



**BENEVOLENT AND PROTECTIVE ORDER OF ELKS
FRATERNAL COMMITTEE
ALL-AMERICAN LODGE CONTEST "A" HANDBOOK**



ALL-AMERICAN LODGE CONTEST "A" HANDBOOK

**(For use by Contest preparers and especially District Deputy and State Association Lodge
Activity Committee Chair scorers)**



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ALL-AMERICAN HANDBOOK PURPOSE

This handbook was designed to help Lodges apply for the All-American award by providing additional detail and documentation examples to aid in package assembly. It is also designed to be a valuable aid for District Deputies Grand Exalted Rulers and State Association Lodge Activities Chairs to help evaluate if the documentation provided is sufficient and hopefully answer potential questions prior to submission to Grand Lodge.

Note: This manual will be updated annually upon the release of the new Elk Year All-American Lodge Contest “A” Certification forms by Grand Lodge.

The All-American contest application is not the responsibility of just the Lodge Secretary or just the Exalted Ruler. Lodge leadership should put together a group of Elks to work on this application throughout the year to ensure the best chance of success.

ALL-AMERICAN LODGE CONTEST

The All-American Contest “A” was introduced by Grand Lodge in the 1982–1983 fraternal year. This contest was designed to be the premier opportunity for Lodges to showcase their year of hard work for Elkdom within their communities, State Associations, and nationally. This most prestigious award showcases Lodges that best exemplify “Elks Care, Elks Share.”

There are six membership divisions. The highest scoring 10 Lodges in each division will be recognized by Grand Lodge in its monthly newsletter prior to the national convention. The top three in each division will be recognized at the Grand Lodge Convention. The six membership divisions are:

- | | |
|-----------------------|-------------------------|
| I = 1-150 Members | IV = 301-450 Members |
| II = 151-225 Members | V = 451-700 Members |
| III = 226-300 Members | VI = 701 Members & over |

PAPERWORK CERTIFICATION

There are a few contest rules to take note of.

1. Only the current year’s form may be used for entry
2. Please pay attention to documentation requirements. Activity items with * on the Lodge Certification form provided by Grand Lodge REQUIRE documentation. It is good policy to provide documentation whenever you can for all other activity items.
3. Make sure to pay attention to deadlines. There are no late entry allowances.
4. Contest forms will NOT be considered unless signed by Secretary, Exalted Ruler, District Deputy (DD), and State Lodge Activities Chair.
5. Contest submission may be in electronic format as well as for supporting documentation.



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There are several levels of certification required to submit the All-American application. Exalted Rulers, once you get the membership certified from your Lodge Secretary (see below), your application is to be submitted to the District Deputy. The District Deputy will submit it (after verification) to the State Lodge Activities Chair, who will, after his/her review, will submit it to the Grand Lodge Contest "A" Administrator.

SECRETARY. The Secretary must complete the top upper left square of the contest form with the membership total as of March 31 of the previous Elk Year. For example – the Membership number to be used for 2023-2024 All-American applications must be what the ending membership number of the 2022-2023 year was (e.g. what the number was on 3/31/23). Make sure the Lodge name, number, and address, are legible. Sign and forward to the Exalted Ruler.

EXALTED RULER. In the top lower left square of the membership form, sign and date. You are responsible for circling/entering the point values in the "Lodge Circle" column of the application. Where no points are shown in the point value column on the form, please list the points that the Lodge earned in that areas as indicated by the activity. You also must circle the grants applied for and received in the appropriate activity blocks.

Points are only awarded for participation in a program, and they are not based on the number of participants or the number of times done. **Example**, bingo held once a month for veterans counts for one event only (repeating occasions do not count) and should count for two points in the participation in veteran programs section of the All-American Award.

Donations of money are reported separately. **Example**, you cannot count grant money as "donations" collected to support a veterans or youth project, as you are already getting credit for having gotten the grant under a different section of the All-American Award (this is what they mean by double-dipping).

Be sure to provide documentation for point values (more detail will be provided below). The more documentation you provide, the more likely the District Deputy and State Lodge Activities Chair will allow the points. **IF ACTIVITIES ARE NOT PROPERLY DOCUMENTED, POINTS WILL NOT BE ALLOWED.**

Double and triple check your math. The form does not auto-tabulate, so you want to make sure you have the correct amount in the appropriate "totals" block.

Submit your application and all supporting documentation to the **DISTRICT DEPUTY** by **April 1st**.

DISTRICT DEPUTY. The District Deputy will review the documentation for each activity and enter the "points earned." If the documentation is insufficient to verify that the activity was conducted or the proper point value was not entered or incorrectly calculated, adjust it as appropriate to match what the documentation allows for. Please be diligent in reviewing the points entered as it is possible that Lodges may incorrectly enter the number of participants, or dollar values instead of the correct point value. Enter the "points earned" total, sign the top upper right square of the contest form.

Note: District Deputies and State Lodge Activities Chairs, you are advised to consult notes for each activity in this handbook to assist you in verification of points assessed.



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Note: CHECK THE LODGE MEMBERSHIP AS OF MARCH 31st (THE LAST DAY OF THE PREVIOUS LODGE YEAR BEING SUBMITTED FOR) TO ENSURE IT MATCHES WHAT WAS ENTERED BY THE SECRETARY. This is important as this number determines what membership division the contest application will be competing in.

After tabulating the scorers for all Lodge applications received in the district, submit the form and all supporting documentation for THE HIGHEST SCORING LODGE IN EACH MEMBERSHIP DIVISION to the STATE LODGE ACTIVITIES CHAIR by **April 15th**.

Note: This means you could be submitting up to six different application packages if you have applicants in each of the six membership categories as delineated above.

