

**WASHINGTON STATE ELKS ASSOCIATION
LODGE ACTIVITIES HANDBOOK
(Revised 7-19-2023)**

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FUNCTION OF THE LODGE ACTIVITIES COMMITTEE

The primary function of the Lodge Activities Committee is to sell the three main products a Lodge has to offer:

1. Fellowship
2. Lodge Physical Facilities
3. Pride in Membership

It is necessary to sell these products to retain the active interest and participation of the existing membership and to recruit new members. Properly used, Lodge Activities are the tools for selling fellowship, physical facilities and pride in membership - which in turn establish and build an enthusiastic membership. With this kind of membership, the Lodge will have few problems with recruiting new members, retaining its present members, obtaining funds for charitable projects, and in securing the income necessary to support the Lodge, its facilities and Programs.

Many and varied Lodge and social activities are the key to an active, busy, satisfied and enthusiastic membership. Lodge meeting programs emphasize the cardinal principles of our order and promote fraternalism. The Lodge Activities Committee's plans should include a special program for each meeting night. The total program of such a Lodge Activities Committee should reflect a broad variety of events to appeal to every member of the Lodge.

Getting new members involved is an important step. The first few weeks and months after a member is initiated will significantly influence the kind of member they will become. If they have a thorough orientation prior to initiation, the ceremony of initiation should launch them into a greater field of interest and involvement in our Order.

However, this important step must be planned. It begins with the new member completing the New Candidate Interview Form portion of the Application for Membership. Immediately following initiation, they should be assigned to the committee in which they indicated a preference. The Committee Chairman and other members of the committee should welcome them to their team and assign them an initial task. Give them an opportunity to contribute to the team effort. Listen to their ideas. Infusion of new ideas is the key to improved programs.

It is worthwhile to note here that many lapsed members feel they remained on the outside looking in - had never really been a part of the organization. Don't let that happen to a new member. Consider each member a valuable asset. An effective technique used by many Lodges is to give the class of new initiates a project or program they can be totally responsible for, but guided by one or two seasoned members.

REQUIREMENTS FOR SUCCESS

An important ingredient to ensure success in any Lodge is the activities and programs available to your membership. Varied and well-planned activities, geared to all facets of the membership (old, young, family, children, members only), instill continued interest for them to have fun and maintain their membership.

A vital position needed to coordinate this area of Elksdom is a strong and vibrant Lodge Activities Chairman. They must be a dedicated and enthusiastic member with leadership and organizational ability who, with the support of the Officers and members, create a well-rounded Lodge Activities Program. They cannot do this alone. A working relationship with the Board members and Club governing body is a must. Communicating with the Secretary and Bulletin Editor for proper activity promotion are all essential for successful programs. Many programs and events involving different chairmen and volunteers keep the members interested and bring in new ideas for programs and events to implement.

In any program or event you are trying to promote, the word has to get out. The obvious tool is your Lodge Bulletin as well as email blasts to members. Timely articles/messages, placed well in advance will help. Signs and posters around the Lodge is another idea. Internet and social Media postings (i.e MyELKS app and Facebook) to the membership should bring results. Whatever you are trying to promote, be sure the effort is there for a successful event. Cancelling or postponing it at the last minute shows a lack of organization and will turn off the members who will question the abilities of the Lodge.

Support, praise, recognize and thank program and event chairmen and workers for their effort on behalf of the Lodge. Make those involved in organizing and putting on the Activity or Event feel that their efforts are important to the success of the Lodge. Assist them in their task and show that you are interested in their program or event.

An excellent tool that you should have in the office now is the Grand Lodge "Lodge Activities Manual". It is also available on the Elks.org Website. It gives you important ideas on organization, promotion and lists several activities. Attached is a list of activities that could work for you.

The State District Chairman have been instructed to visit with you in the near future to assist you in your Lodge Activities Program. Feel free to call on them or your State Chairman if help is needed. Consult the WSEA Directory, available on the waelks.org website, for the names of your District Chairman and the State Chairmen.

