

Idaho State Elks Association Third Vice President Handbook



Steve Meier, Past State President	2016-2017
Ed Sanman III, Past State President	2013-2014
Curt Neely, Past State President	1995-1996
Keith Mills, Past State President	2006-2007

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Third Vice President Lecturing Knight's Position Introduction

Congratulations!!!! You have been elected to become a Vice President in the Idaho State Elks Association.

This honor is a recognition and that your fellow Elks believe you are worthy to be a major leader for our association and a guide to moving our association forward in the future. However, like all honors, this position, and the ones that follow, have significant responsibility, takes time every week to perform well, and have fiscal costs that need planned for. In addition, unlike other Elks, you have time responsibilities that necessitate attending Idaho State conventions and trainings, DD clinics, state project meetings, Hoop Shoot in your district and when State President, the National Convention.

Despite these responsibilities, if done well, being a Vice President is extremely rewarding, allowing you to make major impacts in our association, and will provide you with significant satisfaction about your accomplishments when your term as State President is complete. This position is not for the faint hearted nor for those who do not want to work. Further, as you progress, you will find you will need to make difficult decisions. During your tenure, you will create lasting friendships, some adversaries, and unfortunately, sometimes hurt feelings as well. While others may disagree with you, if you make decisions with the best short and long-term interests of the state association and its members in mind, you will always be respected. That is all any leader can do.

During this process remember this goal: Being a good social host and guest is important. However, your most important responsibility as a Vice President is to always consider and represent the membership while making decisions. Further, it is just as important to provide services and advice to assist local lodges in their service to their respective communities while simultaneously achieving and maintaining fiscal solvency.

Finally, in addition to basic responsibilities (e.g., Taking Care of the Rooster), this year is one for you to LISTEN and LEARN from other Vice Presidents, the State President, Past State Presidents, and others. Do not expect to try and make major changes immediately. Instead, ask questions, identify problems that need addressed, and develop plans that can be presented to the state leadership team. In this way, you will be able to identify issues, build a consensus, and make changes.

Again congratulations. Enjoy your time for the remainder of today because on Saturday afternoon, the work begins.

Steve Meier, Past State President, Idaho State Elks Association, 2016-2017

Responsibilities

1. The Membership

As discussed earlier, the first and most important responsibility while being a state officer and following your tenure is to remember that you represent the membership of the entire state. That is, as a state officer, you are always on point; whether in your own lodge, at state conventions, in public, etc. Thus, everything you say, activities you participate in, how you behave, how you dress, how much alcohol you drink, etc. is being observed by the membership and the public **AT ALL TIMES!** To understand how you are viewed, stand in front of a full-length mirror. This is who the membership constantly sees. If you remember this viewing, you will not make a major error and embarrass yourself, the state association or the Elks.

As Third Vice President, you represent the station of the Esteemed Lecturing Knight whose motto is: "The faults of our members we write upon the sands, their virtues on the tablets of love and memory." Although some members have more faults than others while others have more virtues, as a state officer, you need to look beyond those faults and focus on every member's virtues. Remember this, or it will bite you when you least expect it.

Examples of some things **not** to do:

Off colored jokes.

Gossip / direct criticism of a member.

Criticism of a lodge.

Criticism of Grand Lodge to the membership.

Sexual overtures toward another member.

Overconsumption of alcohol.

As discussed, you represent the entire association to the public. Consequently, you need to focus on remaining in control at all times; whether in your car, at the church event, in a hotel, at a lodge meeting or event, etc. Remember, one incident at a lodge, convention, hotel, or restaurant can change the impression of Elk's members or the public towards you and the entire organization.

Pictures

There will be times when pictures are taken. For you, that time is when you least expect it. Thus, when pictures are being taken, always make sure adult beverages are behind you. Also, always know what is happening behind you as well. Never have a cocktail visible when taking pictures and always be careful when having dinner with beverages. Having a glass of wine next to your plate with your dinner may be appropriate, having the wine bottle next to you is not. Again, your image is how you are perceived by visuals and your actions, not your intentions, feelings, or thoughts.

