

**UTAH ELKS  
ASSOCIATION**

**2008-2009**

**VISITATIONS &  
LODGE ACTIVITIES  
COMMITTEE  
HANDBOOK**



Exalted Rulers  
Lodge Activities Chairperson  
Utah Lodges B.P.O.Elks

Dear Exalted Ruler:

Here with you will find the materials and information regarding the Lodge Activities and Visitation Programs for this year.

Some of the Due Dates for brochures have changed. So, please pay special attention to the DUE DATES for these programs. If for some reason, you find it impossible to meet these deadlines, please give me a call at (801) 451-2678.

Please note that the submissions for Elk of the Year, Officer of the Year and Citizen of the Year require a Citation from Grand Lodge. You will need to remember to obtain a Citation from the Grand Lodge which should be included (photocopy only) in the brochure submitted to me for the judging of the State Elk of the Year, Officer of the Year and State Citizen of the Year.

Also note that the brochures for the "Community Service and Image" and Elks Memorial Service" are limited to one (1) 3-ring binder in letter size 8 1/2 "x11" and the maximum thickness 4 ".

Please send all of your entries to me for judging on or before the due dates listed so that I can have them judged and then I will forward them to the proper Grand Lodge Committeeman for judging at the Grand Lodge level. I will send them to the Grand Lodge regardless of how they do at the State level. Remember that the Grand Lodge does not return these brochures. If you want them back, you will need to arrange to have them picked up at the Grand Lodge convention in July.

I look forward to receiving your brochures. Contact me at my home number or through e-mail at [rbcccampbell@msn.com](mailto:rbcccampbell@msn.com) if you have any questions.

Respectfully and fraternally,

Bonnie F. Campbell, Chairman  
State Lodge Activities Committee

2008-2009

## Visitation and Lodge Activities Committee

### Brochure and Contest Due Dates

<b>Mother's Day Brochure</b>	<b>August 1, 2008</b>
<b>Lodge Bulletin Contest 'D'</b>	<b>January 1, 2009</b>
<b>Elks Memorial Service Brochure 'C'</b>	<b>February 1, 2009</b>
<b>Community Image Brochure 'B'</b>	<b>February 15, 2009</b>
<b>All American Lodge Contest 'A'</b>	<b>March 15, 2009</b>
<b>Lodge Visitations</b>	<b>April 1, 2009</b>
<b>Elk of the Year</b>	<b>April 1, 2009</b>
<b>Citizen of the Year</b>	<b>April 1, 2009</b>
<b>Officer of the Year</b>	<b>April 1, 2009</b>
<b>State Elks Website Activities</b>	<b>April 1, 2009</b>



\_\_\_\_\_ LODGE, NO. \_\_\_\_\_, STATE OF UTAH

SECRETARY'S ATTEST OF MEMBERSHIP NUMBERS

I, the undersigned, Secretary of \_\_\_\_\_ Lodge  
No. \_\_\_\_\_, of the State of Utah, do hereby attest that the  
Membership of our lodge as of March 31, 2009 were \_\_\_\_\_  
Members.

Secretary

Lodge Seal

## Suggestions for Brochure Content

1. Remember Certificate of Membership - Be sure Lodge Seal is affixed
2. Description of program – include number of participants, number of Elks attending and/or participating as well as number of hours spent in preparing and presenting program.
3. Include printed program.
4. Publicity – be sure to identify source and date.
5. Pictures – of speakers, audience, participants like Scouts, etc., be sure to put identification by the picture as to who, what, or was being done, etc.
6. Make certain the overall presentation give the viewer a good picture of what was done.
7. In Flag Day Brochure, be sure only Flag Day events are covered – not other Americanism programs. These belong in the Americanism Brochure.
8. WATCH SIZE OF BROCHURE BOOK 8 ½" WIDE BY 11" HIGH BY 3 ½" THICK OVERALL.
9. At the first of the Lodge year, set up a file labeled with each program title. Then, as you come across an idea or something that might be useful in your brochure, drop it in the file and it will be available when you begin work in the preparation of your brochure.
10. Plan and rehearse the program before you put it on. Then, decide with the photographer where, when and what to photograph.
11. Test advance photos for proper lighting and have enough taken to allow for pictures that may not turn out properly. You may find it beneficial and more convenient to take some of the pictures at dress rehearsals rather than at the actual event. Taking too many pictures during the program could be distraction to those present. Always make DOUBLE PRINTS of your pictures. Many of the pictures can be used in more than one program.
12. Give yourself adequate time to do a nice job.
13. Place contents in the order of occurrence.

