>Number of Elk Hours:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elk Hours:</b> * ⓘ <input type="text"/>
<b>Number of Elk Miles Traveled:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elk Miles Traveled:</b> * ⓘ <input type="text"/>
<b>Number of People Reached:</b> * ⓘ <input type="text"/>	<b>Public Relations:</b> * ⓘ <input type="text"/>

**Comments:** \* ⓘ  
Maximum of 950 characters.

**Type the following:** ⓘ  


This committee is charged with assisting member Lodges with implementing the Lodge Community Activity programs of the Grand Lodge and the Association. This should include all activities where the Lodge and its Member interact directly with the community.

- Law and Order Night
- Food Basket Programs
- Community Parades
- Community Celebrations
- Holiday Programs
- Grant Programs
- Local Disaster Relief
- Community Blood Drives

The report is emailed by the system to the e-mail address you entered in the form and the Community Activities Chair and Vice Chairs after the submit button has been clicked.

### Youth Activities

Youth Activities "Volunteer Hours and Mileage Report".

**Date of Report:** \* ⓘ  
dd-----yyyy

**Lodge:** \* ⓘ  
Please Select

**Youth Committee Chairperson:** \* ⓘ

**Lodge Committee Chairperson E-mail Address:** \* ⓘ

<b>Number of Activities:</b> * ⓘ	<b>Number of Successful Activities:</b> * ⓘ
<b>Number of Elks:</b> * ⓘ	<b>Number of Non-Elks:</b> * ⓘ
<b>Number of Elk Hours:</b> * ⓘ	<b>Number of Non-Elk Hours:</b> * ⓘ
<b>Number of Elk Miles Traveled:</b> * ⓘ	<b>Number of Non-Elk Miles Traveled:</b> * ⓘ
<b>Number of People Reached:</b> * ⓘ	<b>Public Relations:</b> * ⓘ

**Comments:** \* ⓘ  
Maximum of 950 characters.

**Type the following:** ⓘ  
jhpr7w

Submit

This committee shall prepare, supervise, and conduct programs on behalf of the youth of the State; shall have charge, supervision, and responsibility for youth programs of the Association; and coordination of all such matters as may be referred to member Lodges of the Association by the Grand Exalted Ruler or the Grand Lodge Youth Activities Committee. Do not forget to report on the following programs. Youth Appreciation Week and related activities.

- National Youth Week
- Dictionary Program
- Scouting Programs
- Soccer Shoot Program
- Junior Golf
- Antlers Program

## NSEA Charity Reporting System

- Student of the Month/Year
- Youth Camps

The report is emailed by the system to the e-mail address you entered in the form and the Youth Activities Chair and Vice Chairs after the submit button has been clicked.

### Hoop Shoot

Hoop Shoot "Volunteer Hours and Mileage Report". If you are **ADVANCING WINNERS to DISTRICT COMPETITION** click [here](#). If this is for NSEA complete this report and submit.

**Date of Report:** \* ⓘ


**Lodge:** \* ⓘ

**Hoop Shoot Committee Chairperson:** \* ⓘ

**Lodge Committee Chairperson E-mail Address:** \* ⓘ

<b>Number of Boys Participating:</b> * ⓘ <input type="text"/>	<b>Number of Girls Participating:</b> * ⓘ <input type="text"/>
<b>Number of Elks:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elks:</b> * ⓘ <input type="text"/>
<b>Number of Elk Hours:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elk Hours:</b> * ⓘ <input type="text"/>
<b>Number of Elk Miles Traveled:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elk Miles Traveled:</b> * ⓘ <input type="text"/>
<b>Number of People Reached:</b> * ⓘ <input type="text"/>	<b>Public Relations:</b> * ⓘ <input type="text"/>

**Comments:** \* ⓘ  
Maximum of 950 characters.

**Type the following:** ⓘ  


This committee is charged with assisting member Lodges with implementing the Lodge Hoop Shoot programs of the Grand Lodge and the Association.

- **Number of Boys Participating:** Please enter the number of boys participating in your Lodge contest.
- **Number of Girls Participating:** Please enter the number of girls participating in your Lodge contest.

The report is emailed by the system to the e-mail address you entered in the form and the Hoop Shoot Director and all three Vice Directors after the submit button has been clicked.

## NSEA Charity Reporting System

### Soccer Shoot

Soccer Shoot "Volunteer Hours and Mileage Report".

**Date of Report:** \* ⓘ


**Lodge:** \* ⓘ

**Soccer Shoot Committee Chairperson:** \* ⓘ

**Lodge Committee Chairperson E-mail Address:** \* ⓘ

<b>Number of Boys Participating:</b> * ⓘ <input type="text"/>	<b>Number of Girls Participating:</b> * ⓘ <input type="text"/>
<b>Number of Elks:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elks:</b> * ⓘ <input type="text"/>
<b>Number of Elk Hours:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elk Hours:</b> * ⓘ <input type="text"/>
<b>Number of Elk Miles Traveled:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elk Miles Traveled:</b> * ⓘ <input type="text"/>
<b>Number of People Reached:</b> * ⓘ <input type="text"/>	<b>Public Relations:</b> * ⓘ <input type="text"/>

**Comments:** \* ⓘ  
Maximum of 950 characters.

**Type the following:** ⓘ  


This committee is charged with assisting member Lodges with implementing the Lodge Soccer Shoot programs of the Grand Lodge and the Association.

- **Number of Boys Participating:** Please enter the number of boys participating in your Lodge contest.
- **Number of Girls Participating:** Please enter the number of girls participating in your Lodge contest.

Remember the State Association has funds available to the lodge to assist with any financial burden the lodge may have promoting this program. Be sure to include all media present and any articles aired or published.

The report is emailed by the system to the e-mail address you entered in the form and the Soccer Chair and two Vice Chairs after the submit button has been clicked.

