



# Grand Lodge NEWSLETTER

*Elks Care — Elks Share*



## New leadership pushing forward with positivity

April begins with the changing of the guard. It is extremely important that the new Officers, Board of Directors, and Trustees work hand in hand to accomplish the important programs in each of your Lodges.

It is crucial to develop a budget for your Lodge that each committee can work with. You must develop a budget that will keep your Lodge financially sound throughout the new Lodge year. Pick out a night and invite all the Officers, Board of Directors, and your committee members and take this opportunity to review your Lodge budget. Discuss ideas to make your Lodge programs even better. Discuss your goals for the Elks National Foundation, your state's Major Project, and any other community activities that your Lodge may be involved with.



**Message from  
the Grand  
Exalted Ruler  
BRUCE A.  
HIDLEY**

Listen to what your Members have to say. Always consider their input and be open and flexible to new ideas. Perhaps say, "OK, let's try it."

Another area of critical focus at the onset of a new Elks year is **membership**. Work with your appointed Membership/Membership Retention Chair as a **team**. All of your Lodge Members are a part of your membership committee. It is important to reach out to delinquent

Members in order to bring them back into your Lodge. It may only take one phone call. There is a chance that by speaking with the delinquent Member, you may get them to renew their dues and become an active Member again.

Your Lodge Secretary plays a very important role for Members who were dropped for nonpayment of dues. I encourage you to review Statute 14.180. This Statute is very clear that your Lodge Secretary shall advise the unaffiliated of his/her rights to reaffiliate within 60 days.

Make +1 in membership a priority during your term. I know our Grand Lodge Membership Marketing Manager Rick Gathen would be very proud to say your Lodge achieved a +1 in membership. With the leadership team

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## Pre-registration for Convention opens in April

Online pre-registration for the Grand Lodge Session in Minneapolis opens April 1 and will be available at [elks.org/convention/prereg.cfm](http://elks.org/convention/prereg.cfm) through June 28.

Registration will be open on Friday, June 30, from noon until 4:00 p.m. in the Minneapolis Convention Center. Be advised,

**GRAND SECRETARY**  
Bryan R. Klatt

Exhibitors and Vendors will not be open at this time. Normal registration and Vendor/Exhibitor hours will begin Saturday, July 1, at 8:00 am.

The online pre-registration fee is \$50 for **all** Members. The on-site registration fee will be \$60. A current credit card for PayPal will be needed. There is no fee for a non-Elk spouse or guest.

A registration badge will be required to enter the exhibit hall and all business sessions.

## GRAND LODGE ACTIVITIES COMMITTEE

### Promoting community involvement

By **MICHAEL B. BRYANT**  
Committee Member

To all new incoming Exalted Rulers and Officers, **congratulations** and thank you for accepting the challenge of leading your Lodge into a prosperous new Lodge year.

It is an honor to be selected by your Members, who trust you to represent them. Successful leaders lead by example, build teams, and empower others to pursue their goals and dreams.

You are not alone in your endeavors, though! The Grand Lodge has many resources to assist you in meeting your goals. One of these resources is the Grand Lodge Activities Committee. The Activities Committee resources can assist you in implementing new ideas and projects. The Grand Lodge Activities Committee resources can be found at [elks.org/grandlodge/activities/](http://elks.org/grandlodge/activities/). If you still need to do so, you should become

familiar with the Grand Lodge website. You will discover committee news, manuals, forms and certificates, a description of programs, and multimedia and YouTube videos on the various programs.

The Grand Lodge Activities Committee programs include Antlers, Soccer Shoot, Medals of Valor & Service, Junior Golf, Youth Recognition Programs, JROTC Awards, Youth Week Proclamation, Dictionary Program, certificates of appreciation, and Honor Our Flag certificates. In addition, many other certificates are available — they are fillable PDFs so they can easily be printed to recognize deserving individuals and community partners.

The Youth Activities Program Manual, available online, also gives an overview of these programs and suggestions on starting them. Additionally, you will find a list of committee members and contact

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## GRAND LODGE AUDITING & ACCOUNTING COMMITTEE

# 11 steps to assist with year-end financial reporting

By **WILLIAM J. CHINN, JR.**

**Committee Chairman**

Lodges should finalize their financial reporting now that the 2022-23 Lodge year has concluded. To accomplish this, the following steps should be taken in April. References to the pertinent sections of the Grand Lodge Auditing and Accounting Manual are listed after each task.