2. State Project

Your second major responsibility is to support the State Project. In Idaho, we have multi-million-dollar state project and our members are proud of it. You need to promote that project to the members in your district, ensure they understand what is happening with various initiatives and needs it may have. For this reason, you need to understand several things

- A. The background of the state project:** How it began, how it has changed over the years, etc.. Make sure you contact the State Project Board Chair for background on the project unless you have been a past board member.
- B. The finances of the state project:** You do not need to know specifics about the state project's investments. However, you, along with other State Board of Directors should be generally aware if the project is making money, the expenses associated with the project, what is generally being purchased and sold, etc. Thus, you should be examining appropriate documents if you have the knowledge, understanding how revenue is being generated, how funds are distributed, etc. You also need to anticipate potential issues with the project 15-20 years from Fiscal Year 2016 (when our contract with St. Luke's may change). While you have no decision authority regarding project finances, be ready to discuss these and other issues with the board chair or members. Ultimately, you will be asked about it by the membership.
- C. How the membership views the state project.** You need to understand how the membership views the State Project in your district and across Idaho. Be ready to discuss these issues with the State Project Board. Remember, the Board works for and represents the membership; and you are that liaison between the membership and the Board.
- D. Understanding of state project board operations.** To perform your duties for tasks A, B, and C, you need to understand how the board operates and various ongoing issues associated with the project. That necessitates at a minimum you attend board meetings at the State Convention and the Winter Training Session. However, to do this task well, you should attend all business meetings or at a minimum listen in on conference calls.

3. Grand Lodge

Although you may have been a District Deputy, you need to remember that you are now representing the Idaho State Elks Association, not Grand Lodge. Consequently, when there are questions related to Grand Lodge issues, you need to refer the person with the question to the appropriate District Deputy. When there are issues related to the state association, committees, state grants, etc., you are the person to answer that question (if you know the answer). If you do not know the answer, refer the person to the appropriate committee chair or State President. Also, working with your local District Deputy is important when promoting Grand Lodge and State programs. Types of Grand Lodge grants, timelines and other materials are provided in the Appendix of this document.

4. Resources

The Vice President is the liaison between the ISEA President and your district. Consequently, it is important to keep a good line of communication with the lodges and all state committee chairs in your district. They are found in the state directory and website. There are also Past State Presidents in your district who can be of great assistance. They, like you, are also Past Exalted Rulers and have been through the state officer process. If asked, they will be willing to assist and mentor you if they can. Further, do not hesitate to contact other Vice Presidents or the State President if there are problem areas as well.

5. Relationship with other ISEA Board of Directors Members

Within a new model, the ISEA association is governed by the ISEA Board of Directors. Like local lodges, this board usually consists of two bodies: ISEA Chair Officers and ISEA Trustees. Ultimately, the Idaho State Board of Directors are responsible for the fiduciary responsibilities of the association. As an ex-officio member of the trustees, you are responsible for attending board meetings and providing input as needed or requested. Your voice also provides a level of feedback from the membership to the board. It is also your responsibility to understand how the state board operates, how funding is allocated for projects, and general resources of the association.

6. Relationship with the State President

The State President is the CEO of the Idaho State Elks Association. Like other CEO's, they have significant responsibilities that cover every aspect associated with the state association and far more than you understand right now. Further, each State President has goals and objectives they wish to accomplish during their tenure. To do so requires understanding the goals of the State President and your

role in assisting to achieve those goals. Sometimes you will not have the skill sets or time to accomplish a particular goal. When this occurs, you need to provide feedback to the President. It is okay to question a goal or a methodology to accomplish it. However, as you will understand in the future, it is ultimately State President's decision and you should support it. **Never question the decision of the State President to the membership.** If you disagree, the time to do so is alone behind closed doors or if consensus cannot be reached, with the other VPs, State Advisory Representative, State Sponsor, or Special Deputy and maybe the entire Board of Directors. In public, the state association should always have a united front at the leadership level even when you disagree about something. Doing the alternative only invites dissention and conflict among the leadership; and ultimately, the membership that may take years to overcome.

Committee Responsibilities Shared with the State President

As part of your working relationship, the State President will have you overseeing several state committees. Because of your lack of experience, these committees are relatively basic this year. However, they take on more importance as your progression to the presidency progresses. This year you will be responsible for overseeing the following committees:

Convention Credentials: Done at the summer convention and winter session.

Hall of Honor: This committee has a chair you need to periodically contact.

Resolutions: Done at the end of the summer convention and winter session.

The State President will have already selected the chairs for these committees. Look at the state constitution and committee's materials to understand the general responsibilities and obligations for these committees. Once done, contact the chairs two months before the materials are required for the due date.

7. Communication with Lodges

Communication with lodges and leadership within your district is critical to the state association. Consequently, you should be in regular contact with the lodges in your district.