**Lodge Activities**  
Lodge Activities "Volunteer Hours and Mileage Report".

**Date of Report:** \* ⓘ

**Lodge:** \* ⓘ

**Lodge Committee Chairperson:** \* ⓘ

**Lodge Committee Chairperson E-mail Address:** \* ⓘ

<b>Number of Activities:</b> * ⓘ <input type="text"/>	<b>Number of Successful Activities:</b> * ⓘ <input type="text"/>
<b>Number of Elks:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elks:</b> * ⓘ <input type="text"/>
<b>Number of Elk Hours:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elk Hours:</b> * ⓘ <input type="text"/>
<b>Number of Elk Miles Traveled:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elk Miles Traveled:</b> * ⓘ <input type="text"/>
<b>Number of People Reached:</b> * ⓘ <input type="text"/>	<b>Public Relations:</b> * ⓘ <input type="text"/>

**Comments:** \* ⓘ  
Maximum of 950 characters.

**Type the following:** ⓘ

This committee is charged with assisting member Lodges with implementing the Lodge activities programs of the Grand Lodge and the Association. See the GL Lodge Activities Manual for more examples.

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Flag Day</li> <li>• Memorial Services</li> <li>• Elk/Officer of the Year Function</li> <li>• Heritage Corner</li> <li>• Lodge Meetings</li> <li>• House Committee Meetings</li> <li>• Trustee/Board of Director Meetings</li> <li>• Lodge Bulletin</li> </ul> | <ul style="list-style-type: none"> <li>• First Responder Dinners</li> <li>• Veterans</li> <li>• Blood Bank</li> <li>• News Media</li> <li>• Lodge Open House</li> <li>• School Officials</li> <li>• Citizen of the Year</li> <li>• Drug Abuse</li> </ul> |
|--|--|

The report is emailed by the system to the e-mail address you entered in the form and the Lodge Activities Chair and Vice Chairs after the submit button has been clicked.

### Citizen of the Year

Citizen of the Year Nomination Form.

**Date of Report: \*** ⓘ

**Lodge: \*** ⓘ

**Lodge Committee Chairperson: \*** ⓘ

**Lodge Committee Chairperson E-mail Address: \*** ⓘ

**Name of Candidate: \*** ⓘ

**Reason for Selection: \*** ⓘ  
Maximum of 950 characters.

**Type the following:** ⓘ

This program, which is a Grand Lodge-prescribed program, if properly conducted, could gain you and your Lodge a valuable amount of good public relations. There are many outstanding citizens in your community who have distinguished themselves and deserve recognition. The citizen, not necessarily an Elk, who has contributed in a special way to improving the local community. This individual should have shown leadership in the community, contributed voluntary service and been an all-around good citizen. The full name (no nickname) of the person selected should be submitted through use of this form by March 1 at the latest so that it may take place during your Lodge year and the selection announced at the NSEA Annual Meeting held in April

Use the **Reasons for Selection** area to describe your nominee and why you feel they are deserving of this award. This should be based on the following criteria, which will be used in the selection process:

- **Community Focus:** Honors individuals making a positive impact in the local area, separate from Elk member recognition.
- **Criteria:** Looks for leadership, voluntary service, loyalty, dedication, and strong community standing
- Selected as the **Lodge Citizen of the Year**
- **Lodge Selection Process:** Lodge uses an anonymous committee to evaluate candidates, ensuring fairness.

# NSEA Charity Reporting System

## Membership

Membership "Volunteer Hours and Mileage Report".

**Date of Report:** \* ⓘ

**Lodge:** \* ⓘ

**Lodge Committee Chairperson:** \* ⓘ

**Lodge Committee Chairperson E-mail Address:** \* ⓘ

<b>Number of Activities:</b> * ⓘ <input type="text"/>	<b>Number of Successful Activities:</b> * ⓘ <input type="text"/>
<b>Number of Elks:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elks:</b> * ⓘ <input type="text"/>
<b>Number of Elk Hours:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elk Hours:</b> * ⓘ <input type="text"/>
<b>Number of Elk Miles Traveled:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elk Miles Traveled:</b> * ⓘ <input type="text"/>
<b>Number of People Reached:</b> * ⓘ <input type="text"/>	<b>Public Relations:</b> * ⓘ <input type="text"/>

**Comments:** \* ⓘ  
Maximum of 950 characters.

**Type the following:** ⓘ **wf3k23**

This committee is charged with implementing the Membership Program in each of the lodges. Record all contact made with the lodge assisting in developing their programs. Be sure to include the hours and miles driven for the following, at a minimum:

- Membership drives
- All communications with the candidate
- Interview and indoctrination of the candidate
- Initiation of the candidate
- Indoctrination and Welcome dinners

Include any media present or published.

The report is emailed by the system to the e-mail address you entered in the form and the Membership Chair and Vice Chairs after the submit button has been clicked.

# NSEA Charity Reporting System

## Elks Training

Elks Training "Volunteer Hours, Mileage and Scores" Report.

