

Montana State Elks Association Inc.

Book of Procedures

This Book of Procedures is a Guideline of instructions on how to successfully conduct the business of the Montana State Elks Association under the direction of the Board of Directors of the Association and the Past State Presidents. Amendments to the Book of Procedures will be amended as necessary and posted on the Elks.org website under the Montana State Elks Association. The Book of Procedures will be updated as required and posted for the use of the Lodges by the Laws Committee of the MSEA. Lodges are encouraged to reproduce the Book of Procedures for their officers.

Any member Lodge can submit additions and corrections to the Book of Procedures to the Laws Committee for consideration. All MSEA Committee Chairs are encourage to submit descriptive language to the committee to explain the function and operation of your committee for the general information of the membership.

Table of Contents

MSEA Officer Committee Assignments	4
State President.....	4
First Vice President.....	4
Second Vice President	4
Montana Elks Lodges	5
MSEA Officer Visitations to Lodges.....	6
Visitation Assignments	6
Districts.....	6
MSEA Selection of DDGER Candidates.....	7
Bids to Host the Annual Summer Convention or Mid-Winter Meeting.....	8
Bids to Host the State Bowling Tournament	9
Committee Chair Suggestions.....	9
Chair and Co-Chair	9
Registration.....	10
Finance Committee	11
Registration Fees.....	12
MSEA Paid Expenses	12
Welcoming Committee	14
Lodging	14
Procedure To Be Followed If Delegates Make their own Lodging Arrangements.	14
Procedure To Follow If Host Lodge Makes Lodging Arrangements.	14
Transportation.....	15
Convention Program	15
Publicity	16
Entertainment.....	17
Summer Annual Convention Initiation Class (Optional).....	17
Memorial Service.....	18
Banquets and Luncheons Committee.....	19
Head Table Seating Diagram	20
Grand Exalted Ruler Banquet	21
New State President’s Banquet.....	22
Past State President’s Banquet.....	22
Spouse/Guest Luncheon.....	23
Member’s Luncheon	23
Hospitality Events.....	24
Sports/Special Events (optional).....	24
Elks Parade (optional).....	25
Musical Organizations (Optional).....	25
Special Considerations for Musical Organizations:.....	26
Elks “Hoop Shoot”® Free Throw Program	27
Local Lodge Director	27
District Director	27
State Director	27
Montana Trust Fund dba Sara & William Jenne’ Scholarship	28
Conditions of Eligibility.....	28
Distribution of Applications and Selection Procedure.....	28
Disclosure, Conditions and Reservations	29

MSEA Music Scholarship.....	30
Guidelines	30
Application Form	32
Scoring Instructions	37
Scoring Sheet	42
Ritual Contest (Optional).....	43
Rules and Regulations.....	43
Mid-Winter Meeting Eleven O’CLOCK Toast Contest	43
The Montana Elks State Major Projects	44
Aid to Hospitals	44
Eligibility	44
Camp-Mak-A-Dream.....	45
Special Service Award.....	46
Notes, Abbreviations and Deletions	48

MSEA Officer Committee Assignments

In order to make this Association operate more effectively and to better serve the committee chairpersons, the State President, First and Second Vice Presidents will be responsible for overseeing and assisting the committees as follows:

State President

1. Accident Prevention/Insurance Risk
2. Chicago Lodge Membership System [CLMS]
3. Hoop Shoot
4. Montana Trust Fund dba Sara & William Jenne Scholarship Trust
5. Most Valuable Student
6. New Lodges
7. Past State President's Advisory
8. Public Relations
9. State Major Projects

First Vice President

1. Bowling
2. Elks National Foundation ENF
3. Government Relations
4. Historian
5. Laws/Book of Procedures
6. Lodge Activities
7. Music Scholarships
8. National Veterans Service and Montana Veterans Homes
9. Webmaster

Second Vice President

1. Americanism
2. Auditing & Accounting
3. Business Practices & Education
4. Drug Awareness
5. Membership
6. Past Exalted Rulers
7. Ritual
8. Special Service Award
9. Youth Activities

Montana Elks Lodges

Anaconda #239	PO Box 757, Anaconda 59711	(563-3251)
Beartooth Red Lodge #534	PO Box 888, Red Lodge 59068	(446-1812)
Billings #394	PO Box 20302, Billings 59104-0302	(252-8407)
Bitterroot Valley #1651	203 State St, Hamilton 59840	(363-3031)
Bozeman #463	PO Box 998, Bozeman 59771-0998	(586-5824)
Butte #240	206 W. Galena St, Butte 59701	(494-6614)
Clark Fork Valley #2757	PO Box 1553, Thompson Falls 59873	(827-7770)
Cut Bank #1632	PO Box 2117, Cut Bank 59427	(873-4571)
Deer Lodge #1737	P.O. Box 777, Deer Lodge 59722	(846-1737)
Dillon #1554	PO Box 505, Dillon 59725	(683-5045)
Glasgow #1922	309 2nd Ave S, Glasgow 59230	(228-2233)
Glendive #1324	112 W Bell, Glendive 59330	(377-4620)
Great Falls #214	500 1st Ave S, Great Falls 59401	(454-1305)
Havre #1201	PO Box 910, Havre 59501	(265-8602)
Helena #193	330 Lola St, Helena 59601-8608	(442-6980)
Hell Gate Missoula #383	112 N Pattee, Missoula 59802	(549-0542)
Kalispell #725	PO Box 790, Kalispell 59903	(257-6474)
Lewistown #456	PO Box 719, Lewistown 59457	(538-5885)
Libby #2231	220 W 4th Ave, Libby 59923	(293-7828)
Livingston #246	PO Box 532, Livingston 59047	(222-2511)
Miles City #537	PO Box 1763, Miles City 59301	(234-3234)
Mission Valley Polson #1695	512 Main St, Polson 59860	(883-1695)
Plentywood #2566	PO Box 411, Plentywood 59524	(756-1644)
Shelby #1696	PO Box 791, Shelby 59474	(424-5824)
Sidney #1782	123 3rd St SW, Sidney 59270	(433-2406)
Virginia City #390	PO Box 147, Virginia City 59755	(843-5464)
Wolf Point #1764	304 Main St, Wolf Point 59201	(653-1920)

MSEA Officer Visitations to Lodges

The MSEA By-Laws authorize the MSEA President to visit each lodge in the State. The President may direct the First or Second Vice President to visit in their stead. This is an authorization to visit, not a mandate. If the local lodge decides they do not want to host a State Officer that is their option. If the local lodge desires to have an MSEA Officer visit, then the local lodge is expected to furnish the visiting officer appropriate overnight lodging and a dinner for the officer and spouse/guest. Gifts and other amenities are strictly up to the local lodge. MSEA reimburses the State Officer for mileage, but there is no per diem for lodge visitations.