Also, after completing the selection process for the top winner in each division, please complete the Certification of Participation and distribute for all other Lodges that entered the contest in your District by division and make a list of each participating Lodge name and send this list on to the State Activities Chair without the applications or documentation. This is to help determine the overall participation nationally in the contest and develop a database for review of the program.

STATE LODGE ACTIVITIES CHAIR. After reviewing the contest form and supporting documentation, sign in the top middle right square of each application. Determine the TOP THREE FINALISTS for EACH of the SIX membership divisions.

Note: This is a maximum of 18 Lodges. Submit the applications and supporting documentation for all of these state finalists to the Grand Lodge Contest Administrator by **April 30th**.

ALSO, After completing the selection process for the top three winners in each division, please forward the list prepared by the District Deputies of the number all other Lodges that entered the contest by division and Lodge name. Please send all of these lists separately to the Program Administrator without the applications or documentation. This is to provide the overall participation numbers by State nationally that entered the contest.

ACTIVITY ITEMS AND DOCUMENTATION

Proper documentation helps keep your application organized and ensures its best chance of success. Pay attention throughout this manual for "**Example**" or "**Notes**," or anything else listed in ALL-CAPS or **bold**. If you have ANY questions about how to document activity or what is or is not authorized, reach out to your Lodge Activities Chair at the State.

Your Lodge is doing great things, make sure the contest administrator knows about it!

Note: A good recommendation is to include a cover letter or memo that spells out each activity that has documentation attached. Some of these activities do not require more than just notification by the Exalted Ruler that the activity is complete because it is easily verified (like having a full complement of officers). A cover memo allows for all of these options to be addressed. See Exhibit A for an example cover letter.



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ELKS NATIONAL FOUNDATION (ENF) PER-MEMBER GOALS

Each year the Grand Exalted Ruler sets a per-member-giving goal for Elks National Foundation (ENF) giving by Lodges. This can be tracked for each Lodge at enf.elks.org/reports. Lodges that meet the Grand Exalted Ruler's 2023-2024 goal of \$4.80 can earn 25 points in this category. Additionally, more points are available for increases above this amount. Each full \$1.00 over the per-member amount is an additional 5 points (up to a maximum of 25 additional points, which would be met by achieving a \$9.80 per-member donation level).

ELKS NATIONAL FOUNDATION (ENF) CHAIR CHALLENGE

The ENF Chair Challenge is a large number of points. It is worth 100 points. The ENF Chair Challenge enables Lodges to earn up to 1000 points, but this 1000 maximum turns into 100 possible points on the All-American Award Application program. The details of how the points are assessed and how to earn them can be found here at enf.elks.org/ChairChallenge. The more active your ENF Chair is, the better your Lodge can do. Earning as many points as you can should be a focus. Your current ENF Chair Challenge score can be viewed at enf.elks.org/CCstandings. At the end of the year there are some outstanding things that may not be credited quickly, like extra-credit assignments and late remittance sheets that credit new, second, or third year, donors, etc. It is recommended to detail out any additional points you think you may have earned that are not credited so that the final estimated ENF Chair Challenge score you provide can be justified by District Deputies and follow-on evaluators.

MEMBERSHIP

Plus One. Your Lodge can earn 25 points if it achieves a plus one status. It is simple to document and verify this in the Chicago Lodge Membership System (CLMS). You can document this attainment in your cover letter by a simple sentence like... "Our Lodge started at xxx Members. We are currently at xxx. We met the plus 1 goal and earned 25 points." District Deputies, you can verify this through CLMS or by getting a screenshot of the membership data sent on 31 March.

New Member Increases. In addition to the 25 points listed above there are other ways to earn points in the Membership category. Your Lodge can earn another 25 points if the number of Members it has added (initiated) or reinstated is 5% higher than the starting base number. **Example:** If on 4/1/23 your Lodge had 880 members, if you initiate (add) or reinstate (these two number totals are combined) 44 Members, you met the criteria for a 5% increase in your base number. Additionally, for every percent over that 5% you go, up to 10%, you earn an additional 5 point per percentage point.

Note: At the beginning of the Elk year, take your base member starting number and mark it down. Then figure out what 5%, 6%, 7%, 8%, 9% and 10% of that number equals. As you meet those numbers, (remember you are only counting the number of initiated plus the number reinstated), make sure you are accounting for those numbers in your cover letter and on the Lodge certification form.

Note: District Deputies – using the same information as provided above you can verify this membership information in CLMS at <https://www.elks.org/member/dds/reports.cfm>, then CLMS Reports, Membership Snapshots.



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Non-Payment. If your Lodge got its non-payment (delinquency) percentage down to 5% you can earn 25 points in this category. Additionally, like the new member bonuses, there are bonus prizes for lowering that delinquency or non-payment number lower. Getting it down to 4.0%-4.9% earns you an additional 5 points. Lowering to 3.0%-3.9% another 5 points. Lowering to 2.0%-2.9% another 5 points, Lowering to 1.0-1.9% another 5 points. Less than one percent is a final 5-point bonus.

Note: District Deputies – you can verify the delinquency/membership information in CLMS at <https://www.elks.org/member/dds/reports.cfm>, then CLMS Reports, Membership Snapshots.

Secretaries - you can verify the delinquency/membership information in your Lodge CLMS2Web under the reports tab, Membership tab, and select Membership and Lapsation.

LODGE GRANTS APPLIED FOR

It is relatively easy to provide documentation for Elks National Foundation (ENF) grants applied for. You can earn 25 points for each grant applied for (Impact, Beacon, Gratitude, Spotlight, & Freedom) up to a maximum of 125 points. Here are some great examples of documentation you could provide...

