

# ARIZONA ELKS ASSOCIATION

## **Arizona Elks Association Committee Chairman Drug Awareness Program Information Pamphlet**

### **Forward**

This pamphlet is published as a supplement to the DRUG AWARENESS PROGRAM HANDBOOK provided by the Elks National Foundation. It summarizes key points of the Elks Drug Awareness Education Program and describes the Arizona Elks Association Drug Awareness Program.

The pamphlet is designed specifically for use by the Elks Lodge Drug Awareness Committee Chairman. It serves to consolidate program related information under one cover. It is not a stand alone document, rather it provides the lodge chairman a reference to locate and obtain valuable program related resources.

The pamphlet is modularly designed to accommodate change as information becomes outdated. The AEA Drug Awareness Committee will publish and distribute page change updates as needed to insure the pamphlet remains current.

ARIZONA ELKS ASSOCIATION  
DRUG AWARENESS PROGRAM

CONTENTS

TOPIC	PAGE
The Grand Lodge Drug Awareness Program	1
The AEA Drug Awareness Program	1
Overview	1
Key Personnel	1
Contests/Awards	2
Brochure Contest	2
District Best Lodge Chairman Award	2
Poster Contest	2
Best Lodge Program	2
Training Seminars	3
District Seminars	3
Midyear/Annual Meeting Mini-Seminars	3
Resource Material	3
Video Tape Library	3
Drug Booth	3
Drug Awareness Promotional items	3
Networking With Other Organizations	4
National Red Ribbon Campaign	4
Governor's Alliance Against Drugs	4
Students Against Destructive Decisions (SADD)	4
The Subordinate Lodge Drug Awareness Program	4
Appointment of Lodge Committee	4
Lodge Chairman	4
Goals and Objectives	4
Committee Format and Structure	5
Meetings and record Keeping	5
Funding and Budget Requirements	6
Accomplishments and reporting	7
Grand Lodge Printed Material	8
Help and Assistance	8
Public Relations	10

APPENDICES

- A Drug Awareness Brochure Contest
- B Drug Awareness Poster Contest
- C Planning Work Sheet
- D Project Planning Guide
- E Activity Report
- F Annual Report

G Elks Magazine Guidelines

H Grand Lodge Promotional Material Order Forms

## **1. THE GRAND LODGE DRUG AWARENESS PROGRAM.**

a. The program call for each lodge to conduct its own program with training, guidance and materials provided through assigned State Association Chairmen. The program receives financial assistance from the Elks National Foundation. Leadership for the program at the national level is provided by the Grand Lodge Drug Awareness subcommittee and is closely monitored by the Grand Lodge Area Advisors. The day-to-day direction and administration of the program is provided by the Drug Awareness National Director. Te National Director provides training, guidance and program related literature to the State Chairmen with the expectation that they will share the same with the program participants within their state.

b. A detailed description of the national program is found in the **ELKS DRUG AWARENESS EDUCATION PROGRAM HANDBOOK**, DAP125.

## **2. THE AEA DRUG AWARENESS PROGRAM.**

a. Overview.

(1) Attainment of the goals and objectives of the Elks Drug Awareness Program are best realized by development, implementation and maintenance of drug awareness programs at the lodge level. The lodge Drug Awareness Committee Chairman and its members are appointed by the Lodge's Exalted Ruler and serve to implement the program goals developed by the Grand Lodge, State Association and the Exalted Ruler. Each lodge is free to structure its program so that it best serves the unique needs of its community and makes best use of the resources available to the lodge.

(2) Each State Association has a Drug Awareness Committee Chairman. The Drug Awareness Committee Chairman is appointed by the State Association President and serves to implement the goals of the Grand Lodge and State Association. The State Association Drug Awareness Committee Chairman's primary duties are to provide the training, guidance and materials necessary to permit the state's lodges to maintain efficient and effective drug awareness programs. As with the lodges, each state is free to structure its program so that it best serves the unique needs of its state and makes best use of the resources available to the State Association.