Procedure

- A. Create an Excel distribution list of names, email addresses and phone numbers of all Lodge Secretaries and Exalted Rulers in your district. Use this list when corresponding to all lodges simultaneously. The State Secretary may be able to help you with this task.

- B. Contact the Exalted Ruler and Lodge Secretary of each Local Lodge in your district. Provide them with your name, email address, phone numbers and a good picture of yourself suitable for framing.
- C. Have the Lodge Secretary put your name on their monthly lodge bulletin list. An email bulletin is best for easy review and transferring of information to your calendar.
- D. Have the Lodge Secretary put you on the invitation list to major events held at their local lodge. Although you will not be able to make all events, it is good to know when they are to be held.
- E. At least once between conventions (minimum, September and February), you should provide a brief ½ page comment to the lodges in your district for publication in their newsletter. Make it about something important that is happening in your district.

8. Visitations

You are expected to visit all lodges in your district at least once but preferably more. To assist with these visits, the state association provides you with funds for your travel expenses. However, these funds will not totally compensate you for your visits (especially if you make multiple visits). You will be expected to supply MapQuest or receipts for fuel to the signing board member managing the state budget.

Lodge visitations are partially social, partially business. Members want to see you and discuss various issues. However, these visitations are also a time to identify potential problems that are occurring within your district and discuss them with the State President and board members. Consequently, at a minimum, you should meet with the Exalted Ruler and potentially other lodge officers and/or local board of director's members to gather as much information about how their lodge is doing.

Procedure

- A. Set up a schedule with Exalted Rulers of Lodges in your district two weeks following the Grand Lodge Convention. You should coordinate with the District Deputy so as not to conflict with their schedule. If possible, you should try to make your visitations in the late summer and fall to avoid winter travel.

- B. Notify the State President of your travel schedule since they may be traveling as well. Sometimes other Board members may attend with you.
- C. During your visit (at a minimum) you need to discuss the following issues:
 - 1. Status of the state project with the membership.
 - 2. Promote the submission of state association grants.
 - 3. Discuss the advantages of and submission of grants to ENF. More information about ENF Grants is found in the Appendix.
 - 4. Promote inter-lodge visits and ritualistic contests among Lodges of the State.
 - 5. Promote membership, lodge publicity and protocols to increase it.

9. District Deputy Clinic Attendance

You must attend the District Deputy Clinic in your district. During this period, you should be attentive to the issues being described by the Exalted Rulers and other lodge representatives. Identify issues that should be addressed by the state leadership and communicate those issues to the State President, other state officers and board members.

During this visitation, pay close attention to the plans and goals laid out by the Grand Exalted Ruler.

Finally, once done, do a brief presentation on the State Project. Discuss what it is and other aspects.

Procedure

Contact the District Deputy two weeks following the National convention and identify the time and location of the DD clinic to be held in your area.

Ask the DD permission for 10-15 minutes to do a presentation on the State Project.

Create a small presentation with bullet points that you can give to the membership.

Do not do this presentation “Off the cuff: or “wing it.” This is your first time in front of this group. Make sure you impress them with your performance.

10. Newspaper and Social Media Articles

At this time, there is no state newspaper. However, in the future, if it returns, the state newspaper is one of the most effective avenues of communication to members in your district as well as across Idaho and even other states. You will be required to submit an article to the newspaper twice a year. This is an important document so put some time into it. This article should be about two single spaced typed paragraphs or more. Include interesting topics of importance, activities you have participated in and discuss problems that lodges may be encountering and potential solutions.

You should also be posting social media blasts to promote the ISEA and activities in your district. Make sure you follow GL guidelines.

11. District Hoop Shoot

If possible, you should attend the district and state hoop shoot held in your district.

12. Summer Convention and Winter Training Session

The summer convention and winter training session are two critical events you must attend. Although similar in some aspects, each event is totally different and requires you to perform different functions. You will need to work with the State President, and if applicable, the Winter Training Coordinator to adequately perform your functions at this event.

Summer Convention

The summer convention is designed to be the primary business and social event of the state association. During this period, various committee reports will be given, meetings conducted, State Officers and Trustees elected and installed, fiscal reviews as well as various social events conducted. During this session, the State Sponsor, immediate Past Grand Exalted Ruler, other GL dignitaries, and other out of state presidents will attend. Consequently, there is more emphasis on protocol and social activities.

During this session, in addition to your report, script statements, committee meetings and other things, you are primarily responsible for three things: Identification of lodge members attending in your district; The Exhausted Roosters meeting/social; Getting name tags for new Exhausted Roosters; and meeting people you do not know.