Visitation Assignments

Presidents Home District	1st Vice President	2nd Vice President
East	West	North
West	North	East
North	East	West

The President visits the lodges in his home district. This ensures each lodge the opportunity to host the State President once every three years.

Districts

MSEA EAST DISTRICT	MSEA WEST DISTRICT	MSEA NORTH DISTRICT
Beartooth Red Lodge	Anaconda	Cut Bank
Billings	Bitterroot Valley Hamilton	Glasgow
Glendive	Bozeman	Great Falls
Lewistown	Butte	Havre
Livingston	Clark Fork Valley Thompson Falls	Kalispell
Miles City	Deer Lodge	Libby
Plentywood	Dillon	Mission Valley Polson
Sidney	Helena	Shelby
	Hell Gate Missoula	Wolf Point
	Virginia City	

MSEA Selection of DDGER Candidates

1. A DDGER candidate will be selected by the local lodge, in rotation, as listed in each of the above Districts when requested by the MSEA President's Advisory Committee (all PSPs). The request could come from either the expiration of the DDGER term of office or the DDGER being unable or unwilling to continue to perform the duties required of the DDGER.
 - a. the candidate must be a member in good standing,
 - b. willing and able to assume the duties required of the DDGER,
 - c. a Grand Lodge Member as defined as fulfilling the requirements to become a PER.
2. The candidate name and appropriate biographical information, as required by the MSEA President's Advisory Committee, will be forwarded to the Past State President's Secretary in a format and timeline determined by the committee.
3. The MSEA President's Advisory Committee will review the candidate(s) and take one of the following actions:
 - a. Send the approved candidate(s) to the Grand Lodge State Sponsor for further review,
 - b. Reject the candidate submitted from the lodge and make a request for a candidate from the NEXT lodge in the rotation.

Montana is entitled to five District Deputy Grand Exalted Rulers to represent our State Sponsor and Grand Lodge to the various Lodges of the State of Montana

Districts and rotations are defined as:

North:

Shelby
Lewistown
Havre
Great Falls
Cut Bank

South:

Anaconda
Helena
Deer Lodge
Dillon
Butte

East:

Miles City
Glasgow
Wolf Point
Sidney
Plentywood
Glendive

West:

Clark Fork Valley Thompson Falls
Kalispell
Libby
Bitterroot Valley Hamilton
Hell Gate Missoula
Mission Valley Polson

Central:

Bozeman
Livingston
Beartooth Red Lodge
Billings

Bids to Host the Annual Summer Convention or Mid-Winter Meeting

1. Any Montana lodge considering bidding to host the Annual Summer Convention or Mid-Winter Meeting must make themselves aware of their responsibilities to host such convention. Lodges must review each Convention Committee listed in section 3 and Article IV of the MSEA By-Laws.
2. If you are convinced that being a host lodge is within the fiscal and physical capabilities of your lodge and your community, then do the following:
 - a. Bring your proposal to bid for hosting the selected event before the lodge at a regular lodge meeting and secure lodge approval. Without that approval, you cannot proceed further.
 - b. After approval, you must secure the appropriate room guarantees, and develop a proposal to submit to the MSEA Officers and Trustees. That proposal must include the registration fees and what will be furnished by the lodge for that registration fee. Fifteen [15] rooms are to be set aside for the MSEA Secretary/Treasurer for Grand Lodge Officers and their spouses/guests, State Association Officers and their spouses and guests. Should additional rooms be necessary the MSEA Secretary/Treasurer will notify the host lodge
 - c. The room guarantees may be in the form of a letter from your city Motel Association or from individual hotels/motels. The MSEA Trustees will determine if a host town has sufficient rooms available to support the members for Thursday, Friday, and Saturday for the Mid-Winter Meeting and the Annual Convention.
3. Have your lodge Secretary submit a written proposal to the MSEA Trustee Chairperson on or before April 1st of the year preceding the year of the Annual Summer Convention with a copy to the MSEA Secretary/Treasurer.
4. Your proposal to host the January Mid-Winter Meeting must be submitted to the Trustee Chairperson by November 1st, prior to the bid in January.
5. The MSEA Trustee Chairperson will respond, in writing, to the lodge making the bid proposal, and either approve or disapprove the proposal. Registration fees proposed may NOT be changed after the proposal is approved by the MSEA Trustees and a vote by the delegates.
6. Your lodge must make the formal bid to host the event at a business meeting of the MSEA. The site for the following Mid-Winter Meeting will be determined at the January Mid-Winter Meeting.
7. The site for the following years Annual Summer Convention, bowling, or other events will be determined by voting at the Annual Summer Convention. This ensures 12 months lead time to make all the arrangements to host a successful event. Only Delegates may vote, per MSEA By-Laws, on proposed events.

Bids to Host the State Bowling Tournament

1. Lodges desiring to host the MSEA Bowling Tournament must submit bids in the same manner as for the Annual Summer Convention and Mid-Winter Meeting.
2. The bids must be made in writing, and include information on dates, fees, prizes, and any other pertinent information such as special rates from motels for bowlers, etc. The bids must be first submitted to the Trustee Chair. After approval by the MSEA Officers, the lodge may make whatever promotions they feel are appropriate on behalf of their bid. The successful bid will be determined by vote at the Annual Summer Convention.
3. All tournaments must be sanctioned and governed by USBC Rules.
4. The minimum tournament requirements are listed in Article IV, Section 1.f, of the MSEA By-Laws which reads: "Cities submitting a bid for the annual Bowling Tournament will hold a separate Men's Bowling Tournament and a separate Women's Bowling Tournament with five member teams. They may, also, with the approval of the Convention, conduct an additional Mixed Tournament, if they so desire."
5. Only Montana Elks in good standing are eligible to participate in this tournament.