- A snapshot of your grants dashboard that clearly shows the “started” AND “submitted” boxes checked off (starting a grant application but failing to submit does not qualify as a grant applied for)
- Enclose the ENF grant application forms you submitted
- ENF letter stating each grant was received or if not, the declination letter

** Since the Beacon and Spotlight Grants can be merged, there will only be one application that can be seen. It is recommended that the grant application be included for this grant merge as it shows a different grant dollar amount and supports the documentation that both grants were applied and combined together.**

Note: District Deputies can look at the Grants Dashboard for information on grant applications and reports as well as historic grant status here at enf.elks.org/CIPdashboard.

Note: Simply circling the grant name on the application is not sufficient documentation.

LODGE GRANTS RECEIVED

Like documentation for ENF grants applied for, it is relatively easy to provide documentation for ENF grants received. In this category, you can receive 25 for each of the ENF grants you are awarded (Beacon, Gratitude, Spotlight, and Freedom) up to 100 points.

Note: The Impact Grant is counted separately below. Here are some great examples of documentation you could use...

- A snapshot of your ENF grants dashboard that clearly shows that all three blocks of “started,” “submitted,” and “processed” are checked and the words “grant application approved” are visible
- Copy of the grant approval email or letter sent with check
- Copy of the final report approval email



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** Since the Beacon and Spotlight Grant can be merged, there will only be one processed or approved grant that can be seen. It is recommended that the grant approval letter or final report be included as it shows a different grant dollar amount and supports the documentation that both grants were approved.**

Note: District Deputies can look at the Grants Dashboard for information on grant applications and reports as well as historic grant status here at enf.elks.org/CIPdashboard.

Note: Simply circling the grant name on the application is not sufficient documentation.

IMPACT GRANT RECEIVED

Like all other Lodge grants, the same sort of documentation for the Impact Grant should be provided. Receiving the Impact Grant (or a Renewal Impact Grant) is worth 50 points on the All-American Award. Here are some great examples of documentation you could use...

- A snapshot of your grants dashboard that clearly shows that all three blocks of “started,” “submitted,” and “processed” are checked and the words “grant application approved” are visible
- Enclose the grant approval email or letter from ENF
- Copy of the final report to ENF

Note: New Impact Grants show as IMPACT and Renewal Impact Grants show as Renewal grants on the grants dashboard.

Impact Grants are the only grant that require quarterly reports.

Note: District Deputies can look at the Grants Dashboard for information on grant applications and reports as well as historic grant status here at enf.elks.org/CIPdashboard.

MOST VALUABLE STUDENT (MVS) SCHOLARSHIP CONTEST

Participating the Local Most Valuable Student (MVS) scholarship judging is worth 25 points. Your Lodge Scholarship Chair/Coordinator should be participating online (elks.org) in the Most Valuable Student (MVS) Scholarship Contest. If/after your Lodge received scholarship applications, your Coordinator starts a judging process (through elks.org) and the applicants are submitted up through the state to national (as they advance) to compete. As an ER or DD, you will not have access to the MVS Scholarship portal, but to provide documentation of completion of this task, the following is recommended. Have your Lodge Scholarship Chair/Coordinator draft a memo (you can put on Lodge letterhead) that attests to the following:

- That the Lodge participated in judging local MVS contest
- How many judges the Lodge used
- How many applications were scored
- And when it took place (scoring window)
- ** Also using this memo to document how many scholarships the Lodge-funded awards (nonMVS) is advised for the next section of the All-American Award).
 - In this section it is recommended to list winners names, scholarship amounts, and what college/university they are attending.



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LODGE FUNDED SCHOLARSHIP PROGRAMS

Most Valuable Student, Vocational Grants and other Scholarships that are not funded by the Lodge do not qualify. If a Lodge Member wants to "fund" a scholarship and donates this money to the Lodge for that purpose, that would also count as Lodge-funded. There is a cap on the number of points you can earn towards the All-American of \$5,000. You can claim one point for every \$200 you provide in scholarship money up to 25 points. Here are some examples of partial documentation...

- A Memo from the Lodge Scholarship Chair/Coordinator announcing the winners of Lodge funded accounts that list winners' names, scholarship amounts, and what college/university they are attending.
- Photos and mention in the Lodge bulletin/newsletter of winners and amounts awarded
- Letters to scholarship winners

DICTIONARY PROJECT

The Dictionary Project is a program that can be used in conjunction with ENF grants or be Lodge or volunteer support. With the Dictionary Project you can use their dictionaries, thesauruses or atlases are part of your program. There is a cap on the number of points you can earn in this category. You can earn one point for every \$200 spent, up to a maximum of 25 points/ \$5,000 dollars. While providing photos of the great work you do is a nice addition, to get credit here you need to provide a receipt of purchase. This activity is not just about participation, it requires documentation of funds spent.

Note: A receipt or paid invoice from the Dictionary Project is the only thing that constitutes adequate documentation for this category.

EAGLE SCOUT RECOGNITION

Participation in local Eagle Scout recognition is worth 10 points towards the All-American. You can document this in a number of ways...

- Pictures and articles in your Lodge bulletin/newsletter or local news media
- Elks Magazine article
- Event photos with documentation in social media (printed or on pdf for the application)
- Copies of letters of achievement or recognition for Eagle Scouts on their accomplishments

GIRL SCOUT GOLD AWARD RECOGNITION

Participation in local Girl Scout Gold Award recognition is worth 10 points towards the All-American.

You can document this in a number of ways...

- Pictures and articles in your Lodge bulletin/newsletter or local news media
- Elks Magazine article
- Event photos with documentation in social media (printed or on pdf for the application)
- Copies of letters of achievement or recognition for Girl Scout Gold Award winners on their accomplishments



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DRUG AWARENESS

There are many different ways to participate in the drug awareness program. Participation is worth 40 points towards the All-American score, so it is recommended that you provide documentation. Here are just a few ways to do that...