1. Enter the final Dividends, Interest and Unrealized Gains (and Losses) from the Lodge's investment accounts into the accounting system. *Section 3-108.*
2. Enter the adjustments for the physical inventory taken as of March 31, 2023 into the accounting system. *Section 3-109.*
3. Record any Prepaid Expenses — those that cover periods in the 2023-24 Lodge year (i.e. property taxes, worker's compensation insurance, etc.). *Section 3-110.*
4. Ensure that all invoices for services received prior to March 31, 2023 are recorded as Account Payables as of March 31, 2023. *Section 3-112.*
5. Adjust any state and local Sales Tax liabilities to the amount due as of March 31, 2023. *Section 3-113.*
6. Ensure that all 2023-24 Lodge year dues collected prior to March 31, 2023 are recorded as Prepaid Dues. *Section 3-115.*
7. Adjust for the current portion of any Mortgages, the principal amount due in the next 12 months. Use the amortization schedule for the loan or have the Lodge's accountant provide. *Section 3-116.*
8. Adjust the Restricted Fund Balances based on the Net Income/(Loss) in the 9XXXX series of accounts. Ensure that the Restricted Assets equal the Restricted Fund Balances. *Section 3-118, Appendix J, and the Excel Macro at [elks.org/grandlodge/auditing/documents.cfm](https://elks.org/grandlodge/auditing/documents.cfm).*
9. Prepare and submit the initial March 31 data to the FRS. Lodges can use the Excel Macro found at [elks.org/grandlodge/auditing/documents/MacroInstructions\\_Actuals-1.pdf](https://elks.org/grandlodge/auditing/documents/MacroInstructions_Actuals-1.pdf) to assist in preparing the submissions.
10. Submit data to the Lodge's Form 990 preparer. Remind the preparer of the required due date of August 1 for uploading Form 990 to [elks.org](https://elks.org). As a reminder, Grand Lodge does not recognize any extension of time for the submission of the Form 990.
11. Finally, make use of the Closing Date Feature of QuickBooks (or similar feature in the Lodge's accounting software) to prevent changes to the data after submitting the data to the Form 990 preparer. If any additional changes are necessary, provide them to the Form 990 preparer for inclusion in the Lodge's accounting.

All Lodges should review the FRS reports provided by the District Deputy each month to ensure that the data in the FRS reconciles to the Lodge's accounting records. If there are discrepancies, now is the time to investigate and resolve these issues. This will assist in allowing for the prompt issuance of the annual Financial Evaluation by the Area Committee Member.

Your Area Member of the Grand Lodge Auditing and Accounting Committee and your state FRS coordinator stand ready to provide assistance to any Lodge.

## GRAND LODGE GOVERNMENT RELATIONS COMMITTEE

# Good deeds become official after documentation

By **DANIEL J. CAPELLA**

**Committee Member**

There is an old adage that I think about once in a while, the punch line of which is, "The job ain't done 'til the paperwork's done." I won't describe the picture that accompanies this saying, but the punch line surely summarizes the problems we face with regards to our survey of Volunteer, Youth, Charitable and Community Service Programs.

If some find this topic to be repetitive with regards to Grand Lodge Government Relations Committee newsletter articles, you are correct. That's because of the extreme importance of an accurate, Lodge-by-Lodge, state-by-state summary of what we do and what we contribute in the name of charity. The significance of our survey cannot, in any way, be overly emphasized because of its usefulness for the survival of our Benevolent and Protective Order of Elks.

Previously, our committee has warned

that some governmental individuals and agencies believe our fraternal organization is simply a source of wealth, waiting to be tapped for the benefit of governmental projects and programs. Combating that perception was a purpose for which our Grand Lodge Government Relations Committee was originally formed. Committee members on the national, state, district, and local level continually work to challenge the misconception that we are just another business that should be subject to full taxation.

Over the past many years, Government Relations Committee members at all levels have strived diligently to defend our charitable organization. We have improved the overall procedure of keeping track of our charitable reports, including donations, hours of service, and mileage in order to make it easier to track and forward all such information to Grand Lodge. We have also worked to spread the burden of inputting statistics

to include other Members of the Lodge, so as to lessen the work of our Lodge Secretaries, who have borne the brunt of this task for many years.

These endeavors are working, but progress has been slow. It is suggested that Lodges reassess their present practices so the clerical system associated with our survey becomes easier to manage and maintain, thereby making the procedure more accurate and time efficient. Doing so will involve some changes, and we all know most individuals and organizations are afraid of change—yet change is necessary to insure our future.

Continuing to improve our reporting system must be accomplished, in addition to increasing our influence within our communities through a consistent effort that builds relationships with local, county, and state elected officials. Doing so will validate our importance within our communities and improve our reputation.