(3) The State Association Drug Awareness Committee Chairman works very closely and maintains frequent communications with the National Drug Awareness Program Director, as well as the state's assigned Grand Lodge Advisors. He/she participates in meeting and training sessions organized by the Program Director and Area Advisors. This close association with the program principals permits the State Chairman to maintain current knowledge as a conduit of

information to the lodge chairmen.

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(4) The AEA administers the Elks Drug Awareness program through the Drug Awareness Committee. As noted earlier, the State Association President appoints the State Chairman. He/she also appoints District Chairman for each district within state. The State Chairman, Vice Chairmen and District Chairmen form the nucleus of the State Committee. The State Chairman has the option of appointing a Vice Chairman and additional members to the committee as he/she deems appropriate to accomplish the committee goals.

(5) At the beginning of each Elk year, the State Chairman and the State President negotiate the program goals for the coming year and develop an action plan for accomplishing the stated goals. The Drug Awareness Committee is then charged to execute the action plan.

(6) The state committee meets frequently through the year to plan strategy for attainment of the stated goals and to discuss progress towards attainment of the goals. The Drug Awareness Committee Chairman attends and renders a report to the membership at all meetings called by the State President. The District Chairmen attend and render a report at all meetings called by the District Deputies. District Chairmen schedule meetings within the district as deemed necessary to provide training, guidance and distribution of materials and information to keep the lodge chairman abreast of current program activity.

b. Contests/Awards.

(1) Brochure Contest. The AEA Drug Awareness Committee sponsors a Drug Awareness brochure contest with rules and guidelines similar to those for the Youth Activities brochure contest. Details for the Brochure Contest are contained in Appendix A.

(2) District Best Lodge Chairman Award. This program is intended to recognize a lodge chairman in each district for significant contributions to the drug awareness program. The Drug Awareness Committee District Chairman from each district selects the lodge chairman in his district who will be the recipient of the award. The award is presented at the annual AEA meeting at the end of the Elk year.

(3) Poster Contest. The state association sponsors a drug awareness poster contest for grade divisions K-2, 3-4, 5-6, 7-8. Each district selects a winning poster from each grade division and forwards the poster to the AEA Drug Awareness Committee prior to the midyear meeting. The posters are displayed at

the midyear meeting and the general membership votes to select the winners. All posters forwarded to the state level receive a monetary award. First place winners in all categories at the state level will be further judged and the winner will be forwarded to national to be entered in the contest for the National Coloring Book. Appendix B contains details for conducting the poster contest.

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(4) Best Lodge Program Award. This program is intended to recognize a lodge in the State for significant contributions to the drug awareness program. The Drug Awareness Committee District Chairmen from each district selects the lodge in his/her district who will compete at the State level for the best program award. The award is presented at the annual AEA meeting at the end of the Elk year.

c. Training

(1) District training seminars. The objective of this program is to conduct a seminar/workshop at each D.D. Clinic. The seminars are designed to provide information and resources to the individual Lodge Drug Awareness Committee Chairman to assist him/her in developing, administering and maintaining an effective lodge drug awareness program.

(2) Midyear/Annual Meeting Seminars. These seminars are conducted in conjunction with the AEA midyear and annual meetings. The objective is to provide current program related information to Exalted Rulers and other AEA and lodge officers. The seminars are open to all members.

d. Resource Material.

(1) Video Tape Library. The AEA Drug Awareness Committee maintains a library of video tapes for use by the lodges for drug awareness training. The library is available to each lodge by coordinating use of the materials through the appropriate District Chairman.

(2) Drug Booth. The AEA Drug Awareness Committee has a drug booth suitable for use at school activities, shopping malls, county fairs, etc. Available for use with the booth is a TV set, video recorder/player and slide projector. The booth easily accommodates facilities for program handouts and showing of program related video tapes and slide programs. The booth can be easily transported in an average size automobile or may be shipped via UPS. It can be erected by a first time user in less than one hour. If you have a requirement for the booth, contact your District Chairman.

(3) Drug Awareness Promotional Items. A set of puppets is available complete with production scripts that can be taken into schools or shopping malls to present our drug awareness message to the younger youth. A costumed character known as "Bucky" is available and has been used in parades, fairs, conferences and schools to further our program. Contact the State Chairman or District Chairman if you would like to use these items. Bucky is in a hard case suitable for shipping.

