

Washington Elks Therapy Program for Children, Inc

THERAPY PROGRAM WORKSHOP AGENDA

The following is a proposed agenda for use by the Therapy Program Trustees working with the Lodges assigned to them.

It is recommended that each member of the Therapy Program Committee hold a very informal workshop within one of the Lodges assigned to them for the Lodges under their jurisdiction. In some areas, it may be necessary to hold these in two different locations because of the distance traveled.

It is recommended that Exalted Rulers, Leading Knights, Major Project Lodge Chairmen, and Major Project Committeemen within each Lodge be in attendance. This would not preclude other officers from participating, but those listed above are essential to the effectiveness of this workshop. The agenda for the meeting should consist of at least the following:

1. Introduction. An introduction of those in attendance, identifying the office or committee assigned to them.
2. The Purpose of the Workshop. It should be explained that the purpose of the workshop is to familiarize those in attendance with the scope and nature of a Lodge committee devoted to all facets of the Major Project. It is intended that during the course of the workshop, everything pertaining to the Project will be covered in depth. All in attendance should be requested to keep notes of the various materials distributed during the session. This would provide a way of identifying material they might desire to order from the State Office.
3. Presentation of Therapist. It isn't mandatory, but it is beneficial if the therapist who works in that particular area could attend the workshop and describe a typical day in their activities. The therapist can describe the various activities they are engaged in and the different patients which they deal with in the course of the day. The attendees should take this opportunity to question the therapist to clarify in their minds any item that they feel is appropriate and helpful to them.
4. Description of the Committee. Appendix D of this Manual describes the responsibilities of the Lodge Tall Elk representatives to the Therapy Program and should be available to those present, and each of the four facets of the committee's responsibilities should be elaborated upon and questions answered.

Washington Elks Therapy Program for Children, Inc

THERAPY PROGRAM WORKSHOP AGENDA

5. Tall Elks:

a. Therapy Program brochures should be distributed, and a Tall Elks display should be displayed for those who have not seen it.

b. Tall Elks/Tall Lady Receipts. Tall Elks/Tall Lady receipt books should be distributed and detailed instructions given as to how these receipts should be processed, how to account for receipts, and how to forward funds to the State Office.

c. Tall Elks/Tall Lady Pins. The Tall Elks/Tall Lady pins should be displayed and it should be explained how these pins may be obtained.

d. Awards. Diamond, Emerald, Gold and Silver Tall Elks memberships should be described in detail. (See Appendix L for a complete list of Awards.)

6. Coin Boxes. The use of Coin Boxes should be explained with emphasis placed on instructing Lodge Office personnel to provide new Coin Boxes to those who turn in a full Coin Box. Lodges should also be encouraged to conduct a special event, such as a dinner, to collect Coin Boxes.

7. Bequeaths. Brochures should be distributed and the program for placing these in mortuaries, as well as in all members' homes, should be described. It is suggested that these be inserted with dues notices or other mailings to the members. Articles for their bulletins should be regularly submitted to the editor which encourages the members to carry them in their pockets and use them whenever a friend or relative is deceased in lieu of other expresses of condolence.

8. Wills. The subject of wills should be discussed. The committee could encourage attorneys in their community to become familiar with the program and encourage their clients to make the program a beneficiary. It is suggested that one member of the committee be an attorney if possible, to cover this aspect of the project.

9. Special Programs. There should be a discussion relative to the need for each Lodge to conduct at least one special program each year to generate additional income for the project in addition to the per capita or Tall Elks contributions. It could be a Coin Box Program wherein on a special night all members bring their Coin Boxes, or some other special program.

Washington Elks Therapy Program for Children, Inc

THERAPY PROGRAM WORKSHOP AGENDA

10. Demonstrations. Demonstrations are encouraged but only when they are well planned, well publicized, preferably open to the public and when assured of a large attendance.
11. Publicity. The need for continuing publicity should be emphasized, not only to the membership, but to the community through newspaper coverage. There are excellent examples of good coverage, and these can be made available through the office to the committee member conducting the workshop utilizing material from other publications as examples.
12. Lodge Bulletin. The Lodge members in attendance should be encouraged to make certain that every issue of the Lodge Bulletin contain some article relative to the project and also an application form for membership in the Tall Elks. There is a great source of material that can be useful in a Lodge Bulletin. It would be advisable to distribute typical material for this purpose if possible. Much can be obtained from the State Office. The bulletin should also be used as a device for reporting information about the project itself, i.e. story of the therapist, the mileage covered, the number of children in the caseload, human interest stories without identifying the patient, etc.
13. Inserts in Dues Notices. The officers in attendance should be encouraged to use dues notices and other mailings to the members as a means of regularly distributing Tall Elks applications, special bequeaths envelopes, information about wills, etc. Those Lodges that have taken advantage of this have found it to be extremely effective.
14. Lobby Displays. Each Lodge should be encouraged to develop a permanent display depicting the project and its results. This not only keeps the membership informed, but it is also another means of project exposure to the general public who visit the Lodge.
15. Composition of the Lodge Committee. Ideally, it should be recommended that the committee within each Lodge be comprised of at least seven members if it is to be effective. Too frequently a single person is identified as Tall Elk Chairman, and the entire burden rests on them to cover this very broad subject. The committee should consist of a chairman and, in addition, a member for:
 - a. Tall Elks

Washington Elks Therapy Program for Children, Inc

THERAPY PROGRAM WORKSHOP AGENDA

- b. Memorials and Bequeaths
- c. Wills
- d. Special Funding Programs
 - 1) Equipment Fund
 - 2) Coin Box Counting
 - 3) Lodge Programs
- e. Publicity

Each member of the Therapy Program Committee can devise his own agenda. The above suggested agenda outline has proven to be effective, but the agenda to be used by each committeeman should be tailored to satisfy his own local situation .