FOUR-STEP PLAN FOR SUCCESS

1. Fact Finding

- a. Find the kind of activities your members really like.
- b. Consider new events or activities.
- c. Analyze and try to improve annual or traditional events.
- d. Search for new ideas. Obtain and read monthly bulletins from other Lodges. Ask to be put on the mailing list of Lodge bulletins from Lodges with successful Lodge Activities Programs. Be alert to seeing ideas tried by other fraternal and service organizations. Ask for suggestions from your membership.
- e. Look for and appoint new, young, working program and event Chairmen to lead each event and activity, but always remember the Lodge Activities Chairman and the Exalted Ruler are looking for guidance, leadership and participation. It is very important that all Lodge Officers participate in each event or activity. If they do not participate, they cannot very well blame the membership for not participating.

2. Planning

- a. Plan events that will be financially self-sustaining or that are within the budget provided for the specific event or within the total budget of the Lodge Activities Committee.
- b. Select events in which your members can participate - not as spectators but as involved workers.
- c. Be creative in selecting events. Don't just stay with the old tried and true activities. Try new ones. Encourage new ideas. Use your imagination and ingenuity.
- d. If the event has an admission price, keep the cost within the "pocketbook" of each member. Events which the majority of the membership feels are overpriced will not be patronized.

3. Promotion

- a. Communication is extremely important! Announce events well in advance so everyone can reserve the date. Promote the event to every member. Use announcements, stories, cartoons, posters, and every other media to be sure that the story of the event gets to all the members. Get the active participation of every member.

- b. The Lodge Bulletin for the month preceding the special Lodge or social function should carry a "WATCH FOR" or "COMING EVENTS" advance announcement with emphasis on the main point of interest for the advertised event. Include the time and place along with other event essentials. The bulletin for the month of the scheduled event should include another announcement which will contains all of the detailed information. Use of Social Media and the My Elks Mobile App will also keep your members informed of upcoming events and activities.
- c. Make good use of large posters or electronic reader boards in the lobby of the Lodge. The minimum poster size should be about two and one-half feet by four feet. Use a great deal of color and many photographs. The Lodge bulletin board is another avenue for the promotion of Lodge Activities. Social media posts, email blasts and MyELKS app notifications should be used for important events and for encouragement of participation where any event appears to be lagging. Special mailings should be used only sparingly if at all due to the high cost when compared to the other options. Such mailings can include advertising of other coming events or activities at Lodge meetings. Where special tickets are used for an event, a special ticket sales committee can be appointed to press the sale of tickets.
- d. Obtain the maximum coverage of special events through the local news media. Such publicity prior to staging a special event or activity can help build participation. Liberal use of photographs is essential. As soon as the event is completed, get the story and photographs in the local news media, the Lodge bulletin, the State Association newspaper, on Social Media and the MyELKS app and the Elks Magazine. The members of the Lodge look forward to seeing the name of their Lodge and pictures of events and the members in print.

4. Evaluation

- a. Success of each program cannot be assured without carefully following the progress of it with the chairman.
- b. When the event is over, a complete review of it should be made and a record kept telling what was done, appraising its success and suggesting ways for making the event better. This can then be passed on to those in charge of the event if it is to be repeated the following year. These questions should be answered as a part of the record:
 - 1) Was the event successful?
 - 2) Did it work out as it was planned?
 - 3) Did the members enjoy the event?
 - 4) Was it well attended?
 - 5) Was it financially successful?

GROUPS THAT CAN ASSIST

Organizations or groups within your membership that could assist on Lodge Activities Committees.

HAVE THEY BEEN ASKED?

1. Past Exalted Rulers
2. Travel Club
3. Emblem Club
4. Yacht Club
5. Bowlers
6. Pool Players
7. Swimmers
8. Dancers
9. Golfers
10. New Members
11. Greeters
12. Afternoon Socializers
13. Charter Members
14. Sports Fans