A. Identification of Lodge Members and Balloting of Association Candidates

On Thursday evening or immediately before the beginning of the Summer Convention, you must contact all Exalted Rulers in your district, provide them with a delegate form, and solicit the correct number of Elk attendees that will be attending the convention business session on Friday. This identification is so that you will have the correct number of ballots for voting. Once the information is collected, you will provide that information to the State Secretary.

At the first break, you need to recheck with each ER to determine if there have been any changes to their number. After the nomination process, the State Secretary will provide you with ballots for the election. These are then provided to the Exalted Rulers (ERs). You must check to ensure the correct number of ballots are given to the ERs and returned to you. Once received, these will be given to the State Secretary. Correct following of the balloting procedure is critical since one vote can change the outcome of an election.

B. Exhausted Roosters

The Exhausted Roosters group consists of Past Exalted Rulers (PERs) whose goal is to promote and support charitable aspects of the state organization. PERs, like yourself become a member immediately following their first term of office and payment of dues. These individuals are identified in two ways. Their attendance at the previous Winter Training Session and if not in attendance, by the Third Vice President contacting them directly in **January or February** after identification from the state directory found in the state website. These individuals are identified, asked if they wish to become members and collaboration of correct name badge information. This information is then given to the Exhausted Roosters Secretary. Payment for name badges and dues is usually collected at the summer convention by the Exhausted Roosters Secretary.

During **January**, you will be responsible for setting up the Exhausted Rooster's Social event at the following summer convention. It is usually held on Friday afternoon. Dues and payment for the event is usually \$10. These funds are to reimburse the Exhausted Roosters group for food and beverages at the social event. During the event, the Exhausted Roosters secretary will receive payment for the dues and the event.

Procedure

A. Contact the host lodge or convention coordinator and inform them of this event in January. Identify a room for approximately 50-75 people. You will also need to have the host lodge prepare a menu of light hors d'oeuvres and a way for attendees to consume adult beverages if desired. In the past, tickets for two adult beverages were provided to the attendees by the Exhausted Roosters

- Secretary upon payment of dues. Food often consists of meat and cheese trays, wraps with meat and other edibles, nacho chips with cheese, sour cream and guacamole. Although the final menu is up to you, its presentation and quality needs to be nice. Make sure you also have enough plates, utensils, napkins, etc.
- B. Upon arrival at the convention, you need to review the room with the host lodge. During this review identify where the food will be placed, ensure enough tables and chairs will be available, etc. A public-address system is also good if available.
- C. On Friday morning before the business session, reconfirm all logistics with the host lodge representative. During lunch, this event must be your focus.
- D. During the event, ensure the attendees are comfortable, food is available, etc. You should be prepared to have some sort of brief welcoming speech. During this period, you should introduce guests if applicable. Be prepared to have the Second Vice President say something to the group. The First Vice President and State President may want to say something as well.

C. Exhausted Roosters Name Badges

Upon receipt of names, the Exhausted Roosters Secretary will order name badges and give them out at the social event.

D. The Rooster

Upon your installation, you will be given the State Rooster. You are responsible for ensuring it is in attendance at all major state functions. This includes the summer convention, winter training session and if you are in attendance, the state hoop shoot. It does not need to attend DD clinics, visits to lodges, etc. However, it should be in attendance at the Exhausted Roosters Party. During the business session, it should be placed on the podium at your station. Upon receipt, you should ensure all names are legible and apply your name as well in Black Sharpie Ink. Others will try to abscond with the Rooster. If done, you will need to pay a ransom for its return. **Do not trust anyone to watch the Rooster. A word to the wise should be sufficient.**

Winter Training Session

The Winter Training session is totally different than the Summer Convention. Its main focus is to train Leading Knights and local lodge officers to ensure they understand their responsibilities as well as how to execute their roles within their local lodge. In addition, this event focuses on training state officers and trustees as well. During this session, you have another major task beyond attending various meetings: The Eleventh-Hour Toast Contest and Flag Contest

Eleventh Hour Toast and Flag Contests

You are responsible for organizing and conducting the Eleventh-Hour Toast and the Flag contest. Usually the Exhausted Roosters Secretary assists you. Funds for this activity are used to cover an award and the remainder are go toward the Exhausted Rooster's social event.