- Pictures and articles in your Lodge bulletin/newsletter or local news media
- Elks Magazine article
- Event photos with event documentation in social media (printed or on pdf for the application)
- Documentation of a drug awareness booth at a local event or using Elroy the Elk to promote drug awareness information

Example: If you are doing a program like the Dictionary Project, consider adding drug awareness bookmarks (available from your District/State Drug Awareness Chair) in with that delivery. Any of the above forms of documentation listed above provide the necessary documentation to meet the requirements.

HOOP SHOOT CONTEST

The Hoop Shoot is a great program, and your Lodge provides an amazing opportunity for local youth by holding a Hoop Shoot Contest. The Hoop Shoot is worth 40 points on the All-American Award. It is simple to provide documentation of this activity. You can provide the following...

- Flyers and information about the event
- Official Result sheets
- Letters to winners
- Photos and Articles in the Elks Magazine, your Lodge bulletin/newsletter, or local media

Note: DDs and State Lodge Activities Chairmen: Participation in the Hoop Shoot is easy to verify. Go to enf.elks.org/LodgeHSreport, and you can verify quickly if a Lodge submitted their Hoop Shoot report.

SOCCER SHOOT CONTEST

The Soccer Shoot contest is another great youth program your Lodge can participate in. Holding a soccer shoot contest is worth 20 points toward the All-American Award. You can find all the information you need here <https://www.elks.org/grandlodge/activities/soccerShoot.cfm>.

Documentation for this event could include the following...

- Elks Soccer Shoot Contest Event Form (best)
- Flyers and information about the event
- Official Result sheets
- Letters to winners
- Photos and Articles in the Elks Magazine, your Lodge bulletin/newsletter, or local media



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ANTLERS PROGRAM

Having an Antlers program at your Lodge can earn you 10 points in this All-American Award category. You can learn more about the Antlers Program (and other programs) in the Grand Lodge Youth Activities Manual here at

<https://www.elks.org/grandlodge/manuals/downloadPDF.cfm?thepdfID=26> . The following are some examples of ways to document meeting this requirement...

- You can provide a copy of your Lodge bulletin/newsletter that shows Antlers events or other recognition
- Photos or an article that provides information on the Antlers program and its activities can also be included

YOUTH ACTIVITIES

The Elks consider the youth the future and worthy of investment of time, resources, and wisdom. There are many different activities that can be held to support our youth. You can earn up to 30 points in this category. Each event you conduct is worth a point. Note: See all the notes below for exceptions and additional information. Here are some examples of activities you might engage in:

- Halloween trick or trunks
- Special People Parties or events for kids (fire safety, scholarship training, etc.)
- Easter Egg Hunts
- Pumpkin Carving Events

The following are some examples of ways to document meeting this requirement...

- You can provide a copy of your Lodge bulletin/newsletter that shows the event
- A flyer or event program
- Photos or an article that provides information on the event(s) can also be included
- News coverage of the event

Note: The activity in an Elks National Foundation (ENF) grant that supports youth can be counted as an activity in this section.

Note: Recognition of scholarship winners, soccer and hoop shoot participants, teenagers of the year or other Youth week events cannot be double counted in the activity section.

Note: repeating events only count as one event. **Example:** Story time readings every month for 2 points total, not 2 points every month.



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ORGAN DONOR PROGRAM

The Lodge can receive five points for participation in an organ donor program. This requirement can be documented in a few ways. Here are some of them...

- A photo of an organ donor program flyer posted in the Lodge
- An announcement or information about the program in the Lodge bulletin/newsletter
- Letters of appreciation or acknowledgment of Lodge Members signing up for the program from the program sponsor VETERAN DONATIONS

An important ingredient to ensure success in any Lodge is the activities and programs available to your membership donating to veterans and veteran causes are ways that our Lodges help give back to those who have given so much. In this activity, your Lodge can be awarded 2 points for every \$100 given to support veterans up to a maximum of 40 points (\$2,000). Documentation requirements for this category include...

- Copies of cashed checks for veteran donations
- Receipts or thank you cards from veteran organizations for cash or donations in kind (donations in kind must have an estimated monetary value listed to be counted for points)
- News coverage that highlights the donation amount

Note: Photos or mention in Lodge bulletin/newsletters is not sufficient for providing proof of donations, but could be counted towards participation in veteran programs below. To count here, there has to be a way to verify that funds were provided, in a specific amount, to veteran activities.

Note: Money received for a Lodge grant to help veterans, like the Freedom Grant, Spotlight Grant, etc. or any other Lodge grant whose focus supports veteran projects cannot be counted towards the total amount of 'donations' accrued for this activity, but the activities the Lodge Grant funded can be counted under the participation in veteran programs category below.

Note: Lodges receiving Elks National Veterans Service Commission (ENVSC) funds cannot count those funds towards veteran donations amounts in this category. This includes reimbursement by ENVSC to Lodges for Welcome Home Kits. Participation in the Welcome Home Program would count under the participation in veteran programs rather than under the veteran donation activity.

PARTICIPATION IN VETERAN PROGRAMS

There are many ways we can support veteran programs. This activity is designed to track the number of different veteran programs your Lodge participates in. The amount of money spent is not a factor here. Your Lodge can earn up to 40 points for participation in veteran programs, with each activity counting for 2 points. Here are some examples of veteran programs you might support...

- Welcome Home Kit delivery
- Meals and events for veterans
- Veteran appreciation events (free to veterans)
- Activities provided by the Lodge at veteran hospitals or care facilities
- Parades in honor of veterans
- Stand-down events
- Providing wreathes at veteran cemeteries or other support functions



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Documentation for each event should be provided. Your cover letter is also a great way to help consolidate and list these events so that verification is made easier. Here are some acceptable documentation options...

