
Washington State Elks Association

MANUAL TITLE:

BUCKS COMMITTEE

Revised 11-30-12

1.0 PURPOSE

1.1 The Birthday Utopian Crippled Kiddies Service (BUCKS) was founded in 1924 by the Washington State Elks Association and incorporated in July of 1925.

1.2 Monies raised through this program are donated to Seattle Children's Hospital Foundation of Seattle, or other hospitals, for the medical care and treatment of children.

2.0 SCOPE

2.1 Funds received for the program are from individual member contributions, made at the local Lodge level, credited to the Lodge. Funds collected at the Lodge level are sent directly to the hospital of the Lodge's choice.

2.2 Funds are disbursed throughout the year and for presentation to the Hospital at their annual "Elks Day" at the Hospital.

2.3 The BUCKS Committee also provides assistance to Seattle Children's Hospital Foundation for the annual Telethon and the annual Radiothon when requested.

3.0 RESPONSIBILITIES

3.1 Vice President Liaison

3.1.1 The Vice President liaison, with the assistance of the State BUCKS Chairman, will provide a written quarterly report to the Executive Committee.

3.1.2 The Vice President liaison will assist in coordinating details and arrangements for all state convention programs and workshops.

3.1.3 The Vice President liaison will assist the State BUCKS Chairman designee in coordinating funding activities through the use of the "Budget Request Form" by

February 1.

3.2 State Chairman and Vice Chairman

3.2.1 Each quarter attend a meeting with the Executive Committee and provide a report of the committee's actions, achievements and/or challenges. If unable to attend the Quarterly meeting, a member of the committee may represent the State Chairman. If the Chairman or a member of the committee cannot attend the Quarterly, the Chairman will submit a written report outlining the Committee's actions, successes, failures and send it to the committee's Liaison Officer at least ten days prior to the meeting. The Secretary/Manager will provide notices of these meetings.

3.2.2 Monitor the activities of the Working Committee and assist in finding volunteers to serve on the Working Committee who will fulfill duties and responsibilities as outlined in this manual.

3.2.3 Provide Vice Presidents with agenda for convention programs and workshops 60 days prior to convention. The January workshop should focus on committee training, while the June workshop should highlight last year's successes as well as a detailed description of new programs.

3.2.4 Committee reports must be presented to the State President, in writing, 60 days prior to a convention. The State President will make the final determination on all committee reports and presentations to be given at the state conventions. Speeches on the convention floor will be limited and must be vital information for the entire assembly.

3.2.5 The incoming State Chairman will provide detailed budget information to the President-Elect by February 1, utilizing the "Budget Request Form".

3.2.6 Submit copies of all correspondence and reports to the State Association Secretary and the Vice President liaison.

3.2.7 Work through the Working Committeemen and Lodge Chairmen to promote better BUCKS programs in the local Lodges.

3.2.8 Obtain stationary, forms and reports as required from the State Association Secretary.

3.2.9 Turn over all files and records in possession to the succeeding State Chairman.

3.2.10 Work with Seattle Children's Hospital Foundation to hold a special day of

celebration at the Hospital to present our donations at the Annual Visitation.

3.2.11 Work with the Children's Hospital to obtain pledges and a telephone panel for the annual Telethon.

3.2.12 Provide committee training to Working Committeemen and Lodge Chairmen.

3.2.13 The Vice Chairman shall aid the State Chairman in the performance of the above duties.

3.3 Working Committee Members

3.3.1 Coordinate with, and report on a bi-monthly basis, to the State BUCKS Chairman, in writing.

3.3.2 Attend State Association conventions, workshops and training seminars.

3.3.3 Make and report on such special inquiries as requested by the State Chairman.

3.3.4 Ensure that each Lodge Chairman in his/her district has a copy of the latest BUCKS Manual.

3.3.5 Ensure that the Lodge Chairmen submit the annual BUCKS report to the State Chairman by May 1 each year.

3.3.6 Request permission to promote the BUCKS program at State Nights and District Deputy Clinics in his/her district.

3.3.7 Work with and train Lodge Chairmen to improve their performance in the BUCKS program at the local Lodge level.

3.3.8 Assist the State Chairman in finding a replacement at the end of the term.

3.4 Lodge Chairmen

3.4.1 Obtain and become familiar with the BUCKS Committee Manual.

3.4.2 Submit to the State Chairmen the annual BUCKS report by May 1.

3.4.3 Turn over all BUCKS records to succeeding Chairman.

3.4.4 Seek training and advice from Working Committee Members and the State Chairman.

3.4.5 Promote the BUCKS program in the Lodge through meetings, Lodge Bulletins, personal contacts, posters and other methods.

3.4.6 Work with the Lodge Secretary to maintain records of contributions to the BUCKS program.

3.4.7 Ensure that checks are prepared monthly payable to "Seattle Children's Hospital Foundation" (see address in Section 5.0), or to the hospital of the Lodge's choice.

3.4.8 If the check is for Children's Hospital, it MUST contain the account number for the Lodge or Lodge group (Ladies, RV Club, etc.) as listed in Example C for the Lodge to receive proper credit.

3.4.9 Do not hold BUCKS funds at the Lodge.

4.0 PROCEDURE/REQUIREMENTS

4.1 BUCKS

4.1.1 The acronym BUCKS stands for "Birthday Utopian Crippled Kiddies Service". The program was started by the Washington State Elks Association in 1924 and incorporated in July 1925. The idea for the program came about when the then Children's Orthopedic Hospital put out a call for help during a critical poliomyelitis epidemic.