LODGE ACTIVITIES SUGGESTIONS

- | | |
|--|---------------------------------------|
| 1. Raffle | 31. Father/Daughter Banquet |
| 2. Comedian | 32. Father/Son Banquet |
| 3. Luau | 33. Stag Bar Open Golf |
| 4. Silent Auction | 34. St. Patrick's Dance |
| 5. Crab Feed | 35. Old Timers Night |
| 6. Beef Bar-B-Q | 36. Open House |
| 7. Scholarship Dance | 37. Arm Forces Night |
| 8. Dinner Theater | 38. Stray Elks Night |
| 9. Western Night | 39. Wine Tasting Party |
| 10. 50's Dance | 40. Sports Banquet |
| 11. International Night | 41. Lodge Visitation |
| 12. New Orleans Night | 42. Reno Night |
| 13. Mother's Day Brunch or Dinner | 43. Garage Sales |
| 14. Father's Day Brunch | 44. Bar or Card Bingo |
| 15. Monday Night Football | 45. Putt Putt Golf |
| 16. Sweetheart's Ball | 46. Corn Hole Tournaments |
| 17. Patio Nights | 47. Seahawks or other Football Club |
| 18. Game room Promotions - Pizza, Chile, Tacos | 48. Karaoke |
| 19. Picnic | 49. Trivia Night |
| 20. Charity Breakfast | 50. Kentucky Derby Party |
| 21. Cribbage Tournament | 51. NASCAR Club |
| 22. Dart Tournament | 52. Super Bowl Party |
| 23. Family Night Dinners | 53. New Year's Eve Party |
| 24. Elktoberfest /Octoberfest | 54. Monthly New Member Meet and Greet |
| 25. Halloween | 55. Buddy Night |
| 26. Outside PER Night | 56. Widow's Special Night |
| 27. Social Visitations | 57. 60's Dance |
| 28. Carnival Night | 58. 40s Dance |
| 29. Easter Dinner | 59. Line Dancing Classes |
| 30. Husky or Cougar Pre-season Party | 60. Texas Hold 'Em |

See Grand Lodge Activities Manual for more Ideas

WASHINGTON STATE ELKS ASSOCIATION STATE ASSOCIATION
LODGE ACTIVITIES CONTESTS

1. Exalted Ruler of the Year
2. Officer of the Year
3. Elk of the Year
4. Citizen of the Year

Entries to Contests 1 through 5 sample Lodge Activities Contest Entry Forms are attached to this handbook. However, **ALL ENTRIES** must be submitted to the State Lodge Activities Chairman via **Online Entry Form** found on the WSEA website (<https://waelks.org/resources/nomination-forms/>) Entries must be submitted no later than **March 15** to be considered for judging.

The entries will be distributed to the appropriate District chairman for judging at the District Level. They will have until **April 1** to submit their District Winner. The person submitting the online form will receive an email copy of the submission as will the district chairman for the appropriate district and the state Chairman.

The entries for Citizen of the Year are submitted in letter form All Entries should be submitted to the State Lodge Activities Chairman via **Online Entry Form** found on the WSEA website (<https://waelks.org/resources/nomination-forms/>)

Grand Lodge Certificates

Refer to the Grand Lodge Program each year for entry requirements, deadlines and submission requirements for Grand Lodge Certificates. These certificates of appreciation are **NOT** part of the state contests.

These contests are offered in addition to those sponsored by the Grand Lodge. Grand Lodge Contests are announced in the Elks Magazine and the Newsletter.

GUIDELINES FOR WASHINGTON STATE ELKS ASSOCIATION LODGE ACTIVITIES CONTESTS

NOMINEE SELECTION

Nominees for Contest for all contests must be those members recognized as the recipient of these honors in your Lodge via the State online Nomination forms. All Exalted Rulers are eligible for consideration in their respective categories. Citizen of the Year nominees should be those persons, regardless of age, sex, or Elks affiliation, whose contributions have made a positive impact in your community.

ENTRY SUBMISSION

Entries must be **SUBMITTED ONLINE on the WSEA Website** <https://waelks.org/resources/nomination-forms/>) no later than March 15, although earlier submissions are encouraged. Submit to the State Chairman by online submission only. Should the Nominee be a District Chairman their nomination will be processed by an alternative method.

JUDGING PROCESS

The District Chairman will evaluate all entries from their respective districts for each contest. Prior to April 1, the District Chairmen will forward only the district winning entries for Contests 1) through 5) to the State Chairman. With this transmittal the District Chairmen will include all nominations for Citizen of the Year with a recommendation for first place. Upon receipt of the district winning entries the State Chairman will distribute copies of the District Winners to the District Chairmen for evaluation and selection of the state winners. Citizen of the Year entries will be similarly evaluated.

AWARDS

The presentation of certificates for district winners may be made at the respective caucus during the Summer Convention or at your District Meeting if desired. State winners will be announced during the Friday Night Awards Dinner. The Exalted Ruler of a Lodge sponsoring a state winner will be contacted in advance of the Convention to allow that Lodge time to make

arrangements for the winner to be in attendance for the presentation. It is the responsibility of the sponsoring Lodge to make whatever arrangements they desire including what expenses, if any, they will pay. This is particularly true with the Citizen of the Year.