- Lodge bulletin/newsletter documentation of events or event announcements
- Photo documentation of events (could be pdf or social media snapshots)
- News coverage of the event/activity

Note: repeating events only count as one event. **Example:** Bingo every month for veterans is worth 2 points total, not 2 points every month.

GRAND LODGE AMERICANISM ESSAY

Your Lodge can earn points for the All-American Award by working with the community to encourage participation in the Grand Lodge Americanism Essay. This activity can earn you 40 points towards the All-American Award. You can learn about the contest here at <https://www.elks.org/grandlodge/fraternal/files/americanismEssayContest.pdf> and print out certificates of participation for your applicants here at <https://www.elks.org/grandlodge/fraternal/files/americanismessayCertificateOfParticipation.pdf>. There are a couple of documentation options you can use like...

- Providing copies of participant entry forms
- Providing copies of participation certificates handed out to applicants

OTHER AMERICANISM ACTIVITIES

This category attempts to capture all the other Americanism activities not already covered elsewhere in the application. Each additional activity conducted here is worth 2 points and may include up to 20 different events for a total of 40 points maximum. Some examples of other Americanism activities could include...

- Participation in 4th of July parades and ceremonies
- Hosting of other Americanism themed events and contests

Documentation of each event is required. Some examples of adequate documentation include...

- Lodge bulletin/newsletter documentation of events or event announcements
- Photo documentation of events (could be pdf or social media snapshots)
- News coverage of the event/activity

Note: Participation in Flag Day Services, Flag Retirement Ceremonies, Grand Lodge Americanism Essay Judging, or presenting Fly the Flag Certificate cannot be double counted here.

Note: Veteran activities should be listed in the participation in veteran programs section and cannot be double counted here.



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FLAG DAY SERVICE

Participation in the Flag Day Ceremony is worth 10 points. See the Elks Ritual of Special Services for ideas on how to conduct this ceremony. Documentation of conducting this service is also rather simple. Here are some examples...

- You can provide a copy of your Lodge bulletin/newsletter that shows the service listed
- A Flag Day program
- Photos or an article that states what the event is can also be included

Note: Participation in the Flag Day Ceremony does not count towards earning points for Americanism Activities.

FLAG DISPOSAL AND FLY THE FLAG

There are two separate activities in this section that could earn you ten points each.

Participation in the Flag Retirement Ceremony is worth 10 points. This Flag Retirement Ceremony meets the flag disposal part of this activity. See the Elks Ritual of Special Services for ideas on how to conduct this ceremony. Note: you do not have to actually burn the flag in the Flag Retirement Ceremony, other groups (America Legion, Boy Scouts of America, etc.) can do that on your behalf. This ceremony for flag retirement/disposal is in the Elks Documentation of conducting this service is also rather simple. Here are some examples...

- You can provide a copy of your Lodge bulletin/newsletter that shows the service listed
- A Flag Retirement Ceremony program
- Photos or an article that states what the event is can also be included

You can also earn an additional 10 points for presenting a worthy business with a Fly the Flag

Certificate. Information about the program and the certificate can be found here <https://www.elks.org/GrandLodge/fraternal/files/FlyTheFlagCertificate.pdf>. Acceptable documentation of this activities includes proof of presentation such as photos of the certificate being presented to a worthy business by the Lodge or news coverage of the event.

Note: Participation in the Flag Disposal and Fly the Flag activities do not count towards earning points for Americanism Activities as they are already credited here.

CITIZEN, ELK, AND OFFICER OF THE YEAR

Recognizing others helps get your Lodge recognized in the All-American Award. Nominating individuals for the Citizen of the Year, Elk of the Year, and Officer of the Year will earn your Lodge 5 points for each of these three awards (totally 15 possible points). You can find these forms on the Grand Lodge website here at <https://www.elks.org/clms2web/files/AwardRequestForm.pdf>. Make sure you are submitting the awards with the correct form (current Elk year and Grand Exalted Ruler listed). To meet this requirement, you must submit a copy of the nomination forms you submitted to Grand Lodge for each of these respective awards or provide a copy of the awards received.



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Note: If you do not submit copies of these nominations or receipt of the awards, you will not receive credit.

Note: Don't forget to nominate these three individuals for these same awards at the state level on our website here <https://waelks.org/resources/nomination-forms/>.

GER SPECIAL CITATION – ER & LODGE

Completion of this activity is actually completion of two forms. The first is the Grand Exalted Rulers Special Citation for the Exalted Ruler and Local Lodge and the second is for recognizing up to two outstanding individuals at your Lodge. Submitting each of these forms (page one and two respectively) earns you 5 points each (max 10 points). These forms and requirements can be found here at <https://www.elks.org/grandlodge/ger/files/GERAwardCertificationForms.pdf>. Make sure you are submitting the awards with the correct form (current Elk year and Grand Exalted Ruler listed). To meet this requirement, you must submit a copy of the nomination forms you submitted to Grand Lodge for each of these respective awards or provide a copy of the awards received.

Note: If you do not submit copies of these nominations or receipt of the awards, you will not receive credit.

GER CITATION – AWARD OF EXCELLENCE

Your Lodge can receive this award if, by September 1st of the current Elk year, your Lodge has a full complement of officers who are not Past Exalted Rulers (excluding Secretary, Treasurer, Trustee, and Tiler). Completion of this activity earns the Lodge 10 points. This form has to be filled out and submitted to the District Deputy for submission by October 31st each year. You can find the form here at <https://www.elks.org/grandlodge/fraternal/files/GERsCitationEntryForm.pdf>. To meet this requirement, you must submit a copy of the nomination form you submitted to Grand Lodge provide a copy of the award received.