Committee Chair Suggestions

Chair and Co-Chair

1. The host lodge General Chair will select committee persons from among the membership of the lodge. He/she should select a Co-Chair to assist him/her in the over-all supervision of the Convention/Meeting arrangements prior to and during the Convention/Meeting.
2. The Chair should set a working schedule and continually check that the various committees are up to date on their assignments. He/she needs to check to make sure no details are overlooked.
3. The Chair should hold meetings with each committee, outlining their responsibilities, to insure that the committee chair and co-chair, if applicable, realize how important it is to carry out their assignments. Check with every chair each month, stepping up the pace of these meetings as the date of the convention nears. Weekly then daily meetings during the final week prior to the Convention are strongly recommended.
4. The General Committee is the heart and soul of all coordination of the Convention planning and arrangements. If this committee shirks its responsibilities, trouble lies ahead.
5. The General Chair and Co-Chair must attend all of the Convention meetings or activities pertaining thereto.
6. The General Chair and Exalted Ruler must act in full cooperation with each other at all times.
7. Obtain and use the current Grand Lodge ELKS MANUAL ON PROTOCOL in preparing your plans, to avoid any unnecessary errors in protocol, especially involving the Grand Lodge Officers and Dignitaries, MSEA Officers and invited guests.

8. While preparing for the Convention, the MSEA President and MSEA Secretary/Treasurer must be informed as to the progress of all arrangements. A tentative program of activities should be mailed, emailed to these officers, or placed on the host lodge's Web Site. They will be able to give you vital feed-back and possibly help avoid making later changes to your plans. Remember that the MSEA President is responsible for the Business Session Agenda and the General Agenda and retains sole responsibility for this part of the Convention. Your cooperation will make for a successful convention.
9. The President and Administrative Assistant work together to prepare the General and Business Sessions Agendas. They will work with the host lodge to select times and schedule events. The AA will email the completed docs to your contact person for your program booklet.

Registration

1. Prepare a registration form as soon as possible.
 - a. Forms should be as complete as possible on each attendee:
 - b. Name
 - c. Mailing address
 - d. Email address
 - e. Telephone number (s)
 - f. Emergency Contact
 - g. Guest name
 - h. Guest contact and mailing information if different from member information
2. Forms should include all events that require pre-registration including:
 - a. Meals and Banquets which are included in registration fee.
 - b. Meals and Banquets that are not included in registration fee with associated cost per meal.
 - c. Special events that carry a fee.
3. Forms should be available to all lodges three months before the Annual Summer Convention or Mid-Winter Meeting.
 - a. Registration forms should be available both in paper and electronic format.
 - b. Be sure to include information on the registration form as to how it is to be returned. (either by mail, drop off or electronically)
4. Make all preparations for tables, chairs, cash boxes, computers, and a copy machine and any other necessary equipment. All badges, stickers, free parking passes, and convention programs should be ready at least two weeks before the opening of the convention.
5. A representative from the Lodging committee and the Transportation Committee should be on duty at all times to assist the Registration Committee with any late registrants.
6. Encourage your lodge members to register early.
 - a. While each lodge may determine how to handle registration fees from their local membership, special care should be given in complementary and/or reduced fees from local membership.
 - b. Be sure to consult with the convention committee dealing with budgets before making this determination.

7. In addition to the mailings to all Montana lodges via mail/email, place on the web site: registration forms, room information, and the convention agenda. The MSEA State Secretary will provide a list of invited guests to be included. Mailings should be completed at least 60 days prior to the convention/meeting.
 - a. Check your lists in order to avoid duplication. Use the MSEA Directory, if you need an additional copy, the Administrative Assistant will be able to email one to you.
 - b. Be sure to include the following:
 - i. Special District Deputy
 - ii. District Deputies
 - iii. MSEA Officers
 - iv. Chairpersons of MSEA Committees
 - v. Past State Presidents and Trustees
 - vi. D.D. Designees
8. Make up convention packets for all invited guests. These packets should contain name tags, agendas, programs, and tickets for all convention events. The packets for these guests should be placed in their rooms before their arrival. The MSEA Secretary/Treasurer will be able to provide guest names and addresses.

Finance Committee

1. The host lodge Trustees/Board of Directors may at their discretion advance up to \$1,000.00 to the Finance Committee for initial expenses applicable to the convention, if necessary.
2. The Chair and others assigned to this committee shall be covered by a Surety Bond in the same manner as other members handling funds of the lodge as required by the lodge trustees.
3. All proposed expenditures by the Chair of a Standing Committee and or any member of a committee should be cleared and approved by the General Chair at a regularly called meeting of the convention committees.
4. Agreement must be made by all convention committee persons that no payment of any expenditures outside of the approved convention budget shall be made unless approved by the General Chair.
5. A full financial report shall be made to the host lodge membership by the Chair of this committee soon after the close of the convention.

Registration Fees

1. Registration fees are set by the vote of the General Convention Committee, with the concurrence of the State Association Trustees. Great care should be taken to see that the fees are reasonable and fair, so as to ensure the largest turnout of delegates, members and their spouses or guests. Special consideration should be given to members who must cancel their attendance due to weather or other emergencies. Total or partial refunds may be considered by the host lodge, but offering the refund remains totally under the control of the host lodge.
2. MSEA pays for the following registrations:
 - A. Grand Exalted Ruler and spouse/guest
 - B. Past Grand Exalted Ruler and spouse/guest
 - C. Past State Presidents (note: their spouse/guest pay)
 - D. Members of qualified musical groups (note: their spouse/guest pay)
 - E. Invited State President and spouse/guest of other State Associations
 - F. Past State Trustees who have served and completed two (2) consecutive terms as a Trustee of the Montana State Elks Association. (note: their spouse/guest pay)
3. The proper procedure to be reimbursed for these registrations is to submit an itemized bill to the MSEA Secretary/Treasurer. You will be receiving a check from him/her.
4. PRE-REGISTRATION is optional choice by the host lodge which can help bring in early revenue to help defray expenses. Pre-registrations are not usually heavy, so do not count on them to finance your ongoing expenses.
5. All others in attendance pay the full Registration Fee. There is a fee for the Elks member and a fee for the spouse/guest to cover the Spouses/Guest Luncheon and GER Banquet.