4.1.2 To secure the funds quickly, the Hospital Trustees appealed to service clubs and fraternal organizations. The first major gift was \$25,000 from the Rotary. The Elks also joined in and we have been at it ever since.

4.1.3 The monies sent to Seattle Children's Hospital Foundation are used to help cover the cost of uncompensated care and other programs for children of the Northwest. The last Annual Report from the Hospital shows that 92% of the charitable contributions go to programs for children.

4.1.4 The BUCKS Committee is a standing committee of the Washington State Elks Association. Each Lodge sets up their own program for raising money for the hospital. Each Lodge Chairman is responsible for his/her own record keeping and program production. He/She should work closely with his/her Lodge Secretary to insure monies collected are handled in a secure manner.

4.1.5 The State Committee assists the Lodge Chairmen with training and guidance, to keep records of programs and to report to the State Association Executive Committee on the progress of the program.

4.1.6 Funds are budgeted for copies and mass mailings. All other costs of the State Committee are covered by the individual State Committeemen. Each Lodge Chairman must work out his/her own budget with the Lodge Trustees.

4.1.7 Annual Elks' Day at Seattle Children's

4.1.7.1 Each year, Seattle Children's Hospital Foundation offers the Washington State Elks Association the opportunity to visit and tour the Children's Hospital. This tour gives the Elks, the Emblem Clubs, and the Ladies of the Elks, in the state the opportunity to see the work done at the Hospital. Tours are provided only when the privacy of the patients can be assured.

4.1.7.2 The Elk's Day is held on a Saturday in February, and coincides with the State Hoop Shoot Finals. The visit is an opportunity for the Elks to present a monetary gift, or the record of a monetary gift given during that Lodge year, and a luncheon is provided by the Hospital, during which the Elks are honored for their work for the Hospital.

4.1.7.3 The State Committee, not later than December 10, will inform the Lodges of the time and place for the visit, in time for the Lodge Chairmen to plan and invite all the members and their partners to make the visit. The Lodge Chairmen should inform the State Committee of the intention to take part and note the approximate number of people that will attend.

4.1.7 Telethon

4.1.8.1 Each year, Seattle Children's Hospital Foundation contracts with the Children's Miracle Network Telethon, a nationwide program on over 150 television stations, to raise funds for the Hospital. These funds are used to help cover uncompensated costs at the Children's Hospital and Regional Medical Center. FUNDS RAISED HERE, STAY HERE.

4.1.8.2 Over the past years this telethon has been reduced in size and scope. It has gone from a 3-day even to only a few hours. Also, the phone banks which have been manned by Elks, are now manned by hired answerers. The Elks only respond when requested by the Foundation.

NOTE: When asked "How does your Lodge raise funds for Children's?" respond with examples, such as: selling balloons, snowmen, Children's calendars and donations throughout the year, such as birthdays, anniversaries,

and pledge cards. Funds are also raised by recycling aluminum beverage cans and selling Christmas trees.

5.0 REFERENCES

The address for Seattle Children's Hospital is:

SEATTLE CHILDREN'S HOSPITAL FOUNDATION
P.O. Box C5371
SEATTLE, WA 98105

6.0 APPENDIX

Example A - Yearly Report
Example B - Budget Request Form
Example C - Children's Hospital Account Numbers

7.0 GLOSSARY & ACRONYMS

BUCKS - Birthday Utopian Crippled Kiddies Service.

Telethon - Television program to raise funds for Children's Hospital.

EXAMPLE C: CHILDREN'S HOSPITAL ACCOUNT OR FILE NUMBERS FOR LODGES

Lodges should use this number when sending contributions to Children's Hospital:

ABERDEEN #593.....	#214297
ANACORTES #1204	#110975
BALLARD #827	#101006
BALLARD LADIES	#129549
BATTLE GROUND #2589.....	#124280
BELLINGHAM #194	#110977
BREMERTON #1181.....	#101300
BREMERTON LADIES.....	#168336
BURIEN #2143	#100933
BURIEN RV CLUB	#180192
CENTRALIA/CHEHALIS #2435	#214295
COLVILLE #1753	#214296
COLUMBIA BASIN #1930.....	#111111
EVERETT #479	#110979
FORKS #2524	#111071
GIG HARBOR #2560.....	#235269
GREATER SPOKANE #228.....	#181246
HOQUIAM #1082	#111088
KELSO/LONGVIEW #1482.....	#122164
KELSO/LONGVIEW LADIES	#104705
LAKE CITY #1800	#101577
LAKE SAMMAMISH #1843.....	#110981
LAKEWOOD #2388.....	#110982
LONG BEACH #1937.....	#111093
LYNNWOOD #2171	#111099
MOUNT ADAMS #1868	#111113
MOUNT VERNON #1604.....	#102083
MOUNT VERNON LADIES	#240384
NAVAL #353.....	#120381
NAVAL MIXED BOWLING	#106662
OAK HARBOR #2362.....	#104855
OCEAN SHORES #2581	#117779
OCEAN SHORES LADIES.....	#254578
OLYMPIA #186.....	#110987
OMAK #1742	#111117
PORT TOWNSEND #317	#110988

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PUYALLUP #1450.....	#253974
RAYMOND #1292	#124289
SEATTLE #92.....	#117780
SHELTON #2467.....	#111126
SEQUIM #2642	#110989
SEQUIM LADIES.....	#156738
TRI CITIES #2755	#111123
VANCOUVER #823.....	#104252
WALLA WALLA #287.....	#110990
YAKIMA #318	#110991