**Date of Report:** \* ⓘ


**Lodge:** \* ⓘ

**Lodge Committee Chairperson:** \* ⓘ

**Lodge Committee Chairperson E-mail Address:** \* ⓘ

<b>Number of Elks:</b> * ⓘ <input type="text"/>	<b>Total Elk Hours:</b> * ⓘ <input type="text"/>	<b>Total Elk Miles:</b> * ⓘ <input type="text"/>
<b>Name and Title:</b> * ⓘ <input type="text"/>	<b>Present Position:</b> * ⓘ <input type="text"/>	<b>Score:</b> * ⓘ <input type="text"/>
<b>Name and Title:</b> ⓘ <input type="text"/>	<b>Present Position:</b> ⓘ <input type="text"/>	<b>Score:</b> ⓘ <input type="text"/>
<b>Name and Title:</b> ⓘ <input type="text"/>	<b>Present Position:</b> ⓘ <input type="text"/>	<b>Score:</b> ⓘ <input type="text"/>
<b>Name and Title:</b> ⓘ <input type="text"/>	<b>Present Position:</b> ⓘ <input type="text"/>	<b>Score:</b> ⓘ <input type="text"/>
<b>Name and Title:</b> ⓘ <input type="text"/>	<b>Present Position:</b> ⓘ <input type="text"/>	<b>Score:</b> ⓘ <input type="text"/>
<b>Name and Title:</b> ⓘ <input type="text"/>	<b>Present Position:</b> ⓘ <input type="text"/>	<b>Score:</b> ⓘ <input type="text"/>
<b>Name and Title:</b> ⓘ <input type="text"/>	<b>Present Position:</b> ⓘ <input type="text"/>	<b>Score:</b> ⓘ <input type="text"/>

**Comments:** \* ⓘ  
Maximum of 950 characters.

**Type the following:** ⓘ  


This committee is charged with assisting member Lodges with implementing the State and Grand Lodge training programs. There are currently eight (8) test consisting of one hundred and sixty (160) questions. Each test results should be posted separately. If this done by a group each individual must post their test separately.

There are also four (4) Grand Lodge provided: **Local Lodge Officer Training Course** (50 Questions), **Board of Directors, Lodge Trustees & House Committee Training Course** (25 Questions), **Lodge Veterans Chair Quiz** (20 Questions) and **Local Lodge Secretary Training Course** (25 Questions). These four courses provide certificates upon completion. There is also a **DDGER Certification** that all current and past DDGER's are required to take. All of the available courses must be reported using the following criteria:

- **Number of Elks:** Please enter the number of Elks involved with the training, including those taking the training. This should include Elk hours and miles driven
- **Name and Title:** Please enter the Members First and Last name (In that order) along with their title (i.e. PER, DDGER, PSP, etc.)
- **Present Position:** Please enter the Members present position (i.e. ER, Secretary, Trustee, Committee Chair, Member, etc.)
- **Score:** Please enter the members test score (The number of correct answers).
- **Comments:** Use this area to report how the lodge handled the training (Limited to 950 characters).

Be sure to gather all of the required resources listed for the training test/quizzes.

### Top 5 Best Practices For Training And Development

#### 1. Know the Audience & Address their Challenges.

You can gather helpful data through personas, skills assessments (interviews, surveys, benchmarking tests) and Performance analysis aimed at finding weak points.

#### 2. Create A plan For Mobility, Flexibility, And Accessibility

With remote and hybrid roles becoming more common, it is critical to develop training programs that can be accessed from anywhere. Some best practices include offering multi-format options like self-paced online modules, virtual instructor-led classes, quick reference sheets, and job shadowing rotations.

#### 3. Leverage Rich Media, Integrative Activities, And An Engaging Script

The most robust development initiatives incorporate a smart blend of learning science with creativity and variety woven into the actual training activities. Strategies to boost immersion include:

- Videos to capture learners' attention and appeal to visual preferences
- Gamification with points systems, levels, and rewards
- Assessments like drag-and-drop exercises, memory games, or group case studies
- Storytelling and humor to build an emotional connection

#### 4. Incorporate Assessments to Test Your Members' Knowledge And Make Adjustments

One-and-done training without any reinforcement or measurement of true retention leaves too much on the table. Be sure to weave in assessments as learner's progress through programs such as pre-program quizzes.

#### 5. Streamlining Training Processes With A Learning Reporting System (LRS)

While each training program requires detailed design blueprints, managing the administrative complexities around scheduling, tracking volunteer member progress,

## NSEA Charity Reporting System

reporting, and certifications can become intensely cumbersome. This is where the reporting system comes into play.

### MVS Scholarship

MVS Scholarship "Volunteer Hours, Mileage and Lodge Winners" Report.

**Date of Report:** \* ⓘ


**Lodge:** \* ⓘ

**Lodge Committee Chairperson:** \* ⓘ

**Lodge Committee Chairperson E-mail Address:** \* ⓘ

<b>Number of Elks:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elks:</b> * ⓘ <input type="text"/>
<b>Number of Elk Hours:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elk Hours:</b> * ⓘ <input type="text"/>
<b>Number of Elk Miles Traveled:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elk Miles Traveled:</b> * ⓘ <input type="text"/>
<b>Total Male Applications Received:</b> * ⓘ <input type="text"/>	<b>Total Female Applications Received:</b> * ⓘ <input type="text"/>
<b>Top Male Score:</b> * ⓘ <input type="text"/>	<b>Top Female Score:</b> * ⓘ <input type="text"/>
<b>Second Top Male Score:</b> * ⓘ <input type="text"/>	<b>Second Top Female Score:</b> * ⓘ <input type="text"/>
<b>Third Top Male Score:</b> * ⓘ <input type="text"/>	<b>Third Top Female Score:</b> * ⓘ <input type="text"/>

**Comments:** \* ⓘ  
Maximum of 950 characters.

**Type the following:** ⓘ  


This committee is charged with the responsibility to conduct a statewide contest in search of the most valuable students within the State. It should be noted this is for the State Most Valuable Student Scholarships.

- **Total Male & Female Applications Received:** Please enter the total number of male and female scholarship applications received.

## NSEA Charity Reporting System

- **Top Male & Female Scores:** Please enter the first and last name (In that order) of the top male and female applicant.
- **Second Top Male & Female Scores:** Please enter the first and last (In that order) of the second place male and female applicant.
- **Third Top Male & Female Scores:** Please enter the first and last name (In Tthat order) of the third place male and female applicant.

The report is emailed by the system to the e-mail address you entered in the form and the Most Valuable Student Scholarship Chair after the submit button has been clicked.