Procedure

- A. In late September, you will send a letter to all Exalted Rulers informing them of the contests. A copy of the letter, protocol, rules, and scoresheet is included in your Appendix A. The letter will inform the members of the event that they are required to participate in the event and options for not participating (usually a fine of \$10). You will also inform them of the time and location of the event. You also need to contact the Winter Training Session Coordinator (NOT THE HOST LODGE) to ensure a room is available and the time is correct.
- B. Upon arrival at the training session, you will:
 1. Inform participants of the location and collect their participation fee (usually \$5) or penalty fee for not participating (usually twice the cost to participate). In addition to ERs, you should have as many PERs, state officers, etc. participate.
 2. Identify and ask individuals to be judges. These individuals MUST be GL certified. Provide them an adult beverage for their participation. You also will provide them with rules to judge the event. (Note: These rules are to be kept secret and not discussed with anyone).
 3. Inform the membership during an announcement break of the event.
 4. Conduct the event.

Note: Others may want to participate. If so, allow them to do so and collect their funds. The more the better.

13. Meeting New People

One of the most important things you need to do as a new VP is to meet people. Although this year you will be busy with a variety of social events and have limited opportunities, take it upon yourself to meet at least 5 new people every social event you attend and spend at least five minutes with them.

14. Time Needed to be Successful

As indicated earlier, this year is one for you to learn, be sociable, and generally have a good time hosting events. However, as observed throughout this document, there are tasks that need to be accomplished. This takes time. For you at this stage, you need to allocate about five hours per week to accomplish the required tasks beyond your visits and planning for the various functions. Schedule specific periods of time in your calendar every week for just Vice President stuff and remain consistent and persistent. Doing so will make it easier to get things done and develop a pattern as you advance into the other officer chairs.

Considering the considerable finances within the state, being a Vice President in the Idaho State Elks Association is serious business and you need to take it as such. This position is not just to be sociable. You represent the membership of the association with approximately three million dollars in assets and must have knowledge of a multi-million-dollar project. You also have a lot to learn before you become Second Vice President. If you want to have a successful President's year, start taking the time now. You cannot catch up by the time you get there. There is too much to learn and too many tasks to accomplish.

Other Information

State Uniform

The state uniform is the Navy-Blue blazer, White shirt or blouse, Idaho State Elks Tie or Scarf, Medium Gray Slacks or Skirt, Black Socks or Nylons (if appropriate), Black shined leather shoes (closed toe with a 3-inch heel or less for women).

In token of our appreciation for the men and women in our military, we have designated Fridays at state events as "Red Shirt Fridays." The "Red" color designates "Remember Every Deployment." Thus, Red shirts or blouses are worn on Friday with the current State Elk's tie or scarf.

These products can be purchased from a state clothing vender by the Idaho National Convention Chair. These items need to fit and look good on you. So, if necessary, go to a good clothing store to get correct measurements. Remember, you represent the state organization with other officers to the membership and public. You set the standard. If you look sharp, the membership will look sharp, and activities and events go well. The opposite applies as well.

Your Picture:

Immediately following your installation, you need to have your picture taken by the State Photographer in State Uniform. You then need to have 6/8 or 8/10 picture sent to each lodge in your district in a suitable frame.

Name Tag

A state name tag will be provided to you. This name tag is to be worn at all Elks events.

Saving for the Future

Being a Vice President and future President is not without expense. Some of these costs are covered by the State Association, others are not. For example, the association provides you some funding to cover travel expenses. However, it does not cover everything and there are out of pocket expenses you will need to cover (e.g., clothing).

When you become State President, you will want to purchase gifts for others, purchase State President's pins, have a party for the membership, honor out of state guests, etc. To easily cover these expenses, you need to begin saving now. This year I suggest you save \$700 (\$58.50/month). Place it into a separate account for when you become State President. If you begin now, you will have plenty of funds to cover everything you want to do without significantly impacting your personal budget in the future. Then later when you become State President, you will have funds for everything you want.

Future State Convention

In three years, you will become State President and have summer convention. This site will be the one where you are installed as State President. However, it needs to have the space to adequately host it. Talk with the convention sites committee, ISEA Convention Coordinator and your Second Vice President. Remember, you, while having input, will not have time to do most of the required work. Others need to do that. Regardless, now is the time to begin planning. The next three years will go by fast.

Public Speaking

Being a Vice President and ultimately a State President requires a considerable amount of public speaking. If you are not good at it, we suggest the following techniques.

- a. Join Toastmasters:** This is an excellent group to learn and practice speaking in front of groups. If you do not have the time, watch other speakers, look up speaking techniques on line, etc. Doing a good presentation in front of a large

audience is a learned skill. It is not genetic.