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e. Networking with other organizations.

(1) National Red Ribbon Campaign. The National Red Ribbon Campaign is conducted in October. Details of the campaign are provided as they are made available from the national headquarters. The objective of the campaign is to draw attention to the substance abuse problem by wearing a red ribbon on a given day or during a given week. The ribbons usually contain an appropriate slogan, i.e., "The choice for me - Drug free." Each lodge is encouraged to participate in Red Ribbon Week activities conducted in their communities.

(2) Governor's Alliance Against Drugs. The AEA Drug Awareness Committee works closely with the Governor's Office of Substance Abuse. Committee members serve on the various subcommittees to include Program Development and Administration, Law Enforcement, Medical and Education.

(3) Elks Sponsorship of Students Against Destructive Decisions (SADD) An Elks Lodge may best serve SADD organizations anti drug effort as a resource, supplying many things that the SADD organization requires. Keep in mind that your lodge already has several basic elements that the local SADD group may urgently need. Your lodge has a facility and fund raising capability, and it has (or should have) a supply of free, up-to-date Drug Awareness literature. All Arizona lodges are encouraged to contact their local SADD chapter and offer to sponsor them. The name and address of your local SADD coordinator can be obtained from your local district Chairman for Drug Awareness. As the sponsor of the local SADD group, your lodge should offer assistance in helping promote the goals and objectives of the SADD organization. Suggested activities include offering use of lodge facilities to sponsor drug-free dances, movie night (video), talent contests, etc.

### **3. THE SUBORDINATE LODGE DRUG AWARENESS PROGRAM**

a. Lodge Chairman. The Chairman of the Drug Awareness committee is responsible to the Exalted Ruler and membership of the lodge for implementation of the Drug Awareness program of the State Association and Grand Lodge in the

lodges jurisdiction. The chairman will make recommendations to the lodge for programs to be coordinated by the lodge. The chairman will provide budget requirements to the lodge budget committee or lodge Trustees. The chairman shall preside over committee meetings and activities. Regular reporting to the lodge on plans and accomplishments should be made by the committee. The chairman shall attend or designate a representative to attend all District or State Committee meetings.

b. Goals and Objectives.

(1) Planning of committee activities is important. These plans will identify the size of the budget and manpower requirements to complete the project. The committee should have a planning session toward the end of the lodge year. Attached is a planning work sheet (appendix C) this may include items that might

(4)

not be worked this year but deferred until next year. Projects and schedules should be agreed upon so that the committee can be functioning at the start of the new lodge year. A committee with no plan will not accomplish a great deal. Only small accomplishments can happen with no plans. Without plans or a program we cannot forecast budget requirements for the year. It is extremely difficult to modify the lodge budget once it has been accepted by the membership.

(2) It is also wise to prepare both a long and short term plan. The short term plan is what you plan to complete this year. A long term plan is for projects that may require lots of time to accomplish, and possibly more funding that the lodge can include in the current years budget. It may require fund raising activities or coordination with other lodges or community groups. A good planning activity is to make a list of each item required for completion of the project. Next, establish a time schedule for each item. This should have a start date and a completion date. Then make assignments as to who will be responsible for each item. At committee meetings each member should report on progress or problems with each item. See Attachment (appendix D) for project planning guide.

c. Committee Format and Structure. The lodge drug awareness committee should have the following officers: Chairman appointed by the Exalted Ruler; Secretary and treasurer. The responsibilities of the chairman were described earlier. The Committee Secretary needs to keep records of the activities of the committee so that they may be reported to the State Chairman and ultimately to the National Committee. See the attached form Activity Report (appendix E). The Secretary should read minutes of the meetings. This information will be valuable for succeeding committee activity. It will show things that worked well and things that did not work. It will prevent making the same mistakes in the future. The committee Treasurer should keep track of the committee budget for submission to the lodge for approval.

d. Meetings and Record Keeping. Each lodge committee should meet regularly, at least once a month. The committee should decide which day is most convenient for the members to meet. The meetings should be planned by the chairman and have an agenda. A good meeting must be planned and controlled by the chairman. A meeting should only be one to one and a half hours long. If your meetings are kept short and focused the members will continue to attend. The meeting should begin with a prayer and salute to the flag. The secretary will read the minutes of the previous meeting and have them accepted by the committee. The chairman should review the agenda for the meeting and ask if any additional items need to be included as the meeting. Robert's Rules of Order should be used to assure that the meeting is properly conducted. The meeting should be closed with a prayer.