MSEA Paid Expenses

1. GIFTS for the Grand Exalted Ruler and spouse/guest, not to exceed a combined total of \$150.00, plus shipping fees.
2. GIFTS for the PGER and spouse/guest, not to exceed a combined total of \$75.00, plus shipping fees.
3. ROOM CHARGE and REGISTRATION for the GER, PGER, GL Officers, GL Committee persons, and SDGER and their spouse/guest. Note: GL Representatives are NOT included in this group.
4. The cost of meals only for the State Officers and their spouses/guests at the New State President's Banquet on Saturday night.
5. Any other meals, which are not included in the registration fee, necessary for the GER, PGER, and GL Officers and their spouses/guests.
6. Memorial Service expenses. The host lodge must check with the MSEA Secretary/Treasurer for amounts allowed. If there are excessive expenses, the host lodge will be required to pay

those amounts over the allowed amount. (Amount available to be budgeted by the MSEA Trustees.)

7. Other State Association Presidents and their spouses/guests who are invited as guests of the MSEA will have their room and registrations paid for by the MSEA Secretary/Treasurer.
8. The host lodge will submit an itemized bill to the MSEA Secretary/Treasurer for the gift expenses, meals for State Officers on Saturday night (summer annual convention only), and the Memorial Service. After the shipping of the gifts, per instructions from the GER and PGER, submit the bill for the shipping fees to the MSEA Secretary/Treasurer for reimbursement.

Welcoming Committee

1. This committee should function from the time the Registration desk opens until the closing activity on the final day of the convention.
2. **OBJECTIVE:** Strive to make all the delegates, their spouses and guests feel that they are really welcome. Make introductions, when necessary, and be able to inform them on the activities and entertainment planned.
3. All lodge officers should be assigned duty shifts to spread the work load out more evenly. They should be present at all night sessions to assist convention attendees and in case of emergencies.
4. Above all, it is recommended that there be no drinking while working. All committee members and officers must be willing and able to help. The impressions that you make reflect on your lodge membership.

Lodging

Procedure to Be Followed If Delegates Make their own Lodging Arrangements.

1. The Grand Lodge Officers and the MSEA Officers reservations are handled by the MSEA Secretary/Treasurer.
2. Each delegate should make their reservation by using the prepared list of all hotels and motels. The committee should include the addresses, telephone numbers, and room rates. Obtain maps of the city from the Chamber of Commerce and have them available for each lodge.

Procedure to Follow If Host Lodge Makes Lodging Arrangements.

1. This committee makes all reservations according to the requests. Without exception, they must be on a first come, first served basis. This will alleviate some of the headaches. Plan to date all requests as to the date received. Keep a record of all requests for room reservations.
2. The Lodging Committee should be prepared at the registration table to handle any questions which pertain to rooms by arriving delegates.
3. It is wise to ensure that you have a list of motels available to handle any late requests for rooms.
4. The main objective of this committee is to see that the delegates, their spouses, and guests have adequate lodging during the convention.

Transportation

1. Arrange local transportation for Grand Lodge Officers and spouses/guests. The Special District Deputy will coordinate with the MSEA Officers and transportation committee to ensure that the Grand Lodge Officers are met at the airport and transported to the convention site.
2. It is the responsibility of this committee to see that courtesy cars are available for members, spouses, and guests, as needed, upon request.
3. Have courtesy cars on standby in case of quick need. Transportation will be needed if any scheduled event is held at a location other than the lodge. Transportation must be available for the Grand Officers and spouses/guests.
4. Keep a space open for the courtesy cars in front of the lodge.
5. The drivers of all courtesy cars should use extreme caution and care while transporting convention guests and under no circumstances should they be drinking while on duty.
6. Look into the cost of short-term liability insurance, if you do not already have coverage, to cover the host lodge for the period of the convention, to prevent either the host lodge or the MSEA from being involved in a liability suit.

Convention Program

1. The chair of this committee should select a group of energetic and dedicated members who will go out and sell advertising for the program. This is one committee that can make the convention a financial success.
2. Meet with the printer to set ad sizes and prices.
3. Make plans for preparation of the convention program as soon as possible. The committee needs to begin selling advertising at once. Although some businesses start their new advertising budgets at the beginning of the year, get a commitment from them to come back for their ad in January.
4. Have the salespersons obtain a signed contract from each advertiser, the ad copy to be used and collect for the ad rather than extending credit.
5. Turn the checks over to the Finance Chairman as soon as possible.
6. The program printer will want to get the pages “set up” to avoid any delay in the final printing. Be sure you proof the program several times to keep from having errors of any kind.
7. Photographs: The new Grand Exalted Ruler’s Secretary may send a photo and copy of the GER’s information to the MSEA Secretary/Treasurer to be included in the program. Contact him/her as to when he/she will receive this information. The MSEA Secretary/Treasurer will mail you the photos of the State Officers and any others that are required.

8. Remember to have the printed programs ready to be delivered to the Registration Committee at least two weeks before the convention.
9. Remember you can sell a lot of advertising, but if you do not collect 100% of the money, you will find your committee losing money for sponsoring the convention. Collect when you sell the ad.
10. Contact the MSEA Administrative Assistant to acquire: General Agenda, Business Sessions Agenda, list of all previous conventions, and list of all Past State President's which are to be included in your printed program.

Publicity

1. It is the responsibility of this committee to see that the best possible media coverage of the convention/meeting is made by local newspaper, radio, and TV, if available.
2. Arrange well in advance with the local media for coverage of the convention/meeting. The first step is to make a personal visit to the news editors of the local media.
3. Explain the purpose of this convention, impact on local economy, and let them know of the attendance of the new Grand Exalted Ruler, who was elected to this position just one week earlier at the Grand Lodge Convention.
4. Ask the news editor to assign one of the reporters and a photographer to work on following the convention/meeting and its activities, i.e. GER's visit, scholarship, awards, etc.
5. Remember, they do not know the news story so you must furnish the media with the information. Have it available to answer their questions when the time comes for the interview.
6. Ask that at the very minimum they get some photos of convention/meeting activities and run them while the convention/meeting is in progress.
7. When the convention/meeting is over send the media editor, reporter and photographer a nice letter, thanking them for their efforts, whether the coverage was as expected or not.
8. Adequate posting of the convention/meeting can be made at least three weeks before the convention/meeting. A show-card poster that will be acceptable for window or door display by the community business can be used. They should be clearly printed and readable.
9. If possible, arrange with the Chamber of Commerce and/or City Administrator to display a banner across the main street that will call attention to the convention/meeting.