### Vocational Scholarship

Vocational Scholarship "Volunteer Hours, Mileage and Lodge Winners" Report.

**Date of Report:** \* ⓘ  
dd - - - - yyyy

**Lodge:** \* ⓘ  
Please Select

**Lodge Committee Chairperson:** \* ⓘ

**Lodge Committee Chairperson E-mail Address:** \* ⓘ

<b>Number of Elks:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elks:</b> * ⓘ <input type="text"/>
<b>Number of Elk Hours:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elk Hours:</b> * ⓘ <input type="text"/>
<b>Number of Elk Miles Traveled:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elk Miles Traveled:</b> * ⓘ <input type="text"/>
<b>Total Male Applications Received:</b> * ⓘ <input type="text"/>	<b>Total Female Applications Received:</b> * ⓘ <input type="text"/>
<b>Top Male Score:</b> * ⓘ <input type="text"/>	<b>Top Female Score:</b> * ⓘ <input type="text"/>
<b>Second Top Male Score:</b> * ⓘ <input type="text"/>	<b>Second Top Female Score:</b> * ⓘ <input type="text"/>
<b>Third Top Male Score:</b> * ⓘ <input type="text"/>	<b>Third Top Female Score:</b> * ⓘ <input type="text"/>

**Comments:** \* ⓘ  
Maximum of 950 characters.

**Type the following:** ⓘ  
**82m3k8**

This committee is charged with the responsibility to conduct a statewide contest in search of the students within the State needing assistance with Vocational schooling. It should be noted the program is open all year long or until the fund runs out of money for the year.

- **Total Male & Female Applications Received:** Please enter the total number of male and female scholarship applications received.
- **Top Male & Female Scores:** Please enter the first and last name (In that order) of the top male and female applicant.
- **Second Top Male & Female Scores:** Please enter the first and last (In that order) of the second place male and female applicant.
- **Third Top Male & Female Scores:** Please enter the first and last name (In That order) of the third place male and female applicant.

The report is emailed by the system to the e-mail address you entered in the form and the Vocational Scholarship Chair after the submit button has been clicked.



- **Most Valuable Student Eligibility:** The Top 20 scholars, selected from the 500 national semi-finalists, receive an invitation to the weekend and scholarships of \$30,000. The 480 runners-up receive scholarships of \$4,000. Attendance at Leadership Weekend is required to be part of the Top 20 cohort and receive \$30,000. (See the Grand Lodge website for the eligibility requirements)
- **Legacy Awards** are \$4,000 scholarships available to children and grandchildren of Elks members. (See the Grand Lodge website for the eligibility requirements)
- **Emergency Educational Grants:** provide undergraduate college financial assistance to children of deceased or totally disabled Elks in the form of renewable, one-year grants of up to \$5,000. The grant is for educational assistance only and is not intended to cover the entire cost of a college education. (See the Grand Lodge website for the eligibility requirements)
- **Weigel Medical School Scholarship** are scholarships offered to Elks scholars entering their first year of medical school. The scholarship was established through the generosity of the late Lee Weigel, widow of Gunther Weigel. The number of scholarships offered and the amounts vary from year to year. (See the Grand Lodge website for the eligibility requirements)

**Elks National Foundation Report**  
Elks National Foundation "Volunteer Hours, Mileage and Activities Report".

**Date of Report:** \* ⓘ  
dd - --- - yyyy


**Lodge:** \* ⓘ  
Please Select

**Lodge Committee Chairperson:** \* ⓘ

**Lodge Committee Chairperson E-mail Address:** \* ⓘ

<b>Number of Activities:</b> * ⓘ <input type="text"/>	<b>Number of Successful Activities:</b> * ⓘ <input type="text"/>
<b>Number of Elks:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elks:</b> * ⓘ <input type="text"/>
<b>Number of Elk Hours:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elk Hours:</b> * ⓘ <input type="text"/>
<b>Number of Elk Miles Traveled:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elk Miles Traveled:</b> * ⓘ <input type="text"/>
<b>Total Monies Received:</b> * ⓘ \$ <input type="text"/>	<b>Value of Items Received:</b> * ⓘ \$ <input type="text"/>

**Comments:** \* ⓘ  
Maximum of 950 characters.

**Type the following:** ⓘ  


This purpose of the report is to document the activities performed to raise monies for the National Foundation. It should include all of your time, mileage and contacts made during that process. The comments area should be used document any special functions or events held. (A total of 950 characters) Please be specific. The monies you donated to ENF are reported through the Grand Lodge Elks National Foundation reporting system.

The report is emailed by the system to the e-mail address you entered in the form and the National Foundation Committee Chair after the submit button has been clicked.