## DRUG AWARENESS PROGRAM

# Take Back unneeded meds this month

By WILLIAM J. BRYAN

Elks DAP Assistant National Director

National Prescription Drug Take Back Day is scheduled for April 22 from 10 a.m. to 2 p.m. For more information and to find a drop-off location, go to [dea.gov/takebackday](http://dea.gov/takebackday).

The goal of the program is to provide a safe, convenient, and responsible means of disposing of prescription drugs, while also educating the general public about the potential for abuse of medications.

If you miss this one-day event this month, don't worry. The DEA provides a search engine to seek out year-round disposal locations near your Lodge. You can search by zip code or simply by typing in your city and state. The search engine allows you to search a 5-, 10-, 20-, or 50-mile radius from your Lodge. Go to [deadiversion.usdoj.gov/drug\\_disposal](http://deadiversion.usdoj.gov/drug_disposal) to find disposal locations.

April is also the deadline for the three youth contests conducted by the Elks DAP. There are three categories for the video contest (elementary schools, secondary schools, and post-secondary schools) and there is an essay contest



and poster contest. Contact your State Chair for details.

The theme for all contests is: *One Pill Can Kill*. This is a great opportunity to get positive press for your Lodge. Information for our youth contests can also be found at our various DAP websites.

Plans are underway for our annual training, which takes place for State Chairs at the Grand Lodge convention. We will also be holding our annual workshop for the general membership to come and hear about what your Drug Awareness Program is doing. Hope to see many of you in Minneapolis.

## G/L PR AND MEMBERSHIP MARKETING COMMITTEE

# New orientation video now online

By RICK GATHEN

Membership Marketing Manager

We have worked to restructure and shorten the Orientation video, making the messaging more concise and well-organized. It's been nine years since the orientation video was changed.

The BPOE continues to strive to attract a younger and more diverse membership. The restructured orientation video

better reflects those goals along with our progress.

We've also eliminated the need to produce DVDs, which have become obsolete.

The restructured orientation video can be found on Elks.org. Go to the Manuals menu, select Membership Guide, and scroll down to section two—Orientation & Initiation.

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you have put together, I know how hard you will be working on *"Promoting Elksdom With Enthusiasm."*

April also is the month when families get together for Passover and Easter. Helen and I want to wish you and your families a wonderful holiday celebration.

In closing, thank you for your continued leadership this year by working hard within your communities to show that *"Elks Care — Elks Share."*

God bless each of you. God bless our troops, past and present. And most of all, God bless America.

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and once submitted, applications cannot be edited. If you apply for a Freedom Grant Classic and your project does not qualify, you will not be able to reapply for a Freedom Grant Spark. Think carefully and be realistic about which grant type is best suited to your project plan.

More information about the Freedom Grant, including examples of qualifying projects for each grant type, can be found at [elks.org/vets/freedomgrants](http://elks.org/vets/freedomgrants).

Contact the ENVSC office with questions any time at (773) 755-4736 or at [vets@elks.org](mailto:vets@elks.org).

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information for your area. Each committee member also supervises one of the programs listed above. These committee members are available to assist you in implementing these programs and can guide on how to improve them if you are already participating in them.

An essential resource is also the Youth Protection Guidelines. This recently updated manual, located at [elks.org/grandlodge/manuals/downloadPDF.cfm?thepdfID=82](http://elks.org/grandlodge/manuals/downloadPDF.cfm?thepdfID=82), is for guidance to Local Lodges, Members, committees, and volunteers to protect our youth while they are interacting with the Elks. Every Lodge should have a copy of these guidelines, which should be shared with any individual interacting with youth in our Lodge activities.

Now is your opportunity to ensure that your Lodge's Activities Committee is active and that they are making plans to conduct youth and community programs in the coming year.

Community involvement, in whatever form, can directly benefit your local community. It is the future of Elkdom. Your programs will give you positive visibility in your community and allow you to be a valued community partner. This will aid in new membership growth and emphasize what we, as Elks, are about—giving back to those in our communities in need.

As you participate in these community programs, why not get recognition for your Members and volunteers by entering the Community Project Contest? This Grand Lodge Activities Committee award recognizes Lodges for their valuable contributions to their communities. It is also a way to show your hard-working Members and volunteers how special they are and that they are appreciated even beyond the Local Lodge level. Information on the contests and entry form can be found at [elks.org/grandlodge/activities/files/communityProjectsContest.pdf](http://elks.org/grandlodge/activities/files/communityProjectsContest.pdf).