Entertainment

1. This committee is very important. It is their main responsibility to have the bands/ DJ's and any entertainment they desire lined up well in advance of the convention. If you wish to keep the delegates, spouses and guests at the lodge as much as possible the arranging of good activities will hopefully keep them there as well as add to the financial success of the convention.
2. This committee is responsible for the night dances on Friday and Saturday. Thursday night is optional, but if you serve, a reasonably priced dinner then music may be an incentive for the guests to stick around for the evening, drinking, dancing, and visiting with friends.
3. This committee should make no contractual commitments without first consulting with the General Chair and the Finance committee. An early start will enable the prospective entertainment to confirm the dates to perform at your convention.
4. Entertainment at the Grand Exalted Ruler's banquet shall be presented after the introduction and address of the GER. Any entertainment shall be of proper decorum.
5. Many events, like dinners can be opened to the general public and as these people will most likely be from your community, first class entertainment can be an inducement for future membership.

Summer Annual Convention Initiation Class (Optional)

1. The initiation is to be at 8 p.m. Thursday night.
2. This committee can help make your convention a financial success for your lodge, not only for the convention but in the years to come with addition of new members. Your members should start signing up prospective members for the Convention Class early in the year.
3. The Ritual work should be done by a qualified team. Check the MSEA Ritual Chairman for assistance.
4. If the host lodge decides to have its own lodge officers do the initiation it is their prerogative to do so.

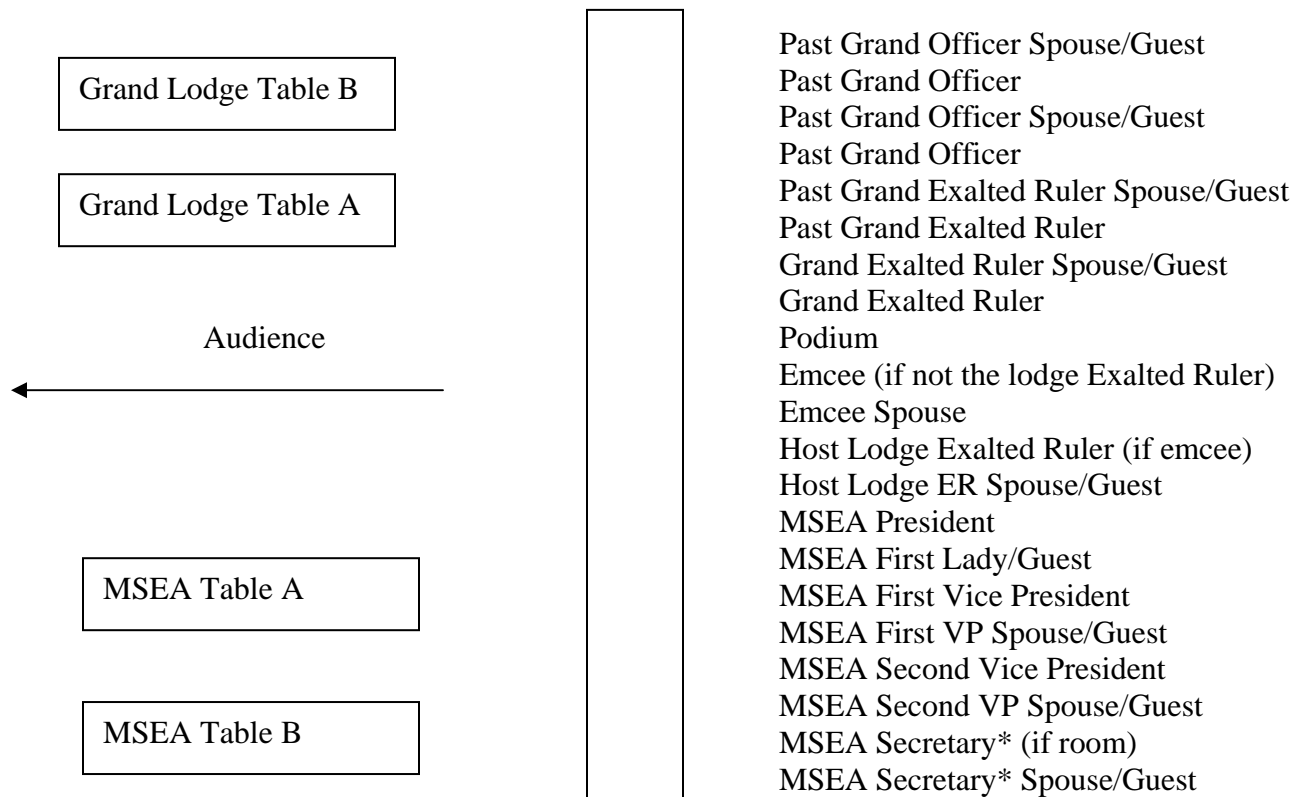
Memorial Service

1. The Memorial Service is held on Friday morning of the Annual Summer Convention at 11:00 a.m. This is open to the spouses/guests and other guests.
2. The Convention Committee should decide on a local church for the Memorial Service. Ensure that church has adequate seating. Ask for the use of the church organ or piano.
3. Usually, the arrangements for the use of a church can be handled in one meeting with the church pastor and/or Administrative Board. An offer of perhaps fifty dollars for the use of the church is acceptable, but the rental charge is a matter of negotiation. The use of the church organ and their organist can be brought up at this meeting. The organist and/or soloist are normally paid, so ask what that fee or donation might be.
4. The host lodge is responsible for setting up the Memorial Service, including the speaker and soloist. The selection of a capable speaker is most important for this Memorial Address. He/she should be familiar with the theme and meaning of the Elks Memorial Service.
5. The MSEA has jurisdiction over the following portions of the service:
 - a. The 2nd Vice President PRESIDES
 - b. The 1st Vice President gives the Eleven O'clock Toast
 - c. The MSEA Secretary/Treasurer calls the roll of the departed members.
 - d. The State officers and others taking part in the services should be seated behind the altar in an appropriate location as directed by the church.
6. It is the responsibility of the host lodge to make sure that a floral arrangement is at the Memorial Service well in advance of the start of the services. Contact the MSEA Secretary/Treasurer for budgeted money for this service. Funds should be budgeted by the MSEA Trustees. This bouquet may be used at the Spouse/guest luncheon and GER Banquet.
7. The host lodge will arrange for a musical device to peal the Eleventh Hour Chimes. You may as an alternative have the organist play chimes when given the signal to do so.
8. Arrange for the seating of the Grand Lodge and MSEA officers and their spouses/guests in the front rows.
9. The host lodge is responsible to arrange for ushers.
10. Contact the MSEA Secretary for the "roll call of departed brothers" from each lodge.
11. Contact the MSEA Administrative Assistant regarding the Memorial Service Program. This document is on file and he/she can insert the current information and send the final doc to your printer or to the chair of this committee.