- b. Use bullet points:** Don't directly read from a script unless you know how to do it. Use large font (size 20 or greater). Use the bullet points to remind you of what you plan to say.
- c. Practice.** Put stuffed animals on the couch and practice speaking to them.
- d. Put the microphone below your mouth, not directly in front of it.** Most microphones in local lodges are not high end and will sound like you are spitting into it when saying various words (especially with the letter "P").
- e. PowerPoint:** PowerPoint is an extremely powerful tool to help you with presentations. You can include graphics, animation, video, etc. to enhance your presentation. Use it, but take the time to create good slides, proof read the slides, and make them in size 28 font or greater.
- f. Practice.** Did I say practice. For any major presentation, practice it 5 times.

Final Closing Remarks

Being a state officer is a great honor. However, as discussed in the opening document, it is one that must be taken humbly and honorably. Be humble and take responsibility for your actions. If you hurt someone, apologize, and make amends if possible.

Review every script in the long version of the GL initiation ritual. Take some walks alone and reflect hard on what each officer position is saying. The Elks ritual is more than a bunch of words, it is a philosophy to guide your life as a state officer and as a person. If you do so, you will become a better Elk, and a better person to others as well as yourself.

Finally, there are the three most important priorities you should have in your life while a Vice President and later State President.

God: The first priority in your life should always be your relationship with God (as you see it). This relationship provides comfort in times of trouble, wisdom when decisions are to be made and guidance if necessary. Make sure this relationship is paramount in your life.

Family: The second most important priority in your life should be your family. Destroying your family while doing things required as a Vice President is not worth it. Family helped get you to this position and they deserve your support. Remember, family is everything and will be around a lot longer than while you are a state officer. So, keep family relationships strong, involve them in what you do and be there for them when needed. Nurture your family and the bond that binds you together will grow stronger than before you were elected.

Everything Else: Your job or schooling, the Elks, etc. are less important than the top two priorities just described. If you remember that, your priorities about life will remain in harmony and you will have a good time as a state officer. If you do not, your life will be one of conflict, discontent, and you will leave your State Presidency never wanting to be involved again.

We wish you the best.

Steve Meier, Past State President	2016-2017
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Calendar Page / Things to do

June

- a. Make an Excel Spreadsheet.
- b. Contact all ERs and Lodge secretaries. Provide contact information, get on their mailing lists, etc.
- c. Get your framed picture to the local lodges in your district.
- d. Learn about State Grants.
- e. Send a letter to the ERs and Lodge Secretaries regarding all state grants. See Appendix B.
- f. Learn about ENF grants. Information about grants is provided later in this document.

July

Following the Grand Lodge Convention

- a. Contact the DD. Identify the time and location of the DD clinic.
- b. Contact the lodges in your district to schedule visitation times.
- c. Contact the State President and provide them with your schedule.
- c. Learn more about the association, duties of different groups, review committee manuals from the GL website, etc.
- d. Email ERs and Secretaries regarding state grant deadlines.

August

- a. Take a break

September

- a. Send a letter to lodges regarding the Winter Training Session.
- b. Send a letter to ERs regarding the Eleventh-Hour Toast and Flag contest.
- c. Contact the Winter Training Coordinator for room assignments, times, etc.
- d. Send a letter to the State Newspaper Coordinator (if appropriate).

October

- a. Send an email reminder to Lodge Leading Knights regarding the Winter Training Session.

November

- a. Attend the Winter Training Session
- b. Attend as many break-out sessions as possible.
- c. Coordinate and conduct the 11th hour toast and Flag contests.
- d. Guard the Rooster.

December

- a. **Take a break.**
- b. Make reservations at the convention hotel for the Idaho State Summer convention.

January

- a. Attend the District Hoop Shoot if possible.
- b. Contact potential Exhausted Roosters you did not see at the Winter Session.
- c. Contact the Host Lodge for the summer convention. Arrange for the Exhausted Rooster's Party and Food.

February

- a. Attend the State Hoop Shoot if held in your district.
- b. Send a letter to the new ERs. Identify when their installation will be done and when.

March

- a. Send a letter to the State Newspaper (if appropriate).
- b. Attend lodge officer installation ceremonies if desired.

April

- a. Contact the host lodge for final check on Exhausted Rooster's party.

May

- a. Take a break.
- b. Review scripts for the June Convention.
- c. Make a final report to be read on the convention floor.