14. Prepare you work ahead of time. Set it aside for a few days, and then review it to see if changes or improvements are needed.
15. Make sure the special features of the program are covered in your brochure by pictures and narrative.
16. Do not overload or underload a page.
17. Use paste rather that glue. Glue may discolor or cause damage to the contents. Picture corners are also very useful and do not damage the contents.
18. Use of the "Woman's Touch" to improve your brochure can be helpful.
19. Attempt to judge your brochure entry as to the points the judges will be looking for.
20. Show your brochure to someone else who was not at the function or is not familiar with the program and find out if they can determine what the program was about and get their impression.
21. In index is very helpful to the judges.
22. Don't forget to insert the "Secretary's Attest" form.



## **LODGE VISITATION:**

### **DUE TO State Chairman 4/1/09**

One state winner will be chosen. This is a UEA Contest only and is not judged at the Grand Lodge Level. The State Winner receives a Plaque.

#### **I. PURPOSE:**

The purpose of the program for "LODGE VISITATION" shall be:

1. The extension of Elks Fraternalism among the Members.
2. The providing of additional sources of revenue to the host lodge.
3. The annual awarding of an award to the Lodge attaining the highest number of points during the Lodge Year.

#### **II. DEFINITIONS:**

1. A qualified "LODGE VISITATION" shall be composed of not less than one (1) Lodge Member of which one (1) or more shall be a Lodge Officer.
2. A qualified "LODGE VISITATION" may be for either a regular Lodge Meeting or a Lodge Social Function.
3. Attendance of State Convention Ritual Clinics, Ritual Contests, or District Deputy Clinics shall not constitute a qualified "LODGE VISITATION".
4. A District Deputy or State President, during their term of office, may be counted among the visiting members in determining the criteria for a qualified "LODGE VISITATION" or for the awarding of points therefore.
5. Social functions held on the evening proceeding a District Deputy Clinic or a Ritual Clinic may be considered eligible for a qualified "LODGE VISITATION" provided that all of the preceding criteria have been met.
6. A qualified "LODGE VISITATION" may be for either a Lodge visited within the state or for a Lodge visited in another state.

#### **II. POINTS:**

1. Points for a qualified "LODGE VISITATION" to a Regular Lodge Meeting shall be determined as follows:
  - Two Points (2) for each Lodge Officer
  - One Point (1) for each Lodge Member
  - These points will then be totaled and the total
  - Multiplied by the number of miles traveled (one way)
  - Between the two Lodges to determine man-miles traveled.

# VISITATIONS AND LODGE ACTIVITIES COMMITTEE 2008-2009 LODGE YEAR

## ADDRESSES YOU NEED TO KNOW:

Bonnie Campbell, State Chairman  
Visitations & Lodge Activities  
1058 So. 650 W  
Farmington, UT 84025  
801-451-2678 (Home)  
801-447-3546 (Fax)  
E-mail- [rcbccampbell@msn.com](mailto:rcbccampbell@msn.com)

Hon. Jack M. Jensen  
Grand Secretary  
2750 Lake View Avenue  
Chicago, IL 60614

Programs and Dates you need to Know:

**NOTE:** Awards and announcement of winners will be made at the Fall and Spring meeting, and May Convention.

### **Due to State Chairman**

**LODGE VISITATIONS:**  
**MOTHER'S DAY BROCHURE:**  
**UPDATED WEBSITE:**

**APRIL 1, 2009**  
**AUGUST 1, 2008**  
**APRIL 1, 2009**

One state winner will be chosen. This is a Utah State Contest only and is not judged at the Grand Lodge Level.  
The State Winner will receive a plaque

### State and Grand Lodge Programs

The following three contests will be judged and one State Winner will be named and presented with a plaque or trophy.

**ELK OF THE YEAR**

**CITIZEN OF THE YEAR**

**OFFICER OF THE YEAR**

### **Due to State Chairman**

**APRIL 1, 2009**

**APRIL 1, 2009**

**APRIL 1, 2009**

On the Grand Lodge level, the following three contests will be awarded winners by divisions and a certificate awarded to the winning Lodges based on the following Grand Lodge Division.

<u>Division</u>	<u>Size</u>
1.	Under 301 Members
2.	301 to 500 Members
3.	501 to 700 Members
4.	701 to 1100 Members
5.	1101 to 200 Members
6.	2001 Members and Over

These divisions are determined by the membership of your Lodge as of March 31, 2008. **A Secretary's Attest form** must accompany all brochures and be placed as the **first page following the cover.**

These six divisional winners will be forwarded to the Grand Lodge for judging at that level. Since all submissions are eligible for judging at the Grand Lodge level regardless of their placement in the State judging, I will forward all entries to Grand Lodge.