Banquets and Luncheons Committee

1. Check with the Convention Chair to determine how many banquets and luncheons will be held. Determine where and when they will be held, and the amount of space needed for each event.
2. Check with the Convention Chair and the Financial Chair as to the amount of money that will be allocated per person for each event.
3. All reservations for halls, clubs, cafes, night-clubs, or other facilities needed for Convention events should be confirmed as early as possible. The estimated costs should then be submitted to the Finance Committee Chairman for approvals before any contracts, if any, are signed. (HOST LODGE EXPENSE)
4. Transportation must be furnished for all Grand Lodge Officers and spouses/guests who will attend these functions. (HOST LODGE EXPENSE)
5. All decorations, flower arrangements, and favors {if used} should be considered and planned well in advance. (HOST LODGE EXPENSE)
6. The seating arrangement for the GER's Banquet and Spouses/Guests Luncheon are in the most recently revised Grand Lodge ELKS MANUAL ON PROTOCOL. The MSEA President or MSEA Secretary/Treasurer will furnish you with the names of the Grand Lodge and State Officers to be honored at the head tables.
7. The host lodge will provide the State President with a list of restaurants that have a private room for the Officers Breakfast on Friday and Saturday mornings. The host lodge may offer part of their facilities for this breakfast if a private room is available.

Head Table Seating Diagram



Grand Lodge Table A:

1. Grand Lodge committee persons and spouses/guests (4 persons maximum)
2. Special DDGER and spouse/guest (2 persons maximum)
3. Grand Lodge representatives and spouse/guest (2 persons maximum)

Grand Lodge Table B:

1. District Deputies GER and spouses/guests (10 persons maximum)

MSEA Table A:

1. MSEA Trustees and spouses/guests (6 persons maximum)

MSEA Table B:

1. MSEA Secretary and spouse/guest* (2 persons maximum)
2. MSEA Administrative Assistant and spouse/guest (2 persons maximum)
3. MSEA Guests:
 - a. Wyoming President and spouse/guest (2 persons maximum)
 - b. Others - check with MSEA President (2 persons maximum)
4. Chaplain and spouse/guest (2 persons maximum)

Special Notes:

1. You may move people from Grand Lodge Table A to the Head Table for balance.
2. PGER will speak and introduce the Grand Exalted Ruler.
3. If the ER is not the emcee then he/she will sit with their officers.

Grand Exalted Ruler Banquet

1. This banquet is held on Friday evening of the Summer Convention. The GER's visitation plans are made months in advance and he will be in attendance on Friday. Keep in mind he may have to depart on Saturday depending on his/her transportation arrangements.
2. The Exalted Ruler or designate of the host lodge should preside at the banquet. The Exalted Ruler and his/her spouse/guest if the ER is the emcee will be seated to the right of the podium. This manual covers the "HOW" to properly handle all procedures and courtesies and serves as a guideline. All committees need to "TUNE UP" so that the MSEA can be proud of the impressions we leave after our activities are completed.
3. Seating arrangements for the head table shall follow the order as outlined in the current Manual on Protocol. A lectern with a microphone in good working should be set up at the head table. A nice floral arrangement may be placed in front of the lectern. [Can use the one from Memorial Service] Place cards may be made for ALL who will be seated at the head table[s]. NOTE indicate position only not the name of the person.
4. The GER and spouse/guest shall be seated to the right of the Exalted Ruler OR emcee. Other Grand Lodge Officers and spouses/guests in order of position shall be seated to the right of the GER. See Manual on Protocol.
5. MSEA Officers and spouses/guests, in order of position, shall be seated to the left of the ER or emcee. See Manual on Protocol.
6. If there is a lack of space at the banquet site, it may be necessary to arrange for a second head table. Place this table in front of, parallel the head table. Seating arrangements of GL and MSEA Officers may then be designed to handle large numbers of people.
7. **NO PERSON SHALL SPEAK OR MAKE ANY PRESENTATIONS BEFORE THE INTRODUCTION OF THE GRAND EXALTED RULER. HE GIVES THE MAIN ADDRESS. THERE SHALL BE NO EXCEPTION MADE TO THIS IMPORTANT RULE OF PROTOCOL.**
8. All entertainment should be presented after the address of the GER. Music in the background may be provided during the dinner. You must insist that all entertainment be ready to start on time. A good rule of thumb is to keep the entertainment lively and as short as possible.
9. There is to be NO clearing of tables of food or dinnerware during any introductions or speeches.

New State President's Banquet

1. Held on Saturday evening of the Annual Summer Convention
2. The incoming new President is responsible to coordinate with the Convention Chair to schedule the time, seating arrangement and program.
3. The new State President shall preside at the banquet or may designate a qualified Elk to act as emcee.
4. The seating arrangement for the head table will follow the order as outlined in the current Elks Manual on Protocol. Adjustments can be made as necessary including elimination the lectern on the table in order to present a balanced seating arrangement in the event some officers are unable to attend.
5. Arrangements should be made for reserved seating for the Trustees and other invited guests.
6. Place cards will be used at the head table and the Trustee and invited guests table. Do not use names on the cards "title Only"
7. The MSEA will pay for ONLY the State Officers and their spouses/guests and the Grand Lodge Officers and spouses/guests.