June

- a. Attend the State Convention.
- b. Host the Exhausted Rooster's Party.
- c. Give the "Rooster" to the new Third VP and brief them on what is required.
- d. Give the Third VP this manual and its materials.
- e. Contact the Third VP two weeks after the convention to make sure they have read this manual and answer any questions.

Make any addendums to this document and include them in this manual.

Appendix A

Materials for the Eleven O' Clock Toast Contest

Example Letter to Exalted Rulers

Hello Everyone,

This is a reminder letter that during the Winter Training Session we will be having the 11th O' Clock Toast and Flag Contests. The Toast Contest is a required event for all Exalted Rulers and for others that wish to participate. The entry fee is \$5.00 for all Exalted Rulers that wish to participate and \$10 for those that do not. Registration and rules about the event will be presented during the business session.

So, begin practicing. I will be contacting each of you before the business session begins or immediately following for your participate fee.

Each candidate will perform using the 11th Hour Toast and Exalted Ruler Flag Presentation to Candidates described in the current ritual manual.

The winner gets a nice gift and trophy.

Sincerely,

Your name, Vice President N, S, or E

11 O'clock Toast and Flag Contest

Rules and Procedures

VP Preparations (start about 2 months in advance of convention)

1. Make sure you have the "11 O'clock Toast Trophy and Flag Plaques: They can be purchased from Jim Trophy Room in Idaho Falls.
2. Make sure the contest is listed in the Winter Convention Schedule.
3. Identify judges. These individuals **MUST** be certified by Grand Lodge.
4. Have water and glasses in the contest room for the judges.
5. Arrange with the lodge lounge to exchange a Special Ticket for 1 well drink, non-premium beer, or soft drink. Agree on standard price (like tickets <= \$2.00). Also, give the Bartender a sample ticket (write VOID on back). Tickets are good only on day of contest and must be traded in by 7pm.
6. On the date of the contest, announce during the convention meeting, the time and place of the two contests. There is a \$5 entry fee, ERs are required to pay a fee (if they do not compete, \$10). PERs pay the fee only if they want to compete (or want to donate). Push as many ER/PERs as you can. Give one ticket to each participant for a house beverage of their choice.
7. Each candidate will perform using the 11th Hour Toast or Flag contest described in the **current** ritual manual. The Candidate Flag Presentation will follow the same protocol. Scoring for both the 11 O'clock Toast Contest and Flag Contest will follow the guidelines described by the Grand Lodge Ritualistic Committee.
8. That evening, collect the tickets from bar, check that the sequence numbers are in the range that were issued by judges. Pay bartender for tickets + 15% tip.
9. Give the monies collected to the Exhausted Roosters Secretary. They will pay the bill for engraving and plaque. Monies go into the Idaho Exhausted Roosters fund.
10. At end of contest, offer to buy the judges some good refreshments.

Appendix B

Example of an Initial Letter to Exalted Rulers for State Grants

Notice of Intent for Exalted Rulers

The Idaho State Elks Association (ISEA) is an organization designed to support _____.

Currently, the ISEA is soliciting proposals from local lodges for _____. Proposed projects can range up to, but not exceed \$_____ per Local Lodge. Funds provided for a project may be less than proposed.

These projects are designed to _____

Process

1. Application materials are to be received or postmarked no later than _____.
2. Application materials will be reviewed by the ISEA Board of Directors.
3. All decisions for awards will be announced at the Winter Training meeting in November.

Appendix C

Reminder Letter to Local Lodges Regarding Grants

Hello all,

This is a reminder that ISEA Grants are due in _____. Note that these grants provide solid opportunities for Lodges to _____.

This is a perfect opportunity for your local Lodge to _____.

Interested parties are invited to visit the Idaho Elks Rehab website @, www.idahoelksrehab.org or the Idaho State Elks Association website @ www.idahoelks.org. A PowerPoint presentation describing the process and additional information can be found on both sites

Sincerely,

Your Name Vice President N, S, or E

Appendix D

Information Regarding Grand Lodge / ENF Grants

- 1. Beacon Grants**
- 2. Gratitude Grants**
- 3. Promise Grants**
- 4. Freedom Grants**
- 5. Community Investment Grants**

Beacon Grants

Designed For Continuing Projects

Does Not Need to Meet the Per-Member Giving Goal

Total can be split between two projects.

Can be combined with other grants

Look for five things.