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e. Funding and Budget requirements.

(1) The lodge is required by Grand Lodge Statutes to present and approve a detailed budget for the current lodge year. Each lodge committee should prepare and present to the Lodge Budget committee or Trustees their budgetary requirements for the coming year. Using the planning work sheet that the committee prepared will provide a good estimate of funding to complete your committee activities for the year. Be aware that the lodge financial condition may require you to make adjustments to your plans. Or it may be necessary for the committee to find some alternative to fund your activities.

(2) Suggested Funding Sources:

\* Sponsor a function at the lodge (i. g. dinner dance, golf outing Etc.)

\* Approach local merchants for donations such as Mc Donald's, Berger King, supermarkets or major business's like Sears, Phone Company or Banks.

\* Another possible source of support is to join with other groups in your community like schools, Parent Teachers Associations, churches, community Drug Awareness Groups like the Moose or a Masonic Lodge. Many of our lodges have partnered with the communities law enforcement agency and supported the

D.A.R.E. program.

\* Some of our lodges have worked with a local sports team and sponsored Drug Free events like a baseball game with each child receiving a baseball with the teams logo and Elks Drug Awareness Message.

\* Many businesses are more than willing to participate in Drug Awareness activities. Donations may be in the form of cash or merchandise such as pencils, pens, and other promotional items with the local business name or logo on it. Supermarkets have donated food items such as hot dogs and the trimmings. The main thing is to ask for their support to your project. Don't be afraid to join forces with another group in a project you have started or one that they are working on. The key to success is getting the message to everyone as often as possible.

(6)

f. Accomplishments and reporting.

(1) Keeping track of what your committee accomplished during the year is extremely important. Complete and concise records of each activity during the year will become an aid to your committees success in the future years. An important tool in keeping information about each activity of the committee is to get in the habit of preparing a report at the conclusion of the activity. This report should contain what worked well and what did not work well. This will provide information for future activities and will prevent you from repeating the same mistakes. It will also allow you to improve upon the things that were successful. A report should include the following information:

\* Date and time of the activity. A short description of what the committee set out to accomplish and if the goal was met.

\* What was the intended audience? Was it a program directed to youth or adults, the age group or school grades of the Youth.

\* What was the number of attendees. This should include the number of adults, students, and volunteers working on the function. Volunteers should include Elks, Members of the

Lodge Auxiliary or any other organization that assisted in the program.

\* How much time was spent on the program. The time required in the planning, setting up and the actual program itself. A total of all volunteer hours worked.

\* What was the cost of the program. This should include the actual dollar amount of donations contributed by other donors. It would also provide information about who are willing contributors. In addition you may not want to solicit donations from the same donor too often.

(2) A short closing statement about whether or not the committee should consider this type of program again. If this program is to be repeated an approximate time schedule should be developed. (Information collected by your lodge is important to the State Association and the Grand Lodge. The Statistics provided by each lodge is assembled by the State and rolled up for the entire country. These statistics are provided to various government agencies and support the purposes of the Order of Elks. It is essential that this information be collected by the Elks to support our position in the community and country. Enclosed is a copy of an Annual Report form (appendix F) that will allow you to track the information required by the State Chairman each year.

(7)

g. Grand Lodge Printed Material.

(1) Awareness material is printed by Grand Lodge and made available to the lodges at no cost to the lodge. This material is free but the cost of preparation, printing and distribution is funded by the National Foundation. This material should be marked "DONATED BY THE ELKS".