Past State President's Banquet

1. The Past State Presidents (PSP) of the MSEA hold a no-host banquet on the evening prior to the start of the Annual Summer Convention and Mid-Winter meetings. This event includes their spouses/guests. If any of the GL officers and spouses/guests has arrived, they should be invited. Their dinners will be paid by the MSEA.
2. If the host lodge has a Past State President among its membership, he/she should be the Chair and will handle all of the necessary arrangements. If there is not a local PSP then a PSP residing nearest to the convention site shall be asked to be the Chair.
3. At the PSP's request, the MSEA Secretary/Treasurer will furnish the PSP Secretary with an updated list of PSP's and include the email and mailing address of each PSP. The Chair will email or send a letter to each PSP inviting them to the banquet and ask them to confirm their reservations no later than one month prior to the banquet.
4. Arrangements should be made with the Convention Chair to host this banquet. The site can be at the lodge or a restaurant banquet room with seating for at least thirty, with bar service available. Preference should be given to the host lodge in hosting this event.
5. The banquet should be scheduled for 5:30 p.m. with a no host cocktail hour, followed by dinner so that those wishing to attend the initiation of the Annual Summer Convention Class may do so. The Mid-Winter Meeting banquet may be at 6:00 or 6:30 p.m.
6. The current MSEA President and spouse/guest are invited and all out-of-state President's.

Spouse/Guest Luncheon

1. This luncheon is held on Friday at the Annual Summer Convention and on Saturday at the Mid-Winter Meeting.
2. The Exalted Ruler's spouse/guest shall preside or the Exalted Ruler may designate some other person to act as emcee. Note: spouse/guest luncheon is a required luncheon and expected. Remember "guests" may be male or female this luncheon in the past was called the "ladies luncheon". The location of luncheon is determined by the host lodge and separate of the Members Luncheon.
3. The Exalted Ruler's spouse/guest or designee shall sit at the center of the head table. The Grand Exalted Ruler's spouse/guest and all Grand Lodge Officers spouses/guests shall be seated to the right of the Exalted Ruler's spouse/guest in accordance with the MANUAL ON PROTOCOL. All MSEA Officers spouses/guests shall be seated to the left of the ER's spouse/guest designee, in order of office. The DDGER's spouses/guest shall be seated to the right of the GL officer's spouses/guests.
4. The person designated to act as emcee, if other than the ER's spouse/guest, shall sit at the immediate left of the ER's spouse/guest. It is a nice gesture to introduce the spouses/guests of the host lodge officers and the Convention chair and co-chair.
5. It is recommended that a lectern with a microphone in good working order be used at the head table. Place cards should be made for those seated at the head table.
6. Table favors, door prizes, and entertainment are part of this luncheon. A theme is nice to use and carry out in the favors and door prizes and possibly the entertainment.

Member's Luncheon

1. The Members Luncheon is held at noon on Friday of the Summer Convention and on Saturday of the Mid-Winter Meeting.
2. The Members and Spouses/Guest Luncheons are usually NOT held in the same place. If your lodge has the facilities, you can host them in two separate areas.
3. This is a very informal meal. No entertainment is needed.

Hospitality Events

1. Hospitality events are sponsored by many lodges each year for various reasons. Most are held to attract votes for the lodge's candidate for a MSEA Office or to host a MSEA sponsored event.
2. It is recommended that the sponsoring lodges consider running their Hospitality Event at the host lodge versus having it at a motel. We as charitable Elks, wish to give the host lodge a chance to host these events for additional revenue.
3. Check with the lodge well in advance of the convention to determine what facilities they will have available for your use, and the prices for liquid refreshments and food.
4. The host lodge can prepare a "HOT SHEET" listing the types of food, liquor and beer, and the prices for each that they can provide for a Hospitality Event. A map of the available space at the lodge should also be sent out with the Hot Sheet. It is suggested that this information be sent out to the 27 lodges three months before the convention.
5. Hospitality Events hosted by lodges are preferred to be held at the host lodge. As in the past, some lodges will bring their own food and mixes. If you do not wish to provide them with food or liquid refreshment and it is possible, offer the space to a hold a Hospitality Event in your lodge.

Sports/Special Events (optional)

1. This committee will be the organizers for any special sports, golf, bowling, etc. that will be held during the convention for the visiting Elks, spouses, and guests.
2. Ensure your plans for a sport events do not interfere with the regular events of a convention, i.e. business meetings, luncheons, banquets.
3. Work closely with the Transportation Committee, if the planned events involve transportation to and from the site of the event.
4. Right after the event concludes is the time to announce the winners and present their awards. Awards do not occur during the GER Banquet.
5. Check into short-term liability insurance for the sporting events,, to guard your lodge being hit with a liability suit should something unforeseen occur. You could also have a waiver of responsibility on you entrance form to a sporting event.
6. Be sure to mail a notice of your intent to have a sporting event to each of the lodges about three months before the convention. Encourage early registration with enclosure of entrance fee.
7. Check into short-term liability insurance for the sporting events, to guard against your lodge being hit with a liability suit should something unforeseen occur. You may also have a waiver of responsibility on you entrance form to a sporting event.

Elks Parade (optional)

1. If you decide to have an Elks Parade schedule it for Saturday afternoon. The suggested time is 1:30 p.m. This will allow the delegates, spouses, and guests to have lunch. It will also give the Parade committee time to 'line up' the parade participants in the staging area.
2. Secure a parade permit from the local Police Department and/or city administration as early as possible. Inquire about a safety traffic escort for the Elks Parade.
3. Special attention should be given to insurance requirements of your community. Do not assume that you will be covered by a municipal policy. Additionally Grand Lodge does not extend coverage to these parades and your local lodge insurance may also be inadequate. In all probability, you will need to get a Special Function insurance policy that might require several months for approval.
4. Arrange to have as many entries as possible. Invite other civic groups and organizations, school bands, Shrine's groups, marching groups and horse patrols to participate. If there has been a recent parade, such as a 4th of July Parade, contact in advance, those with floats or cars, and ask them to save them for the Elks Parade.
5. Obtain as many convertible cars as possible for the use of the Grand Lodge and MSEA officers and their spouses/guests. Arrange to have two large signs, one for each side of the vehicle, printed in large letters with the names and titles of the occupants riding in that car.
6. Another suggestion is to have signs placed on any large vehicles or trucks letting the spectators know that this is an ELKS PARADE. This is excellent public relations for the Elks lodge in your community.