Note: If you do not submit a copy of this nomination or receipt of the award, you will not receive credit.

TEENAGER OF THE YEAR PROGRAM

Participation in the teenager of the year program is worth 5 points in the All-American Award Contest. You can learn more about the Teenage of the Year (and other programs) in the Grand Lodge Youth Activities Manual here at <https://www.elks.org/grandlodge/manuals/downloadPDF.cfm?thepdfID=26>.

The following are some examples of ways to document meeting this requirement...

- You can provide a copy of your Lodge bulletin/newsletter that shows teenager of the year recognition
- Provide copies of teenager of the year certificates or other recognition forms
- Photos or an article that provides information on the event(s) can also be included



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YOUTH WEEK PROGRAM

Every year the Elks recognize youth week as the first week in May. During this week your Lodge can conduct events and activities that recognize youth achievements like: scholarship winners, soccer and hoop shoot participants, scouts, or other youth achievements. Participation in events that meet this requirement can earn the Lodge 5 points. You can learn more about Youth Week in the Grand Lodge Youth Activities Manual here

<https://www.elks.org/grandlodge/manuals/downloadPDF.cfm?thepdfID=26>. The following are some examples of ways to document meeting this requirement...

- You can provide a copy of your Lodge bulletin/newsletter that shows the youth event(s) during this week
- A Youth Day/Week Program
- Photos or an article that provides information on the event(s) can also be included

ANNUAL REPORT WITH CHARITY DATA

If the annual report with charity data is submitted by 30 April, the Lodge can claim 30 points in this All-American Award category. Since the All-American Award Application must be submitted to the District Deputy by April 1st, and since Lodges have not yet been issued a time machine, documentation of this could be problematic. Reporting on the annual charitable status before the first of April would not accurately reflect all the work done within the Elk year, but there are a couple of ways to mitigate this potential issue.

Note: Here are some of the steps you might take to document this section or alleviate some of these concerns in this section...

- District Deputies should be able to view completed charity reports here <https://www.elks.org/leadership/reports/CharitableReports.cfm> ○ If the report has been submitted a copy of this page can be included as documentation.
- District Deputies should be able to view pending charity reports here <https://www.elks.org/leadership/reports/PendingCharityReports.cfm>
- The Lodge Secretary and/or Exalted Ruler can include a memo with a planned "complete by" date to be included in the application and points be conditionally applied.

Note: The District Deputy should communicate with the State Lodge Activities Chair to let them know they need to confirm completion prior to submission of packages by the State to Grand Lodge for further consideration.

FINANCIAL REPORTING SYSTEM MONTHLY REPORTS

An important ingredient to ensure success in any Lodge is the activities and programs available to your membership Stewardship of Lodge funds is important to Lodge sustainability, and this is why this section is worth so many points. The Lodge must submit the prior month financial data to the Financial Reporting System (FRS) every month by the third Friday of the month to earn five points. Twelve months of data would earn a Lodge 60 points.



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Note: Exalted Rulers, you need to be aware when this report has been forwarded into the system every month. District Deputies since you receive the reports from Grand Lodge, you know who is late or not in submitting these reports. Both the Exalted Ruler and the District Deputy should have a running track of each month, and whether or not this deadline was made, to ensure the correct number of points is entered on this application.

LODGE BYLAWS

Current Bylaws are worth 5 points towards the All-American award. Bylaws must be updated every five years. A statement from the Exalted Ruler or Secretary stating the latest Lodge Bylaw update date is sufficient documentation.

Note: District Deputies, this is easily verified in your scheduled visit by reviewing a copy of the Lodge bylaws kept in the Secretary's office to validate it has been revised in the last five years and is current.

MONTHLY BULLETIN

Your Lodge can earn 1 point for each Lodge bulletin/newsletter put out to Members, with a maximum of 12 total points possible. Documentation of this can be easily provided through your cover letter (see appendix A for an example.)

VIRTUAL HOME PAGE

Having a virtual home page on the elks.org website is easy and worth 5 points.

Note: To verify that Lodges meet this requirement go to <https://www.elks.org/lodges/> and type in the number of the Lodge you are checking on. It should take you to a populated virtual homepage.

Note: To receive points for this category there should be updates from the current Elk year.

ORIENTATION PROGRAM

Your Lodge has a lot of flexibility in designing its indoctrination or orientation program. If you have a formal plan or structure, and want to earn 10 points in this category you need to provide a short memo highlighting: what you do during orientation, the programs you talk about, who provides information, any resources you hand out, etc.

LODGE OFFICES FILLED

An important ingredient to ensure success in any Lodge is the activities and programs available to your membership. Having a full complement of officers is worth 10 points. A note from the Exalted Ruler attesting to this requirement being met should be sufficient documentation.

Note: District Deputies, you know your Lodges and where to go to check (Lodge virtual website/ local site, talking with Exalted Ruler, etc.) to verify this is correct.



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LOCAL MEDIA

It's not easy getting media coverage of Lodge activities. You can earn 2 points for every article in your Lodge is covered by media. You can earn up to 30 points (15 different instances of coverage). Here are some examples of the information you need to provide to document each of these instances...

- Copies of the articles / screen shots of online content
- Secretary signed affidavits of local media events

Note: Paid advertising of your Lodge and its activities does/does not count towards earning points in this section.

ELKS MAGAZINE

Each time you have an article or photo/article published in the Elks Magazine you could earn two points in this category. There is a maximum cap of 30 points (15 articles). Plan early to get articles in.