**Remember:** Grand Lodge does not return these brochures and if you want them back you must have them picked up by your representative at the Grand Lodge Convention.

The state level winning Lodge will be awarded a plaque at the Fall and Spring Meeting or May Convention.

Due State Chairman

**ELKS MEMORIAL SERVICE**

**FEBRUARY 1, 2009**

**COMMUNITY IMAGE CONTEST**

**FEBRUARY 15, 2009**

**LODGE BULLETIN CONTEST**

**JANUARY 1, 2009**

See details regarding all of the foregoing contests in the contents of the Manual.

A panel of 3 to 5 persons will do the judging of these contests on the State level. Their point totals will be tabulated and an average taken to determine the winners.

**SPECIAL AWARD PINS AND CERTIFICATES**

In addition to the foregoing programs, you should be aware of some additional programs.

### **For Outstanding Members**

Each Exalted Ruler is authorized to award two Grand Exalted Ruler Outstanding Service Certificates to members for outstanding service to their Lodge. Request should be sent to the Grand Secretary.

### **For Exalted Rulers**

Exalted Ruler can receive a certificate if their Lodge participates in the following programs during their year:

1. Community Image Brochure Contest; or
2. "Hoop Shoot" and Youth Scholarships Program; or
3. Achieve the per capita amount set by the Grand Exalted Ruler for ENF and insure that every Lodge Officer is a subscribing member of the Elks National Foundation.
4. Participate in any three of the following:
  - a. All American Lodge Contest
  - b. Americanism Brochure Contest
  - c. Drug Awareness Program
  - d. Elks Memorial Day Contest
  - e. Elks National Youth Week Contest
  - f. Lodge Bulletin Contest
  - g. Ritualistic Contest
  - h. Teenager of the Month Program
  - i. Veterans Service Program

Certificates may be obtained from the area Grand Secretary.

### **For Subordinate Lodges**

1. Community Image Brochure Contest
2. "Hoop Shoot" Contest
3. Ritualistic Contest
4. Youth Scholarship Program
5. Veterans Service Program
6. Drug Awareness Program
7. Every Officer is a subscribing member of the Elks National Foundation
8. Achieve the per capita set y the Grand Exalted Ruler for Elks National Foundation or reinstates 10% of Lodge Membership.

Certificates may be obtained from their area Grand Secretary.

**ALL AMERICAN LODGE** (Due to DD, March 15, State April 1, & Grand Lodge by April 15)

**This is a Grand Lodge required program. Participation is mandatory.**

This is considered to be one of the most coveted of all Grand Lodge awards. On the state level only one award will be awarded for Division 1, 2, & 3, and one award will be awarded to Divisions 4, 5, & 6.

Competition is judged on State and Grand Lodge levels. Points are earned by the competing Lodges based up the degree of their participation in 42 categories set by the Grand Lodge.

In the month of January or February, each Lodge will receive from the Grand Lodge. A form to be completed regarding this contest. One winner in each of the six divisions will be chosen. Upon completion of this form, it must be sent by you to your District Deputy who will review it and send it on to this committee chairman who also review it and who will forward it on to the Grand Lodge.

If you have any questions in regard to these or any other contests, please feel free to contact me and I will try to answer then or will refer you to the proper person who can.

Respectfully and fraternally,

Bonnie F. Campbell, Chairman  
Visitations and Lodge Activities

**FROM THE GRAND LODGE**  
**SUGGESTION FOR COMPILING YOUR**  
**BROCHURE**

1. **Sturdy binder ( strong posts or ring binder)**
2. **Original covers**
3. **Conform to size and weight**
4. **Signed and Seal on membership letter (from the Secretary)**
5. **Summary letter including Grand Lodge Statistics**
6. **Table of Contents**
7. **Number of pages at bottom of each page**
8. **Title Page with side tabs for each program**
9. **9 or 10 pages (Maximum) per program**
10. **Clear pictures with captions**
11. **No blank pages or form letters**
12. **Number of Elks/Volunteers with hours**
13. **Original letters (Avoid Photocopies, if possible)**
14. **Show scholarship activities/awards/amounts**
15. **Drug Awareness and Hoop Shoot programs can be included**
16. **Do not over inflate or estimate figures**