# NSEA Charity Reporting System

## Lodge of the Year

\*Application for NSEA Lodge of the Year\*

**Date of Report:** \* ⓘ


**Lodge:** \* ⓘ

**Lodge Secretary:** \* ⓘ

**Lodge Contact E-mail Address:** \* ⓘ

<b>Membership April 1 (Starting Year):</b> * ⓘ <input type="text"/>	<b>Membership March 31 (Ending Year):</b> * ⓘ <input type="text"/>
<b>Number of Members Added:</b> * ⓘ <input type="text"/>	<b>Number of Members Dropped:</b> * ⓘ <input type="text"/>
<b>Dollars Contributed to ENF:</b> * ⓘ \$ <input type="text"/>	<b>Dollars Contributed to NSEA Major Project:</b> * ⓘ \$ <input type="text"/>
<b>Did the ER attend Annual &amp; Mid-term meetings:</b> * ⓘ <input type="radio"/> YES <input type="radio"/> NO	<b>Participate in Memorial Day:</b> * ⓘ <input type="radio"/> YES <input type="radio"/> NO
<b>Did the Club make a Profit:</b> * ⓘ <input type="radio"/> YES <input type="radio"/> NO	<b>Participate in Boy Scouts:</b> * ⓘ <input type="radio"/> YES <input type="radio"/> NO
<b>Did the Lodge make a Profit:</b> * ⓘ <input type="radio"/> YES <input type="radio"/> NO	<b>Participate in Girl Scouts:</b> * ⓘ <input type="radio"/> YES <input type="radio"/> NO
<b>Grand Lodge Reports on Time:</b> * ⓘ <input type="radio"/> YES <input type="radio"/> NO	<b>Participate in Veterans Programs:</b> * ⓘ <input type="radio"/> YES <input type="radio"/> NO
<b>Participate in Citizen of the Year:</b> * ⓘ <input type="radio"/> YES <input type="radio"/> NO	<b>Participate in Student Scholarship:</b> * ⓘ <input type="radio"/> YES <input type="radio"/> NO
<b>Participate in District Hoop Shoot:</b> * ⓘ <input type="radio"/> YES <input type="radio"/> NO	<b>Participate in Mother's Day:</b> * ⓘ <input type="radio"/> YES <input type="radio"/> NO
<b>Participate in District Soccer Shoot:</b> * ⓘ <input type="radio"/> YES <input type="radio"/> NO	<b>Participate in Dictionary Program:</b> * ⓘ <input type="radio"/> YES <input type="radio"/> NO
<b>Participate in Flag Day:</b> * ⓘ <input type="radio"/> YES <input type="radio"/> NO	<b>Participate in Antlers Program:</b> * ⓘ <input type="radio"/> YES <input type="radio"/> NO
<b>Participate in Food Baskets:</b> * ⓘ <input type="radio"/> YES <input type="radio"/> NO	<b>Participate in 11 o'clock Toast Contest:</b> * ⓘ <input type="radio"/> YES <input type="radio"/> NO

**Comments:** \* ⓘ  
Maximum of 950 characters.

**Type the following:** ⓘ  


This form is used to nominate your lodge for the **Lodge of the Year** award. Points are earned by competing Lodges, based on the degree of participation in 22-plus categories, including posting a membership gain and participating in Grand Lodge programs listed. Use the

## NSEA Charity Reporting System

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**Comments** area should be used to provide any additional information you feel would enhance your lodge being selected. (A total of 950 characters) Please be specific. Any photos or publications you may have should be mailed to the **NSEA Lodge of the Year** chair.

Be sure to enter the total dollars contributed to **Elks National Foundation** and the fair retail value of items donated to the **NSEA Major Project**. The report is emailed by the system to the e-mail address you entered in the form and the Lodge of the Year Chair after the submit button has been clicked.

**Major Project**  
Major Project Report list the amounts and methods used to raise donations for Nevada SMP - St. Jude's Ranch for Children.

**Date of Report:** \* ⓘ


**Lodge:** \* ⓘ

**Lodge Committee Chairperson:** \* ⓘ

**Lodge Committee Chairperson E-mail Address:** \* ⓘ

<b>Blue Pig Donations:</b> * ⓘ \$ <input type="text"/>	<b>Other Donations</b> <input type="text"/> * ⓘ \$ <input type="text"/>
<b>Cash Donations:</b> * ⓘ \$ <input type="text"/>	<b>Other Donations</b> <input type="text"/> * ⓘ \$ <input type="text"/>
<b>Other Donations</b> <input type="text"/> * ⓘ \$ <input type="text"/>	<b>Other Donations</b> <input type="text"/> * ⓘ \$ <input type="text"/>
<b>Other Donations</b> <input type="text"/> * ⓘ \$ <input type="text"/>	<b>Other Donations</b> <input type="text"/> * ⓘ \$ <input type="text"/>
<b>Other Donations</b> <input type="text"/> * ⓘ \$ <input type="text"/>	<b>Other Donations</b> <input type="text"/> * ⓘ \$ <input type="text"/>

**Comments:** \* ⓘ  
Maximum of 950 characters.

**Type the following:** ⓘ  


This committee is charged with the responsibility of the Ways and Means committee, the ER March, Raffle Baskets and the Silent Auction at NSEA Annual and Mid-Term Meetings (Conventions). It should also include and donations of time, money or goods to St. Judes Ranch for Children and Camp to Belong.

## NSEA Charity Reporting System

- **Blue Pig Donations:** Please enter the amount of money received from Blue Pig Donations.
- **Cash Donations:** Please enter the amount of money received from cash Donations.
- **Other Donations:** Please enter the name of other functions held and the amount of money received. This should include the ER March, Raffle and Silent Auction items.

The report is emailed by the system to the e-mail address you entered in the form and the SMP Ways and Means chair after the submit button has been clicked.

### National Veterans Services Report

National Veterans Services Report "Volunteer Hours, Mileage and Contributions Report".

**Date of Report:** \* ⓘ  
dd - - - - - yyyy


**Lodge:** \* ⓘ  
Please Select

**Lodge Committee Chairperson:** \* ⓘ

**Lodge Committee Chairperson E-mail Address:** \* ⓘ

<b>Number of Activities:</b> * ⓘ <input type="text"/>	<b>Number of Successful Activities:</b> * ⓘ <input type="text"/>
<b>Number of Elks:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elks:</b> * ⓘ <input type="text"/>
<b>Number of Elk Hours:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elk Hours:</b> * ⓘ <input type="text"/>
<b>Number of Elk Miles Traveled:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elk Miles Traveled:</b> * ⓘ <input type="text"/>
<b>Total Monies Contributed:</b> * ⓘ \$ <input type="text"/>	<b>Value of Items Contributed:</b> * ⓘ \$ <input type="text"/>

**Comments:** \* ⓘ  
Maximum of 950 characters.

**Type the following:** ⓘ  


This committee is charged with the implementation of the program of the Elks National Veterans Service Commission (Commission) within the State as may be requested by the Commission in furtherance of service to veterans within the State; assist, when called upon, the armed forces of the United States; respond to any call for aid or cooperation as may be required

## NSEA Charity Reporting System

by our national government in an emergency; and be permanently available for cooperation in the event of disaster in any local area of the United States. See the GL Veterans Manual for more example programs:

- Elks Volunteer Service Program
- Welcome Home Program
- Freedom Grant
- Veterans Leather Program
- Homeless Veterans Program
- Personal Hygiene Kits
- Adopt-A-Vet Program

The report is emailed by the system to the e-mail address you entered in the form and the National Veterans Services Chair and Vice Chair after the submit button has been clicked.