(2) The distribution of awareness material should be controlled by the lodge committee. It is not intended to be handed to everyone but only to those who request it. Do not set up a booth and hand it to every passerby. It will be thrown away or in the nearest trash can. The cost of the material is very high and we must use it wisely.

(3) When ordering this material be sure that it will be used. This material generally come in boxes of 2,000 pieces. It is shipped by United Parcel Service (UPS) and cannot be delivered to Post Office Boxes. Make sure that the material will be delivered to a valid address, undeliverable material will be sent back to the shipper, returning it to Grand Lodge is costly. Order forms will be made available by our District Chairman. Each lodge can order 2,000 pieces of every

brochure in each lodge year. Each State Chairman and District Chairman has a supply of materials available and will be able to fill small orders on an emergency basis. The completed order form must be sent to the State Chairman for approval. It generally takes about two to four weeks for delivery. Forms sent directly to Grand Lodge will be returned to the State Chairman for approval. This will add additional time to the delivery of the material. When ordering, make sure that you order early enough to have the material delivered before you need it.

(4) Occasionally new types of drugs will be identified and informational brochures will be prepared. Special printing will run in limited quantities and will not be made for general distribution. This material will be made available in areas that have experienced usage of these new drugs. Special orders of this type of brochure will be handled by the State Chairman. As they become available sample copies of these brochures will be provided to the lodge chairman for information.

(5) Material has been prepared in different age groups, some material intended for use by adults. Other materials were designed to be used by students at different grade levels. Questions about material should be directed to your District Chairman.

#### h. Help and Assistance.

(1) Lodge Officers. The Officers of your lodge are a resource to be called upon to assist your committee efforts. If you are planning an activity that requires additional assistance to complete, you should call upon the Exalted Ruler for assistance. The Exalted Ruler can ask for lodge members to provide the additional assistance you require. This help may come from the members of the lodge which can include the lodge officers. If your lodge has a Ladies Auxiliary, they can be a valuable resource in the drug program. There may be teachers

(9)

among the membership who will have direct contact with the school system. Many of the auxiliary members may belong to Parent Teacher organizations. The PTA's also will be interested in sponsoring and participating in awareness programs. When you request assistance, make sure that the activity is well planned so that you can instruct the members exactly what is needed and how to go about getting it done. When you provide explicit instructions for the task, it will be completed the way you planned it. Also the next time you need assistance, volunteers will know that they will be given detailed instructions for the completion of the task. This will make getting volunteers easier in the future.

(2) District Committee Chairman. The district Chairman is representative of the State Association and is committed in the implementation of the Grand Lodge Program. He should be considered a resource for your committee and is in a position to provide assistance and experience for the successful completion of your committee activities. The District Chairman was the most likely

a lodge chairperson and has experienced many of the programs you are planning. He/she also has access to the efforts of the other lodges in the district and should be able to direct you to another lodge that may have experience in the program you are planning. The District Committee should have regular meetings at which this type of information should be shared. Discuss your plans with the District Chairman, if he/she is not familiar with the activity you are planning he/she can call upon the State Chairman who has access to all the activities in the state. If need be, he can get assistance from other states who may have a similar program. A key to success of your program is the experience we have gathered and the sharing of this information.

(3) State Chairman. Your State Chairman is the State Associations representative to the National Committee and has access to the information from all the state associations across the country. He is responsible for the implementation of the Grand Lodge Drug Awareness Program in your state. The state chairman has the opportunity to attend sessions with other state chairmen where information is shared and discussed. He brings a great deal of useful information back to the state. He is available to assist you at any time, do not hesitate to contact him for advice if you need it. The state committee should conduct meetings at the state level so that lodges in the state can discuss programs and plans. There are also projects that will be conducted at the state and national level. Information about these programs will be provided to your lodge by the District and State Chairmen. The state chairman is also the central point of contact for ordering Grand Lodge materials. All requests for this information must be coordinated by the state chairman. He is required to approve all requests. Those that are not approved by him will be returned by the Grand Lodge which can cause delays in shipping.