Note: It may take two-three months after your submission before your photo/article or article is published. Example: A note in the veterans' section of the magazine that your Lodge is providing meals to homeless veterans would be worth two points. The same month's edition may also have a photo/article about your Lodge's trick or trunk activity (open to the children in your community) would count for another two points. Full information on how to get into the Elks Magazine can be found here <https://www.elks.org/elksmag/FraternalGuidelines.pdf>.

Documentation is easy...

- A printout / pdf of that article in the Elks Magazine that shows the Lodge highlighted and the Elks Magazine Month Year (edition) so it can be verified.

SOCIAL MEDIA

Your Lodge can earn 5 points for each social media venue utilized to keep your Members and the community informed about the great things your Lodge is doing. There is a cap of 20 points (four different social media venues you can claim credit for. Some social media venues you can highlight in your cover letter include...

- Facebook, Twitter, Instagram, MyElks, Online Bulletin/Newsletters, TikTok, etc.

RITUAL TEAM COMPETITION

Ritual is a big part of the All-American Award and participation in a certified competition is worth 50 points towards the All-American. Currently the only competition considered "certified" is your State Ritual Contests (District or State level) held during the Grand Lodge year.

Note: Work with your State or Association Ritual Committee for help in documentation of this requirement. Documentation of participation should include one of the following...

- Results indicating that your Lodge competed in a certified contest
- A letter from your State Ritual Committee stating that your Lodge participated in the contest
- An announcement of your Lodge winning the contest
- A certificate of participation



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11 O'CLOCK TOAST CONTEST

Participation in the 11 O'Clock Toast Contest by any Lodge Member is worth 20 points. The State Association 11 O'Clock Contest may be held during a State/Area Association Convention or at another assigned date.

Note: Work with the State Association Ritual Committee for help in documentation of this requirement. Documentation of participation should include one of the following...

- A letter from the State Ritual Committee stating a Member of your Lodge participated in the contest
- An announcement of a winner of the contest being from your Lodge
- Results indicating that your Lodge competed
- A certificate of participation

GRAND LODGE FLAG CHARGE CONTEST

Participation in the Grand Lodge Flag Charge Contest by any Lodge Member is worth 20 points. The State Association Flag Charge Contest may be held during a State/Area Association Convention or at another assigned date.

Note: Work with the State Association Ritual Committee for help in documentation of this requirement. Documentation of participation should include one of the following...

- A letter from your State Ritual Committee stating a Member of your Lodge participated in the contest
- An announcement of a winner of the contest being from your Lodge
- Results indicating that your Lodge competed
- A certificate of participation

ELKS MEMORIAL DAY SERVICE

Participation in the Elks Memorial Day Service is worth 10 points.

Note: This is not a celebration of Memorial Day, but a service honoring those Elks that are no longer with us on the first Sunday in December. See the Elks Ritual of Special Services for ideas on how to conduct this ceremony. Documentation of conducting this service is one of the easier ones. Here are some examples...

- You can provide a copy of your Lodge bulletin/newsletter that shows the service listed
- A Memorial Service program
- Photos or an article that states what the event is can also be included



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ELKS MOTHER'S DAY SERVICE

Participation in the Mother's Day Ceremony is worth 10 points. See the Elks Ritual of Special Services for ideas on how to conduct this ceremony. Documentation of conducting this service is also rather simple. Here are some examples...

- You can provide a copy of your Lodge bulletin/newsletter that shows the service listed
- A Mother's Day program
- Photos or an article that states what the event is can also be included

REFERENCES AND RESOURCES

Grand Lodge. Contest "A" Certification Supplement.

<https://www.elks.org/grandlodge/NewsStory.cfm?StoryID=11732>

Grand Lodge. Contest "A" Certification Form.

<https://www.elks.org/grandlodge/NewsStory.cfm?StoryID=11732>



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EXHIBIT A – COVER LETTER EXAMPLE

All American Documentation Wrap – XXX Elks Lodge #XXX

This year has been a busy year. This letter attempts to document and highlight our achievement efforts for points in regard to the All-American Award. The first section is amplification for numbers on the spreadsheet. The second section is for detailed documentation explanations for requested information.

Line-Item Amplification

Below is a breakdown of line-item score justification and additional information.

- ENF Goals. This year the Lodge met the \$4.80 ENF goal earning the Lodge 25 points. Additionally, we met an overall goal of \$26.02 per member (based on current posting and two outstanding transmittal sheets), earning the Lodge 25 additional points.
- ENF Chairman Challenge. Our ENF Chairman Challenge Score is currently showing as 746. Since the last update to the ENF dashboard (3/18/23) we have submitted several additional transmittal sheets (March 24th and March 28th). Based on these two transmittals, our Lodge donor participation score is greater than 15% and would bring up our ENF chair challenge score by 70 points. Three members informed us they donated directly online. One was a first-time donor, so the new donor score rose from 48 to 54 points. Foundation fellowship changes from those two transmittals earned us an additional XX points. Our correct ENF Chairman Challenge score should be 822 (see ENF attachment).
- Membership. Our Lodge started at 880 Members. We are currently at 885. We met the plus 1 goal and earned 25 points.
- New Members. This year we added 113 Members through initiation, affiliation or reinstatement. The five percent goal of 44 Members was met, earning us 25 points. Our current number of 113 puts us at over ten percent, earning us another 25 points.
- Annual Report with charity data will be submitted by 30 April, earning the Lodge 30 points.
- FRS Reports. Our FRS reports have all been submitted on time this year, earning the Lodge 60 points.
- Bylaws. Our bylaws are current & available on the elks.org virtual page earning us 5 points.
- Lodge Bulletin. We published a monthly Lodge bulletin and earned 12 points. The Bulletin is available under our members only section of our website XXXXXXXX and the most current edition available via the elks.org page. Documentation and access can be provided if needed.
- Virtual Home Page. Our Lodge does have a current virtual home page on the elks.org website earning us 5 points.