### Veterans Home (BC) Report

Veterans Home (BC) Report "Volunteer Hours, Mileage and Contributions Report".

**Date of Report:** \* ⓘ


**Lodge:** \* ⓘ  
 ▼

**Lodge Committee Chairperson:** \* ⓘ

**Lodge Committee Chairperson E-mail Address:** \* ⓘ

<b>Number of Activities:</b> * ⓘ <input type="text"/>	<b>Number of Successful Activities:</b> * ⓘ <input type="text"/>
<b>Number of Elks:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elks:</b> * ⓘ <input type="text"/>
<b>Number of Elk Hours:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elk Hours:</b> * ⓘ <input type="text"/>
<b>Number of Elk Miles Traveled:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elk Miles Traveled:</b> * ⓘ <input type="text"/>
<b>Total Monies Contributed:</b> * ⓘ \$ <input type="text"/>	<b>Value of Items Contributed:</b> * ⓘ \$ <input type="text"/>

**Comments:** \* ⓘ  
Maximum of 950 characters.

**Type the following:** ⓘ  


This committee is charged with implementing the programs for the Boulder City Veterans Home with the lodges and encouraging their involvement. Be sure to include the hours and miles driven for all task performed. This should include bingo, any meals or other services provided.

## NSEA Charity Reporting System

Include value of all items contribute as well as any monitory contributions made. In the **Comment** box provide a precise description of the functions and services provided! Be sure to include any media present or published. (A maximum of 950 characters.)

The report is emailed by the system to the e-mail address you entered in the form and the Boulder City Home Chair after the submit button has been clicked.

### Veterans Hospitals Report

Veterans Hospitals Report "Volunteer Hours, Mileage and Contributions Report".

**Date of Report:** \* ⓘ


**Lodge:** \* ⓘ

**Lodge Committee Chairperson:** \* ⓘ

**Lodge Committee Chairperson E-mail Address:** \* ⓘ

<b>Number of Activities:</b> * ⓘ <input type="text"/>	<b>Number of Successful Activities:</b> * ⓘ <input type="text"/>
<b>Number of Elks:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elks:</b> * ⓘ <input type="text"/>
<b>Number of Elk Hours:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elk Hours:</b> * ⓘ <input type="text"/>
<b>Number of Elk Miles Traveled:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elk Miles Traveled:</b> * ⓘ <input type="text"/>
<b>Total Monies Contributed:</b> * ⓘ \$ <input type="text"/>	<b>Value of Items Contributed:</b> * ⓘ \$ <input type="text"/>

**Comments:** \* ⓘ  
Maximum of 950 characters.

**Type the following:** ⓘ  


This committee is charged with implementing the Veterans Hospital programs with the lodges and encouraging their involvement. Be sure to include the hours and miles driven in taking veterans to the Veterans Hospitals located Las Vegas and Reno. All the time spent aiding at the hospitals; include Ice Cream socials and the like. All donations of water, coffee, etc. donated. **Comment** box provide a precise description of the functions and services provided! e sure to include any media present or published.

## NSEA Charity Reporting System

The report is emailed by the system to the e-mail address you entered in the form and the Veterans Hospital North and South Chairs after the submit button has been clicked.

### Adopt-A-Vet Program Report

Adopt-A-Vet Program Report "Volunteer Hours, Mileage and Contributions Report".

**Date of Report:** \* ⓘ  
dd - ---- - yyyy


**Lodge:** \* ⓘ  
Please Select

**Lodge Committee Chairperson:** \* ⓘ

**Lodge Committee Chairperson E-mail Address:** \* ⓘ

<b>Number of Veterans Adopted:</b> * ⓘ <input type="text"/>	<b>Number of Veterans Visited:</b> * ⓘ <input type="text"/>
<b>Number of Elks:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elks:</b> * ⓘ <input type="text"/>
<b>Number of Elk Hours:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elk Hours:</b> * ⓘ <input type="text"/>
<b>Number of Elk Miles Traveled:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elk Miles Traveled:</b> * ⓘ <input type="text"/>
<b>Total Monies Contributed:</b> * ⓘ \$ <input type="text"/>	<b>Value of Items Contributed:</b> * ⓘ \$ <input type="text"/>

**Comments:** \* ⓘ  
Maximum of 950 characters.

**Type the following:** ⓘ  


This committee is charged with assisting member Lodges with implementing the Lodge Adopt-Vet-Program.

- **Number of Veterans Adopted:** Please enter the number of Veterans your Lodge has adopted.
- **Number of Veterans Visited:** Please enter the number of Veterans your Lodge Members visited.
- **Total Monies Contributed:** Please enter the amount of monies your Lodge and Members have contributed. This should include both Elks and Non-Elks.
- **Value of Items Contributed:** Please enter the number of items your Lodge and Members have contributed. This should include contributions by both Elks and Non-Elks.

## NSEA Charity Reporting System

The report is emailed by the system to the e-mail address you entered in the form and the North and South Adopt-A-Vet Chair after the submit button has been clicked.

### Hides Program

Hides Program "Volunteer Hours and Mileage Report".