Be sure to submit your entry form before the end of your Lodge Year. Then, as soon as you have completed a program that you feel is worthy of this recognition, please submit your entry. Winners are announced at the Grand Lodge Convention, and you will bring a framed certificate back to your Lodge to be awarded at your awards program or at a special ceremony to recognize this achievement.

As a newly elected Exalted Ruler, take advantage of all resources available to you for a very successful Lodge year.

# Freedom Grant has options for projects big and small

By **RENE VILLALOBOS**  
ENVSC Programs Associate

Is your Lodge ready for Freedom Grant season? Freedom Grant applications will become available on April 1 at 12:01 a.m. Central Time and will close on April 20 at 11:59 p.m. Central Time. Grant recipients will be notified in mid May. Applications will be evaluated based on the type of project proposed and the quality of each Lodge's plan.

Like last year, Lodges will have the option of applying for a Freedom Grant Classic or a Freedom Grant Spark. All Freedom Grant projects must serve veterans and/or military members in

need of support or services.

The Freedom Grant Classic, at \$3,000, is intended for active projects and requires direct service to veterans. Projects with a high level of Elks involvement will qualify for this grant. Consider this option if your Lodge is planning a large event or has experience with an ongoing project. We will award 200 of these grants, so the process is pretty competitive! Monetary donations do not qualify for the Freedom Grant Classic.

The Freedom Grant Spark, at \$1,000, has fewer restrictions and can be used for

less active projects like donating winter clothes to a Stand Down or providing support for a veterans food pantry.

This is an excellent option for Lodges that are just getting started with veterans' service projects, or for smaller communities in rural areas. We will award 400 Freedom Grant Sparks, so Lodges will have a higher chance of receiving a Spark.

Lodges must choose one option and submit a thorough, detailed application. Choose wisely! Grants are competitive

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**BRYAN R. KLATT**, Grand Secretary  
**Benevolent and Protective  
ORDER OF ELKS**  
2750 N. Lakeview Avenue  
Chicago, Illinois 60614-1889

**April 2023**

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## GRAND LODGE FRATERNAL COMMITTEE

# 21 Lodges earn awards for attractive, informative websites

By **DENNIS J. GERLEMAN**  
Committee Member

Winners of the Lodge Website Contest are:

### 5 Star ★★★★★ Awards

- Christian County, MO No. 2777 [ccelks2777.com](http://ccelks2777.com)
- Florence, OR No. 1858 [florenceelks.com](http://florenceelks.com)
- West Shore, PA No. 2257 [westshoreelks.org](http://westshoreelks.org)
- Reno, NV No. 597 [renoelks.org](http://renoelks.org)
- Ken-Ton, NY No. 1942 [facebook.com/kentonElksLodge1942](https://facebook.com/kentonElksLodge1942)

### 4 Star ★★★★ Awards

- Essex, MD No. 1866 [essexelks.org](http://essexelks.org)
- Sarasota, FL No. 2495 [sarasotaelks2495.org](http://sarasotaelks2495.org)
- Jupiter, FL No. 2469 [jupiterelks.org](http://jupiterelks.org)
- Annapolis, MD No. 622 [elks622.com](http://elks622.com)
- Wallace, ID No. 331 [wallace.idahoelks.org](http://wallace.idahoelks.org)

- Bremerton, WA No. 1181 [bpoe1181.org](http://bpoe1181.org)
- Vancouver, WA No. 823 [elks823.org](http://elks823.org)
- Sanford, NC No. 1679 [sanfordelks1679.org](http://sanfordelks1679.org)
- Garden Grove, CA No. 1952 [elks1952.org](http://elks1952.org)
- Oswego, NY No. 271 [oswegoelks.com](http://oswegoelks.com)
- Scotia-Glenville, NY No. 2759 [sgelks.org](http://sgelks.org)

### 3 Star ★★★ Awards

- Louisville, KY No. 8 [facebook.com/ElksLodge8](https://facebook.com/ElksLodge8)
- Camillus, NY No. 2367 [camilluselks.weebly.com](http://camilluselks.weebly.com)
- Southampton, NY No. 1574 [facebook.com/southamptonelks](https://facebook.com/southamptonelks)
- Catalina Mountain, AZ No. 2815 [elks2815.org](http://elks2815.org)
- St. Petersburg, FL No. 1224 [bpoe1224.com](http://bpoe1224.com)

Great job on these websites. You can pick up your plaques at the Fraternal Committee booth during this summer's convention in Minneapolis.