



Benevolent and Protective Order of Elks
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June 27, 2016

Dear Exalted Ruler,

Attached, you will find information for assembling the Contest "C" Elks Memorial Service brochure. It also shows how the committee evaluates the submission. Please review what is listed to maximize the points being awarded for your hard work.

On the first Sunday in December, the Laws of the Order provide that we, as Elks, should pause to pay our respects "To Our Absent Members". This service should be well planned and carried out with the utmost dignity. The families of our departed Members should be invited to attend as well as the public.

The Elks Memorial Service contest is easy to enter as it only requires that you document the Service with pictures and copies of the various items showing how you planned and put your program together.

As with any other contest, please ensure the following is part of your brochure:

1. Binder
2. Front cover sheet showing
 - Lodge name, number, and location
 - Lodge Membership Division number (i.e. "Division VI")
 - Contest "C"

3. A certified letter from the Lodge Secretary with Membership number as of March 31st, 2016. This letter must be on Lodge letterhead, signed by the Lodge Secretary, and have an embossed Lodge seal attached.

Contest entries must be mailed to your District Vice Chairperson and postmarked by January 27th, 2017. Our AEA state judging will be held on March 14th, 2017. SEND IT TO YOUR DISTRICT VICE CHAIRPERSON. Call if you need any help.

Please contact your District Chairperson for question on this contest. You can download the digital directory here for the latest contact information.

Fraternally,
Robin Madson II
State Chairperson- AEA Lodge Activities

ELKS MEMORIAL SERVICE AWARD CONTEST

Guidelines and General Rules

Lodges must submit a single brochure based on the following guidelines:

- 1: Each entry must be a single binder that does not exceed 8½"x11" by 4" thick
- 2: Each entry should contain a letter signed by the Lodge Secretary attesting to the Lodge's membership on March 31st, 2016.
- 3: All entries must be mailed (shipped) to the District Vice Chairperson by January 27th, 2017.
- 4: Entries that contain Lodge newsletters for documentation of criteria should have the appropriate areas highlighted.
- 5: Photos may be used as documentation of evaluated events and should contain captions. Remember that while "a picture may be worth a thousand words ", twelve pictures of the same subject will not serve better than one.

EVALUATION CRITERIA

Membership certification received: () Yes () No

Lodge Name and Number : _____

State: Arizona

Division: _____ Number of Members: _____

Postmarked on or before deadline: () Yes () No

- 1: Provide documentation that the Memorial Service was published in the Lodge Bulletin in a timely manner (both in advance of Service giving Members a chance to participate, and as a news article after the service took place). 1-10 Pts _____
- 2: Participation by Lodge Officers in the Memorial Service (photos of participation, letters of notification, duties performed, etc....) 1-5 Pts _____
- 3a: Provide documentation of personal invitations sent to the immediate family or others known to be significant in the life of the departed Member 1-5 Pts _____
- 3b: Document the efforts made to make the invited guests feel welcome and supported at the service (photos of greeting people, any special arrangements made, thank you notes, efforts in providing transportation for these guests, etc... are but a few examples). 1-10 Pts _____
- 4: Memorial Service should include the Lodge's extended family. Document how the Lodge Auxiliary or spouses of Members participated. 1-5 Pts _____
- 5: Memorial Service Booklet - Caliber, content, and effectiveness as a fitting tribute to "Our Absent Members ". 1-10 Pts _____
- 6: Document any "pre" or "post" service gathering or reception 1-10 Pts _____
- 7a: Document any effort made to invite dignitaries from the Elks, City, State, Church, or other volunteer organizations. 1-5 Pts _____
- 7b: Document any effort made to invite (include) the community at large via the media or other means. 1-5 Pts _____
- 8: Memorial Service format and effort expended in preparing a fitting and dignified service as evidenced by:
 - A: Music and vocal selections 1-10 Pts _____
 - B: Music and vocal selections 1-10 Pts _____
 - C: Music and vocal selections 1-10 Pts _____
- 9: Entry presentation (clarity and use of photographs to illustrate a point, organization of brochure, and overall entry effort. 1-10 Pts _____

TOTAL POINTS AWARDED: _____