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- Orientation. We have a formal orientation program where we talk about Grand Lodge and Elks Lodge Structure, the state structure and purpose, Lodge officers and Lodge operations. We also address ENF, the state project, highlight things we do here at the Lodge and social opportunities. LOE and Travel N Fun also provide information. We provide pamphlets and handouts that include a letter from the ER and a list of committee chairs and their contact information. (fill in data as applicable to your Lodge here) This qualifies us for 10 points.
- Lodge Offices Filled. All of our Lodge Offices are filled (10 points).
- Social Media Venues. We utilize Facebook, Twitter, an online bulletin, MyElks, and Instagram (list all sources of social media you work with here). We have earned the maximum 20 points.
- Ritual. Our officer team competed in the Washington State Ritual competition (50 points). Additionally, our Lodge competed in the state 11 o'clock toast (20 points) and Flag Presentation contests (20 points)

Documentation Attachments

Below is a breakdown of documentation information for requested attachments. The requested documentation is enclosed under the corresponding tab number.

1. Grants applied for. We applied for (and received) the Freedom Grant (\$3,000), the Gratitude Grant (\$3,500), the Impact Grant (\$6,500 awarded for 2022, and renewal application submitted for 2023), the Beacon Grant (\$4,000) and Spotlight Grant (\$2,000). *In the application process we were asked if we would like to merge projects for these two grants. This was approved and we received money for combined Spotlight/Beacon grants. (A pdf with the grant applications and approval information is enclosed.)
2. MVS. Lodge members participated in local judging (a memo from our scholarship chair is enclosed)
3. Lodge Funded Scholarship program. We gave out \$3000 in scholarships, but all of that was not yet cashed in by students. We give students 18 months to cash in the scholarship request. (information is included in the aforementioned memo as well as attached documentation)
4. Dictionary Project. We provided around 800 atlases through the Dictionary Project as part of our Gratitude Grant to our local school district fifth graders. (The invoice is attached as a pdf – the grant application is included as part of attachment one and also indicates use for that project)
5. Drug Awareness. As part of our Gratitude Grant, we provided around 800 students with drug awareness bookmarks as well. (Documentation is provided – images also support item 4).
6. Youth Activities. We conducted four designated youth activities.
 - a. Easter Egg Hunt (pdf documentation enclosed)



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- b. Trick or Trunk (pdf documentation enclosed)
 - c. Special People’s Party (pdf documentation enclosed)
 - d. Family Christmas Party (pdf documentation enclosed)
7. Hoop Shoot. On January 14th our Lodge hosted the Hoop Shoot. Documentation of the results is enclosed as a pdf and is available online in elks.org.
8. Organ Donor program. Our donor flyer is posted at the Lodge (documentation of flyer, picture of its posting, the note in monthly newsletter (Feb – page 5) are included in the pdf)
9. Veteran’s Donation Program. Our Lodge donated \$900 to the Washington Retsil Veteran’s Home Transitional Housing Program (THP/Friends of Building 10) (pdf invoice enclosed)
10. Participation in Veteran’s programs. Our Lodge held programs at Retsil Veterans home.
- a. Retsil Bingo (conducted last Monday of month – see pdf documentation)
 - b. Spring Tea (pdf documentation enclosed)
 - c. Christmas Dinner at Retsil State Veterans home (pdf with photos and info enclosed)
 - d. Steak dinner / thank you cards for Retsil veterans – we provided a steak dinner and thank you cards – due to covid outbreaks our planned “hosting” was limited to this support only (pdf with info enclosed)
 - e. Special pizza party with bingo and fun for Retsil Veterans 27 Mar (documentation enclosed)
11. Americanism Activities. Our Lodge participated in the following Americanism Activities...
- a. Veteran’s Day (pdf of event and program enclosed)
 - b. First Responders Night (word file of program enclosed)
 - c. Participated in a local schools’ veteran’s day -gave a presentation on what it means to be a veteran (PDF of school newsletter posting enclosed)
12. Americanism Essay Contest. We posted a flyer through the schools and on social media. We received three applications and provided certificates of achievement (pdf with call for essays, certificates of participation and essays enclosed)
13. Flag Day Ceremony. We held a Flag Day Ceremony (pdf of program enclosed)



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14. Flag Disposal. During our Flag Day Ceremony, we also held a Flag Disposal Ceremony (pdf documentation/photo enclosed)
15. Fly the Flag Certificate. We presented a fly the flag certificate to a local business in January 2023 (copy of certificate and picture of presentation enclosed)
16. Citizen, Elk, and Officer of the Year. We submitted for all of these awards (pdf nomination enclosed)
17. Outstanding member/GER special citation ER & Lodge. Submitted (pdf nomination enclosed)
18. Youth Week Program. Our Lodge participated in Youth Week and held an open Lodge celebrating youth and scholarship winners (pdf documentation enclosed)
19. Publication of Lodge articles in Elks National Magazine. Our Lodge was featured in the Elks National Magazine in October and November 2022 and March 2023. Two additional write-ups for events during the 2022-2023 year will be published in the May 2023 edition. These two events are not included in the points tallied (pdf of write-ups enclosed)
20. Memorial Service. Our Lodge conducted a Memorial Service (pdf documentation enclosed)
21. Mother's Day Service. Our Lodge conducted a Mother's Day Service and brunch (pdf documentation enclosed)
22. We were thrilled to honor 14 young ladies who earned their Gold Award by providing certificates of accomplishment for the annual Western Washington Girl Scout Council recognition ceremony (pdf of certificates attached)

Very Respectfully Submitted, and please forward the Certificate of Participation form to us.

First M. Last

XXX Lodge Elks Exalted Ruler 20YY-20YY