The following forms are worksheets ONLY to help you prepare for your online submissions. ONLY ONLINE SUBMISSIONS WILL BE ACCEPTED. **ONLINE SUBMISSION on the WSEA Website** (<https://waelks.org/resources/nomination-forms/>)

**WASHINGTON STATE ELKS
Exalted Ruler of the Year
Nomination Form**

Directions: Only accomplishments for the past Lodge year (April 1 – March 31) are to be recognized

This contest is for the Exalted Ruler to enter. The Exalted Ruler or another Board Member must complete BOTH pages. All nominations will be held strictly confidential by the WSEA Lodge Activities Committee. Entries must be **SUBMITTED ONLINE on the WSEA Website** (<https://waelks.org/resources/nomination-forms/>)

State Chairman: Cheryl Collins 360-606-7524 (please call with any questions)
cherylacollins2006@comast.net

Deadline for receipt: March 15

Lodge Name & # Click here to enter text.
text.

District: Click here to enter

Exalted Ruler Nominated: Click here to enter text.
text.

Date Click here to enter

Give a brief synopsis of the **MAJOR ACCOMPLISHMENTS** of your Exalted Ruler over the past lodge year.

Page onepossible 15 points to be awarded by the judges.)

Directions for page 2:

Read the TASK. Look at the Maximum number of points possible. In the Points Awarded column put the points you have earned. The points MAY NOT EXCEED the number of points in the maximum column. Total your points.

TASK		MAXIMUM
POINTS		
POINTS	AWARDED	
1. From Page 1		15
2. <u> </u> Entered All American Lodge Contest (staple copy of All American Contest Form to this entry)		20
3. <u> </u> DID NOT enter All American Lodge Contest		-20
4. <u> </u> Attended Officer Training & all DD Clinics (2 pts for each officer, member who attended, up to 10 pts)		10
5. <u> </u> ER Message in Newsletter (1 pt. per month)		12
<u> </u>		

6. Increase in Membership Projection	10
7. Decrease in Membership Projection	-10
8. Planned & implemented National Youth Week	10
9. Sponsored Lodge Soccer Shoot	10
10. Sponsored Lodge Hoop Shoot	10
11. Sponsored Student of the Month & Year	10
12. Minimum for WSEA goal for Tall Elks made by 100% of officers	5
13. Did you perform Mother's Day Ritual at your lodge meeting?	5
14. Did you have Flag Day Recognition at your lodge meeting?	5
15. Did you perform annual Memorial Day Ritual in December?	5
16. Minimum for WSEA goal for Tall Elks made by 100% of officers	5
17. Lodge reached WSEA Tall Elks Goal	5
18. Lodge reached ENF G.L. goal	5
19. Held monthly House Committee meetings (2 pts per month)	24
20. Attended monthly BOD meetings? (2 pts per month)	24
21. Applied for and received 2 G.L. Outstanding Service Commendations (2 pts each)	4
22. Applied for and received certificates of Elk, Officer & Citizen of the Year (2 pts each) GRAND LODGE	6
23. Sent to State completed Nomination forms for Elk, Officer and Citizen the Year (4 pts each)	12
24. Did YOU compete in state ritual contest?	5
25. Did your elected officers compete in ritual contest?	5
26. Did you attend WSEA Summer Convention?	5

27. Did you participate in the 11 O-Clock Toast Contest?	5
28. Did you attend WSEA Winter Convention?	5
29. Sponsored State Drug Awareness Essay Contest?	5
30. Sponsored Americanism Essay Contest?	5
31. Awarded a Lodge Scholarship: Amount awarded: \$ _____	20

Total Points: Click here to enter text.

WASHINGTON STATE ELKS ASSOCIATION

Officer of the Year Nomination Form

Directions: Only accomplishments for the past Lodge year (April 1 - March 31) are to be recognized. All nominations will be held strictly confidential by the WSEA Lodge Activities Committee. Entries must be **SUBMITTED ONLINE on the WSEA Website** <https://waelks.org/resources/nomination-forms/>)

State Chairman Cheryl Collins: 360-606-7524 cherylacollins2006@comcast.net

Deadline for receipt: March 15

Lodge Name & # Click here to enter text.