1. **New:** If your Lodge has not received a Beacon Grant before, it must be used to start a project that the Lodge has never previously funded. If your Lodge received a Beacon Grant in the past, it should continue that project.
2. **Ongoing:** Project must be something repeatable that the Lodge is committed to continuing on a weekly, monthly, quarterly, or annual basis. Funds should be used in the same manner every year.
3. **Elks-led:** Project requires hands-on Elk involvement. The Lodge should be in charge of the grant funds and project details.
4. **Charitable:** All CIP grants must be focused on helping those in need, and addressing local issues. The project cannot benefit only the Lodge or Lodge members.
5. **Active Project:** Beacon Grants cannot be used as donations of funds and supplies. Elks should be actively serving the community. If people see Elks doing good things, they'll be inspired to join!

Due Dates: Check the ENF website for actual dates.

Applications usually become available online June 1.

Applications must be submitted before the project takes place.

Applications usually close Mid-January

Gratitude Grants

Only for Lodges that Meet the Per-Member Giving Goal.

Can also receive bonus checks if applicable

Gratitude Grants offer an opportunity for Elks to think about how best to support local, charitable activities. Gratitude Grants are the ENF's way of saying thank you to every Lodge **that meets the National President's per-member-giving goal the previous fiscal year.** The possibilities are endless!

Can be used to:

- Serve Veterans.
- Support local, charitable activities.
- Partner with students.
- Other things

See the ENF Website for more details

Use to raise the Lodge's profile, energize membership, encourage former members to return to the fold, and gain the notice of people.

Due Dates:

Applications usually become available online in April.
Applications must be submitted before the project takes place.
Applications usually close Mid-January
Funds must be spent by March in the following Elks Year
Final Report Forms are due 30 days following completion of the project.

See ENF website for more details.

Promise Grants

Do Not Need to Meet the Per-Member Giving Goal.

Awarded to the First 500 Applicants

Must be Youth Oriented

Promise Grants are \$2,500 grants available to the **first 500 Lodges** that apply for an eligible charitable youth activity.

They should follow each of the following objectives:

- **Active:**
 - Lodge members should be actively involved in the planning and execution of the project.
 - All funds should be used in direct support of the project and cannot be solely a donation of funds or supplies.
- **Engaging:**
 - Projects should give youth and Elks a chance to come together, and should focus on serving youth who are at-risk or underserved.

Promise Grants are a great opportunity for Lodges to act as a positive influence in their communities by hosting projects that build the character and competence of local youth.

Due Dates:

Usually the grant cycle begins July 1.

Only award a specific number 500

Usually, must be spent before mid-January.

See ENF website for more details.

Freedom Grants

Do Not Need to Meet the Per-Member Giving Goal

Focus on Veterans

Only 350 Projects are Funded

Are designed for Elks Lodges to hold projects that serve veterans and active-duty military members.

Are competitive

- Are awarded to Lodges whose projects are judged to best serve the needs of veterans and/or active-duty military members.
- Meaningful Elk involvement is strongly encouraged and increases chance of approval.
- Must focus on one of these five areas of increased need:
 - Employment
 - Homelessness and Housing
 - Military Families
 - Health
 - Educational Support

Due Dates:

Applications usually become available in April

Are open until all grants are awarded

Must be used between April and March

Final Report Forms are due one month after the project is completed.

See ENF website for more details.

Community Impact Grants

Do Not Need to Meet the Per-Member Giving Goal

Up to \$10,000

Limited Number

Used for Large Scale Projects

Once an application is submitted, it cannot be edited.

Very Competitive

Must put in the work to get one.

Used to make a significant and meaningful difference in the community through a charitable project.

Used to fund a large-scale, ongoing service project—a project that will address unmet needs and inspire Lodge members to get involved and actively serve the community.

Please note that to be eligible for an Impact Grant, Lodges must be in full compliance with the Grand Lodge per-capita assessment, Section 16.010. This refers to Grand Lodge requirements, and does not relate to the ENF.

Lodges should use Impact Grants for ongoing, Elks-led projects that address problems in Elks communities.

Intended to raise the Lodge's profile in the community and inspire new members to join a Lodge that's making a difference.

Due dates:

Application is a two-step process

Has a hard due date (review the ENF Site for the date)

Usually announced in late October.

Projects begin in January and end the following December

See ENF website for more details.

Spotlight Grants

Are Flexible

Does Not Need to Meet the Per-Member Giving Goal

Can be combined with other grants

Must be focused in specific areas

Cannot be used for multiple projects

- 1. Focused on family literacy and homelessness amongst veterans**

Due Dates:

Applications usually become available online June 1.

Applications usually close Mid-January

Applications must be submitted before the project takes place.

Check the ENF website for details.