**Date of Report:** \* ⓘ

**Lodge:** \* ⓘ

**Lodge Committee Chairperson:** \* ⓘ

**Lodge Committee Chairperson E-mail Address:** \* ⓘ

<b>Number of Activities:</b> * ⓘ <input type="text"/>	<b>Number of Hides Collected:</b> * ⓘ <input type="text"/>
<b>Number of Elks:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elks:</b> * ⓘ <input type="text"/>
<b>Number of Elk Hours:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elk Hours:</b> * ⓘ <input type="text"/>
<b>Number of Elk Miles Traveled:</b> * ⓘ <input type="text"/>	<b>Number of Non-Elk Miles Traveled:</b> * ⓘ <input type="text"/>
<b>Number of People Reached:</b> * ⓘ <input type="text"/>	<b>Public Relations:</b> * ⓘ <input type="text"/>

**Comments:** \* ⓘ  
Maximum of 950 characters.

**Type the following:** ⓘ

This committee is charged with the implementation of the Hides program of the Elks National Veterans Service Commission (Commission) within the State. They are also responsible for providing wheel chair gloves, leather project kits, etc. to be distributed to Veterans in need.

- **Number of Hide Collected:** Please enter the number of hides collected by your Lodge.

Please add to the Comment box any gloves or leather good and/or kits distributed to Veterans.

The report is emailed by the system to the e-mail address you entered in the form and the Hides Chair after the submit button has been clicked.

# NSEA Charity Reporting System

## Credentials

List of elected convention "Delegates" and "Representative".

**Report Date \*** ⓘ  
dd- ---- -yyyy

**Lodge: \*** ⓘ  
Please Select

**Lodge Secretary \*** ⓘ

**Lodge Secretary E-mail Address: \*** ⓘ


**Convention \*** ⓘ  
Select

**Convention Date \*** ⓘ  
Please Select

**Host Lodge \*** ⓘ  
Please Select

<b>Delegate #1 *</b> ⓘ	<input type="text"/>	
<b>Delegate #2 *</b> ⓘ	<input type="text"/>	
<b>Delegate #3 *</b> ⓘ	<b>Representative #1 *</b> ⓘ	<input type="text"/>
<b>Delegate #4 *</b> ⓘ	<b>Representative #2 *</b> ⓘ	<b>Alternate #1 *</b> ⓘ
<b>Delegate #5 *</b> ⓘ	<b>Representative #3 *</b> ⓘ	<b>Alternate #2 *</b> ⓘ
<b>Delegate #6 *</b> ⓘ	<b>Representative #4 *</b> ⓘ	<b>Alternate #3 *</b> ⓘ
<b>Delegate #7 *</b> ⓘ	<b>Representative #5 *</b> ⓘ	<b>Alternate #4 *</b> ⓘ
<b>Delegate #8 *</b> ⓘ	<b>Representative #6 *</b> ⓘ	<b>Alternate #5 *</b> ⓘ
<b>Delegate #9 *</b> ⓘ	<b>Representative #7 *</b> ⓘ	<input type="text"/>
<b>Delegate #10 *</b> ⓘ	<input type="text"/>	

**Per NSEA By-Laws, Date the Delegates Were Elected: \*** ⓘ  
dd- ---- -yyyy

**Type the following:** ⓘ  


- **Delegates:** Each member Lodge shall be entitled to have ten (10) delegates. Each delegate shall be a member in good standing of the Lodge. Each Lodge may have five (5) alternate delegates. Each delegate shall be entitled to one (1) vote. No alternate delegate shall be entitled to vote if all delegates of the Lodge are present.
- **Representatives:** All Past State Presidents of the Association; all Grand Lodge or Past Grand Lodge Officers, and all officers of the Association listed in Article VII, Section I,

## NSEA Charity Reporting System

shall be representatives and entitled to one vote each, provided, however, that each is a member in good standing in a member Lodge in the State.

- **Per NSEA By-Laws, Date the Delegates Were Elected:** This is the date the Delegates were nominated and elected on the lodge floor.
- **Alternate:** Please provide First name, Las Name and Position held. Alternates will only be allowed to vote if the all ten (10) delegates are not present

The report is emailed by the system to the e-mail address you entered in the form and the NSEA Secretary after the submit button has been clicked.

### Public Relations

Public Relations Report.

**Date of Report:** \* ⓘ

**Lodge:** \* ⓘ


**Lodge Committee Chairperson:** \* ⓘ

**Lodge Committee Chairperson E-mail Address:** \* ⓘ

Pass the cursor over the information icon to see the reporting guidelines for the reported item.

<b>News:</b> * ⓘ <input type="text"/>	<b>Signs:</b> * ⓘ <input type="text"/>
<b>TV:</b> * ⓘ <input type="text"/>	<b>E-mail/Web site:</b> * ⓘ <input type="text"/>
<b>Radio:</b> * ⓘ <input type="text"/>	<b>Other:</b> * ⓘ <input type="text"/>
<b>Hours:</b> * ⓘ <input type="text"/>	<b>Miles:</b> * ⓘ <input type="text"/>