District: Click here to enter text.

Officer Nominated: Click here to enter text.

Exalted Ruler: Click here to enter text.

Position held **THIS PAST LODGE YEAR** Click here to enter text.

1. Attended what % of Lodge meetings? Click here to enter text.
2. Attended what % of DD Clinics? Click here to enter text.
3. Attended what % of monthly officer meetings Click here to enter text.

4. Took part in (entered or helped with) the Ritual Contest (Y/N) [Click here to enter text.](#)
5. Attended Summer Convention (Y/N) [Click here to enter text.](#)
6. Attended Winter Convention (Y/N) [Click here to enter text.](#)
7. Donates minimum of Grand Lodge goal to ENF (Y/N) [Click here to enter text.](#)
8. Donates minimum of WSEA goal to Tall Elks (Y/N) [Click here to enter text.](#)
9. Turns in any required paperwork promptly. [Click here to enter text.](#)
10. Provides guidance to other Officer. [Click here to enter text.](#)
11. Served as Committee chair or member (*this lodge year only*)

[Click here to enter text.](#)

WSEA Officer of the Year Nomination Form Continued

12. This year helped with: (Yes or No and Details)

➤Hoop Shoot	Y	N	Click here to enter text.
➤Soccer Shoot	Y	N	Click here to enter text.
➤Food Baskets	Y	N	Click here to enter text.
➤Veterans Programs	Y	N	Click here to enter text.
➤Essay Judging	Y	N	Click here to enter text.
➤Drug Awareness	Y	N	Click here to enter text.

➤ Other

Click here to enter text.

13. Also assisted the E.R. in the following ways:

Click here to enter text.

**WASHINGTON STATE ELKS
Citizen of the Year
Nomination Form**

Directions: Only accomplishments for the past Lodge year (April 1 - March 31) are to be recognized. All nominations will be held strictly confidential by the WSEA Lodge Activities Committee. Entries must be **SUBMITTED ONLINE on the WSEA Website** (<https://waelks.org/resources/nomination-forms/>)

State Chairman Cheryl Collins: 360-606-7524 cherylacollins2006@comcast.net

Deadline for receipt: March 15

Lodge Name & # [Click here to enter text.](#)

District: [Click here to enter text.](#)

Citizen Nominated: [Click here to enter text.](#)

Exalted Ruler: [Click here to enter text.](#)

1. List this person's community accomplishments for the past year (Possible 25 points)

[Click here to enter text.](#)

2. Detail this person's impact on the community (Possible 25 points)

[Click here to enter text.](#)

3. List any community organizations, fraternal orders or service groups this person is a member of? (5 pts each)

[Click here to enter text.](#)

WASHINGTON STATE ELKS Elk of the Year Nomination Form

Directions: Only accomplishments for the past Lodge year (April 1 - March 31) are to be recognized. All nominations will be held strictly confidential by the WSEA Lodge Activities

Committee. Entries must be **SUBMITTED ONLINE on the WSEA Website**
(<https://waelks.org/resources/nomination-forms/>)

State Chairman Cheryl Collins: 360-606-7524 Cherylacollins2006@comcast.net

Nominee may not be an officer

Deadline for receipt: March 15

Lodge Name & #: Click here to enter text.

District: Click here to enter text.

Elk Nominated: Click here to enter text.

Exalted Ruler: Click here to enter text.

1. Attended what % of Lodge meetings? Click here to enter text.
2. Attended what % of DD Clinics? Click here to enter text.
3. Attended Summer Convention? Click here to enter text.
4. Attended Winter Convention: Click here to enter text.
5. Donates minimum of Grand Lodge goal to ENF? Click here to enter text.
6. Donates minimum of WSEA goal to Tall Elks? Click here to enter text.
7. List committees this person **chaired** (*this past Lodge year only*)
 - a. Click here to enter text.
 - b. Click here to enter text.
 - c. Click here to enter text.
8. List committees this person was an **active** participant in (*this past Lodge year only*)
 - a. Click here to enter text.
 - b. Click here to enter text.
 - c. Click here to enter text.
9. List of Lodge Activities they we involved in (*this past lodge year only*)
 - a. Click here to enter text.
 - b. Click here to enter text.
 - c. Click here to enter text.

10. What do you feel was this person's greatest contribution to the Lodge **THIS YEAR?**

Click here to enter text.