(4) Networking. Networking or the coordination with others, is a function that can assist our programs and the programs of others. The key to success is getting the information to the youth of our country. There are numerous groups in every community that are formed for similar purposes to ours. It is to our advantage to join forces and share resources. The formation of Community Coalitions is one of our primary objectives. Your committee should be actively

(10)

seeking other programs to unite with. When we join forces we can accomplish much more. It will eliminate redundancies and make these joint efforts more productive. Joining with lodges in your area is a natural extension of our program. But joining with other fraternal groups like ours can be extremely beneficial. The Moose and Masons have drug programs in place in most lodges. We need to try making contact with their representatives so that we can work together. There are also government agencies for drug prevention that are looking to form coalitions with programs like ours. Your committee should contact the local government agency for your community and try to set up a cooperative effort. The school system normally has a drug education coordinator, contact this person by contacting the school board in your community. School administrators are

generally receptive to our information, and willing to use it in the school program. The law enforcement organizations in your community are involved in drug education programs. We have worked with the local DARE in many lodges across the country.

(5) Coalitions. A successful Drug Awareness program in the community needs the support of as many organizations as possible. The Elks program strongly supports the formation and union of our program with those of other programs in our community. This type of information is very useful to your lodge and state association. It should be collected and reported through your Lodge and State Association to the National Committee. Information about coalition should also be reported on the CG-7 form.

#### h. Public Relations

(1) Local Newspaper and Television Stations. Public relations is your greatest asset in the drug awareness program. Newspapers and Television will get our message to the largest possible audience with minimum effort. Thousands of people read newspapers or watch television each day. You can reach ten times the number of people with one newspaper article or television spot than you could hope to reach with one face to face program. The first step is to establish contact with the local media, visit the newspaper and meet the people responsible for publishing local events. Explain the purpose of our program and ask for their assistance. This could come in the form of coverage of your program, a reporter and photographer may be sent to cover the specific event. Make sure that the event you want covered is important enough to have the media provide coverage. If your program is going to be presented to a large number of people they will likely provide coverage. However, if it is a small group you should be prepared to take pictures and prepare your own write up of the event for the newspaper. If you are planning a major event, call the local television stations and ask them if they want to cover the activity. You should be in a position to provide information that will make them want to be there, such as the number of participants, topic and special guests that are expected to participate. These guests could range from government officials, sports personalities or guest speakers. When you are inviting special guests, let them know that you expect media coverage. Media coverage is usually a good incentive to have these important people to take the time to attend your activity. If you have a public broadcasting station or local cable company, you

(11)

can count on them to advertise your program without charge. This type of coverage can help to make your program a success.

(2) State Elks Newspaper. Many State Associations have developed a state newspaper or newsletter. Use your state newspaper and provide them with as much information about what your lodge is doing in the drug awareness program. This will help your program and it may spark another lodge to sponsor a

similar activity. Check with the state chairman of this publication and schedules of printing. He/she can also provide you with the format of information required by this publication. This type of publicity is good for you program, members of your lodge when reading it may develop an interest and want to become part of the committee.

(3) The Elks Magazine. The Elks Magazine is a publication that will publish pictures and short articles about event in your lodge. Your best chance of having them published is to feature pictures with young people participating in Elks programs. They will also publish pictures of high ranking government officials such as State Senators, Congressmen or Governors. Do not send pictures of large groups of members standing about, limit photographs to small groups. Provide the names and titles of people in the picture and a short write up about what they are assembled for. Articles should be timely, don't send pictures of events that are out of date. Be sure to include your name and address as a reference in the event the magazine wants more information about your function. They will also return your pictures when they have finished with them. See Appendix G for details and mailing instructions.

(12)

### **FRATERNAL NEWS CHECKLIST**

\_\_\_\_\_ Is material less than FOUR weeks old? Material should be submitted as soon as

possible after the event occurs. Four weeks is the latest deadline. Our goal is a timely presentation of the activities of the Order.

\_\_\_\_\_ Is the explanation of the event clear and complete? Answer the reporter's "five W's (Who, What, Where, When and Why) as clearly as possible.

\_\_\_\_\_ Does the material include a contact person? Please include name, address and daytime phone.