**Comments:** \* ⓘ  
Maximum of 950 characters.

**Type the following:** ⓘ  


## NSEA Charity Reporting System

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- **News** = count all newspaper & Elks Magazine articles, other magazine articles, periodical mentions, and media reference. Emphasis is on Elks articles and photo; not obituaries.
- **TV** = count television messages highlighting Elk activity, - 1 pt. Scrolling community message boards at the bottom of the screen – 1 pt. each day played.
- **Radio** = count all radio messages. The (7) individual pre-recorded messages on the Public Service Announcement (PSA) audio CD can be quite effective with locally recorded tag line from the Lodge spokesperson. Visit your local radio station for a share of their community service time allocation – 1 pt. each time played.
- **Signs** = count your Lodge identity sign(s), billboards, electronic signs, community service sign-boards entering town, display Elks Care Elks Share & Drug Awareness, Elks USA, Veterans Remembrance, Elks Partners in Scouting/Education, Lodge activity signs, Lodge recreation club signs, Get-Acquainted Day posters – 1 pt. per month.
- **E-mail/Web sites** = count external electronic contacts and incoming website inquiries, connects, linkages, or “hits” by those inquiring about Lodge programs. (Not internal administrative matters) -1pt. each. Lodge bulletins sent to members do not count; only bulletins sent to non-Elk organizations, e.g. government entities (Mayor, libraries, Congressmen, School officers, etc.) should be counted – 1 pt. each per month.
- **Other** = count parades – 10 pt.; speakers to outside groups – 5 pts.; fairs/trade shows – 10 pts.; Magazine features – 2 pts.; letters, notes, event programs invitations, thank you notes, Proclamations, Student Dictionaries distributed, “lets say thank you” card sent to Servicemen serving overseas, Lodge bulletin articles by Officers – 1 pt. each. Billing statement to members do not count. Newspaper & Elks Magazine circulation is Not to be considered..
- **Hours** = count all hours spent on your Lodge Public Relations Program.
- **Miles** = count all miles driven for your Lodge Public Relations Program.

This committee is charged with the duties and responsibilities of establishing, implementing, and maintaining a public relations program within the State, and assisting in the training of member Lodge chairs to publicize the activities of the Lodges within their communities. This report must be filed by the 5<sup>th</sup> of each month for the prior month. The report is emailed by the system to the e-mail address you entered in the form and the Public Relations Chair and Vice Chair after the submit button has been clicked.



Appendix A


<b>NSEA/Lodge Committee Reporting System Test Results</b>							
NSEA Committees Requiring Reports	Number of Fields	Data Posted			Report Query	NSEA Manual	NSEA Contact E-mail Address @nsea-elks.org
		E-mail	Text	DB			
Accident Prevention	5	Y	Y	Y	Y	Y	accident_prevention, ins_rsk_mgr
Adopt-A-Vet	15	Y	Y	Y	Y	Y	adopt_a_vet-n, adopt_a_vet-s
Americanism	15	Y	Y	Y	Y	Y	amer_chr, amer_vchr
Business Practices	5	Y	Y	Y	Y	Y	biz_practices
Citizen of the Year	6	Y	Y	Y	Y	Y	citz_year
Community Activities	15	Y	Y	Y	Y	Y	com_activities
Credentials	30	Y	Y	Y	Y	Y	credentials, secretary
Drug Awareness	18	Y	Y	Y	Y	Y	drug_aware_chr, drug_aware_vchr
Elks National Foundation	15	Y	Y	Y	Y	Y	enf_chr
Elks Training	29	Y	Y	Y	Y	Y	elks_train, vp_nv_n, vp_nv_s
Flag Day	15	Y	Y	Y	Y	Y	flag_day_chr
Government Relations	15	Y	Y	Y	Y	Y	gov_rel
Hides	15	Y	Y	Y	Y	Y	hides
Hoop Shoot	15	Y	Y	Y	Y	Y	hoop_sht_dir,hoop_sht_vdir-c, hoop_sht_vdir-n, hoop_sht_vdir-s
Information Technology	11	Y	Y	Y	Y	Y	info_tech
Lodge Activities	15	Y	Y	Y	Y	Y	lodge_activities
Lodge of the Year	29	Y	Y	Y	Y	Y	lodge_of_the_yr, pres, pres-elect, vp_nv_n, vp_nv_s
Major Project	22	Y	Y	Y	Y	Y	major_project
Membership	15	Y	Y	Y	Y	Y	mem_laps, mem_laps-n, mem_laps-s
MVS Scholarship	19	Y	Y	Y	Y	Y	mvs_chr
Public Relations	13	Y	Y	Y	Y	Y	pub_rel_chr, pub_rel_vchr
Soccer Shoot	15	Y	Y	Y	Y	Y	soc_sht_chr, soc_sht_vchr-n,
National Veterans Service	15	Y	Y	Y	Y	Y	nvsc_chr, nvsc_vchr
Veterans Home (BC)	15	Y	Y	Y	Y	Y	vet_nrs_hm_rep
Veterans Hospitals	15	Y	Y	Y	Y	Y	vet_hos_rep-n, vet_hos_rep-s
Vocational Scholarship	19	Y	Y	Y	Y	Y	voc_schlrshp
Youth Activities	15	Y	Y	Y	Y	Y	youth_activities




## Appendix C

# Instructions for Adding Full Page Capture to your Browser



## Chrome

1. Open Browser
2. Click the three vertical dots in the upper right corner
3. Select **extensions**
4. Select **Visit Chrome Web Store**
5. In the Search bar enter **GoFullPage**
6. Select **GoFullPage – Full Page Screen Capture Extension**
7. Click Install
8. Add the extension icon  to your browser bookmark bar
9. Click on the icon (or press **Alt+Shift+P**), watch the extension capture each part of the page, and be transported to a new tab of your screenshot where you can download it as an image or PDF or even just drag it to your desktop.

## Microsoft Edge

1. Open Browser
2. Click the three horizontal dots in the upper right corner
3. Select **extensions**
4. Select **Get extensions for Microsoft Edg**
5. In the Search bar enter **GoFullPage**
6. Select **GoFullPage – Full Page Screen Capture**
7. Click Install
8. Add the extension icon  to your browser bookmark bar
9. Click on the icon (or press **Alt+Shift+P**), watch the extension capture each part of the page, and be transported to a new tab of your screenshot where you can download it as an image or PDF or even just drag it to your desktop.

## FireFox

1. Open Browser
2. Click anywhere on the screen
3. Select **Take Screenshot**
4. Select **Save full page** icon   from the upper right hand corner of your screen

