

## Washington Elks Therapy Program for Children, Inc

### TALL ELK/TALL LADY CHAIRPERSON DUTIES (Detail)

#### **RESPONSIBILITY**

The prime responsibility of the Lodge Tall Elk Chairman is to evoke donations from the members and any other interested party to support the Washington Elks Therapy Program for Children, Inc. It is also his responsibility to keep track of the gifts received. To aid in the accomplishment of these responsibilities, Giving Levels have been established to recognize support to the Program. They are listed in Appendix L. Additionally, supplies are provided free of charge from the State Office and are listed on Appendix M. Donations made to the Washington Elks Therapy Program for Children, Inc. are tax deductible.

#### **RECEIPTS & TRANSMITTALS**

As donations are received, it is the Tall Elk Chairman's responsibility to account for and transmit the funds to the State Office at least once a month. ALL funds received must be placed in a Lodge Restricted Account awaiting transmittal to the State Office.

Donations received directly at a Lodge Office do **NOT** have to be sent to the State Office with a Tall Elk Receipt but the Lodge is responsible to provide the donor with some type of receipt. Individual receipts will be sent from the State Office. The State Office will accept donations with any documentation that provides sufficient information as to who made the donation (name & member #), address and the reason for the donation (Tall Elks, Tall Ladies, Coin Boxes, etc). The exact form can be developed by the Lodge. The **EXCEPTION** to this policy is Living Tribute Gifts (Memorials and Honor Gifts). These **REQUIRE** the use of Memorial or Honor Envelopes.

The Tall Elk Receipt Book may be used to provide a receipt for the donor and a form for the transmittal of funds to the State Office. A carbon copy remains for the Lodge records. All funds forwarded to the State Office should be accompanied by receipts equaling the total of the check submitted. Funds received on Lodge checks without receipt forms will be credited to the Lodge account.

#### **RECORDS**

Lodge records may be prepared in any manner which allows for the accumulation of the total amount of donations made by Lodge members and those associated with the Lodge. Some Lodges use an alphabetic card file for Tall Elk and Tall Lady donations. These cards reflect all contributions to date, change of address, and when silver, gold, emerald and diamond awards are received. Another method, which is effective, is the marking of a copy of the current Gift Acknowledgement Report. A Monthly Report is sent to the Tall Elk Chairman to identify the funds received and recorded at the State Office. Reports are illustrated in Appendix K.

#### **PROMOTION**

The Tall Elk Chairman promotes the Program on a continuing basis on the Lodge floor,

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but more importantly in the Lodge Bulletin. He should arrange for insertion of Tall Elk brochures in direct mailings to all Lodge members at least annually. The annual dues notice mailing by the Lodge is an ideal time to insert literature about the Program. If possible, include a space on the dues notice for a donation to the Program.

#### **AWARDS**

The Tall Elk Chairman should assure that the recipient of a Silver or Gold Card, as well as an Emerald and Diamond Award are properly recognized within the Lodge and in the Lodge Bulletin. He should make certain that an attractive Tall Elks roster is maintained in a conspicuous location in the Lodge building. He should coordinate with the State Office, as necessary, to ensure that his records and the records maintained in the State Office are the same. This can be accomplished by requesting a copy of the Gift History Report. Any difference between this report and Lodge records should be addressed to the State Office for clarification.

#### **SPECIAL FUND-RAISING PROGRAMS**

Each Tall Elk Chairman should plan at least one, but preferably two, activities each year as part of the Exalted Ruler's total program, specifically for the Therapy Program. The project could be a raffle, circus, dance, special bingo night or any other effective fund-raising activity. A special committee may be desirable to plan and accomplish such an event. This committee should be under the auspices of the Tall Elk Chairman.

#### **DEMONSTRATIONS**

Therapy Demonstrations have proven to be an effective way of acquainting the membership, their families, and friends with the nature and scope of the Program. However, it should be scheduled with the Therapy Program Trustee responsible for your Lodge, see Appendix H, well in advance and well publicized. It is suggested that the demonstration be open to the public and be an open Lodge meeting with little or no other business transacted. Publicity through all the media before and after the Demonstration is essential. Brochures, envelopes, and displays should be available to aid in the successful education of those attending.

#### **NEWS ARTICLES**

The Tall Elk Chairman should arrange for a steady flow of news items for the Lodge Bulletin and the local news media. These could include the listing of new Tall Elk contributors, listing of those who achieve the various giving levels, pictures of a Therapy Unit, statistical information from the State Office, and anything that keeps the Program before the membership and the public. Keep in mind that less than 10% of the members attend Lodge meetings on a regular basis. The objective is to communicate with 100% of the membership. If there is an Emblem Club or Ladies of Elks, get that group behind the Program as Tall Ladies.

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**DISPLAYS**

A banner stand display is available for Lodge use. There is a large display that is also available, but it must be set-up by the Trustee, Program Chairman or the Therapy Program Manager. When erected it is about ten feet wide by seven feet tall. Both displays need to be requested at least three weeks before the Lodge event. Availability is based on a first come first served basis and the ability to get it to the Lodge without the Program incurring a large expense.

TALL ELK RECEIPTS

Receipt # XXXXX	
Please Print Carefully and Fill in Every Blank	
Lodge # _____	Member # _____
Full Name _____	
Address _____	
City _____	
State _____	ZIP _____
Date _____	Amount \$ _____
Check here if new address <input type="checkbox"/>	
Send check to:	
Washington Elks Therapy Program for Children PO Box 110760 Tacoma WA 98411-0760	
<b>TALL ELK MEMBER</b>	
Donor _____	
Date _____	Amount _____
Washington Elks Therapy Program for Children, Inc.	
Receipt	
XXXXX	
Lodge Representative _____	

*This portion of the Tall Elk Receipt is to be sent to the State Office with the same amount of money.*

*This portion of the Tall Elk Receipt is to be given to the donor.*

*The second copy (blue) of the Tall Elk Receipt is to remain in the book and is the Lodge record.*

*Receipt books are also available for "Tall Ladies".*