\_\_\_\_\_ Is the photo of good quality? We cannot publish photos that are out of focus, have poor contrast, are grainy, or are poorly framed or composed. We cannot reproduce Polaroids or pre-screened photos.

\_\_\_\_\_ Are all individuals clearly identified? Identify all individuals in the photograph from the left to right. Double-check all spelling of names and offices held.

\_\_\_\_\_ No writing on photograph, front or back? Writing on the back will make an impression, which will leave photo unusable. Use a separate page for explanation of the photo.

\_\_\_\_\_ Is the photograph protected? Pack the photo graph flat with protective cardboard to prevent creasing.

\_\_\_\_\_ No paper clips or staples? Paper clips or staples can scratch or tear a photograph.

\_\_\_\_\_ Is subject matter suitable as specified? The guidelines lists activities that can be featured.

\_\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUBMIT ALL MATERIAL TO:

The Elks Magazine  
Editorial Department  
425 W. Diversey Parkway  
Chicago, IL 60614-6196

or

[magnews@elks.org](mailto:magnews@elks.org)  
Please send material as part  
Of the e-mail message itself  
Not as an attachment.

It is always courteous to send a concurrent copy to your Grand Lodge Sponsor.

Fraternal News Guidelines can also be found at the Elks Magazine home page:  
<http://www.elksmag.com>

## FRATERNAL NEWS GUIDELINES

The editors of the *Elks Magazine* appreciate your efforts to make the magazine the best it can possibly be. These guidelines have been developed to make it easier for you to tell the readers of *The Elks Magazine* about your Lodges successful programs. Please take a few minutes to study the guidelines to help you submit the correct photos and news items.

In general, material must involve Lodge or State Association activities unusual enough to merit national exposure. The emphasis should be on the recipients of your charitable and benevolent works.

### DESIRED ITEMS

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- |   |  |
|---|--|
| * Charitable Activities   | * Youth Programs   |
| * Civic Involvement   | * Drug Awareness   |
| * State Major Projects  | * Veterans Service Activities  |
| * Dedication of New Lodge Homes   | * Elks National Foundation Activities  |
| * Institution of New Lodges   | * Regional/National "Hoot Shoot" & "Most Valuable Student" Winners (Local, district and state winners should Be submitted to state association Publications) |
| * Visits of the Grand Exalted Ruler   |  |
| * Mortgage Burnings   |  |
| * Elks Ladies Auxiliary Activities (Acceptable only in connection Lodge Projects) |  |
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### DESIRED PHOTOS

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"Human Interest" Photos Depicting the Event.

Service Projects "In Action" ..... NOT Groups Posing for the Camera  
Donated Money "At Work" ..... Not Check Presentations

Photos of Veterans' activities MUST show the veterans our program serves.

Photos of Drug Awareness activities MUST show youth involvement.

Photos should ALWAYS show people - more than one person, but less than eleven

References to alcohol use in the photo or news item are NEVER acceptable.

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### ITEMS APPROPRIATE FOR LOCAL PUBLICATIONS

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|--|---|
| * Elk of the Year Awards                               | * State Association Awards  |
| * Publicity for Future Events                          | * Poems, Eulogies, Editorials & Humor   |
| * Lodge Officer Installations                          | * Obituaries of non-GL Officers   |
| * "Old-Timer" Recognition Programs                     | * Student/Teenager of the Month/Year  |
| * Initiation Classes or Relative Initiations           | * Disappearance of an Elk or Members of an Elks Family  |
| * Non-Elk Activities (Even those that involve members) | * Advertising for Profit or Fund-Raising Activities (Paid advertising may be Submitted to the Advertising Department) |
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Unfortunately, the above items are not of sufficient national reader interest for the *Elks Magazine*.

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### MANDATORY ACTIVITIES NOT COVERED

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Submit material on mandatory activities to state publications and the following Grand Lodge Committees:

- \* Flag Day ..... Americanism Committee
- \* Christmas Program ..... Lodge Activities Committee

- \* Elks Memorial Sunday ..... Lodge Activities Committee
- \* Lodge Bulletin Contest ..... Lodge Activities Committee
- \* National Youth Week ..... Youth Activities Committee

Appendix G/1