Musical Organizations (Optional)

1. Arrange for the area in front of the host lodge to be blocked off for a short period of time on Friday evening right after the GER's Banquet, for the exhibition of the Drum and Bugle Corps and any other musical group.
2. Sufficient room should be allowed for the groups to go through their routines without having a space restriction.
3. Arrange to have the GER Banquet served early for the members of the musical organizations. This will allow them time to prepare for their performance. It is a wise idea to write in advance of the summer convention to their director and let them know they will be served the banquet early and if possible give them the time of dinner.
4. Provide chairs for the Grand Lodge Officers, MSEA Officers and other dignitaries and their spouses/guests to sit on while they are watching the exhibitions. This will entail having all vehicles removed from the area right in front of the lodge before the musical exhibitions.

Special Considerations for Musical Organizations:

This section applies to musical organizations (i.e. drum corps, bands, etc.) that might attend a Mid-Winter Meeting or Annual Summer Convention as a representative of a lodge in the State of Montana.

1. Each musical group will make not less than five (5) appearances at the host Elks lodge during the convention/meeting. However, no performances or parades will be scheduled during business meeting hours.
2. Each group may be asked to act as honor guards and ushers at the annual Memorial Service. This will count as one of the five (5) required appearances.
3. Each group will make its first appearance, which the headcount or tally, prior to 10 p.m. on the opening day of the convention/meeting.
4. Each group will be required to participate in the Corps Exhibition, if it is held, with weather and other factors to be considered. The host lodge entertainment committee will designate the time and place of the exhibition, and this will count as one (1) appearance.
5. Each group will be required to participate in the Grand Parade, if one is held, which normally will be Saturday afternoon on the final day's activities. The host lodge will set the parade route, and each organization is required to follow the complete line of march. This will also count as one (1) appearance.
6. The remaining appearances will be held at times to be reported to the chairman of the Convention Committee prior to the opening of the convention, as far as possible.
7. After the initial head count or tally appearance, each organization will appear with at least seventy-five percent (75%) of the head count or tally at subsequent appearances in order to be eligible for its share of allotted funds.
8. Upon completion of the convention/meeting, the chair of the convention/meeting will submit to the State Secretary Treasurer an accounting of the group's performances and will be reimbursed for the registration fees of the members of the group not including optional functions and/or meals.

Elks “Hoop Shoot”® Free Throw Program

April (National Finals)

March (Regional Semi-Finals)

February (State Contest)

November/December (District Contest)

September/October (Local Lodge Contest)

Local Lodge Director

1. August – Receive “Hoop Shoot”® Packet – Read & Study Contents
2. August – Set date, time and location for local lodge contest and notify district director
3. August/September – Invite all schools, youth groups, etc. within lodge jurisdiction to hold contest and send winners to the local lodge contest (letter is in packet)
4. September/October – Conduct local lodge contest and send winners to district contest

For sample letters (invitations, local lodge champs, etc.) and for information for first time directors and assistance contact State “Hoop Shoot”® Director

District Director

1. August/September – Set date, time and location for district contest and inform local directors
2. September/October – Follow up with each lodge to ensure they have scheduled a contest and assist as necessary
3. November/December – Conduct District Contest and send winners to state contest

For sample letters (district champs, etc.) and for information and assistance contact State “Hoop Shoot”® Director

State Director

1. June/July – Secure names, addresses, phone numbers of local and district directors
2. July/August – Set date, time, location for state contest and notify local and district directors
3. August – Send letters to local directors (located in State Director’s Guideline Booklet)
4. September – Send letters to local directors (located in State Director’s Guideline Booklet)
5. September/November – Stay in touch with district directors to ensure program is on track
6. February – Conduct State Contest and send winners to Regional Semi-Finals

For information and assistance contact Regional or National “Hoop Shoot”® Director

Elks “Hoop Shoot”® Web Site

www.elks.org/hoopshoot.cfm

Montana Trust Fund dba Sara & William Jenne' Scholarship

The Montana State Elks Association, hereinafter referred to as The Sponsor, acting by and through its Trust Fund Committee, in 1977 established with a monetary gift from the Jenne's, a scholarship program consisting of awards to some of the prior winners of the Elks "Most Valuable Student Contest" program and to some students attending Montana educational institutions. The recipients of these awards will be students who have completed their first year of education at a Montana University, College, Vocational Technology school, or community college.

We seek to encourage and assist students to complete his/her education and/or vocational training. The awards will place less emphasis on attainment of high grades than do our regular scholarship programs, and more on the basis of need, effort, activities, and community involvement.

Conditions of Eligibility

1. Completion of one year of study a Montana university, college, vocational technology school or community college, with a cumulative grade point average [GPA] of at least 2.0 or "C", if a letter grade is used, and an accumulation of at least 45 credits or 30 semester hours.
2. Enrollment and attendance at one of the Montana educational institutions as outlined in Number One above.
3. Have a reasonable and verifiable need for financial assistance.
4. Be of good morals and character.
5. Timely completion and submission of his/her application with supporting documents.

Distribution of Applications and Selection Procedure

1. To all winners from the previous year's MSEA "Most Valuable Student" contest, who meet the requirements of attendance at a Montana educational intuition as enumerated above under the heading "conditions of Eligibility."
2. To the Financial Aid Officers or appropriate department of the various institutions of higher education within the State of Montana, who will inform first-year students of the availability of this scholarship program, and who will distribute the applications to those who qualify under the rules promulgated by the committee?
3. Applicants are to send their completed applications to the Chair of the committee no later than June 1st of the year that they wish to apply for the award.

4. The Chair will review the applications for completeness, insure initial qualification and distribute a complete set of applications along with a scoring sheet to each committee member for their evaluation not later than June 15th. (evaluation sheet to follow)
5. Each committee member will review the applications, fill out the scoring sheet, and return it either by mail or electronically to the Chair prior to July 12th.
6. The Chair will compile the results and should an additional meeting be required to determine the winner(s), will notify the committee members of the meeting time and date to be held at an appropriate time during the State Summer Convention.
7. Announcement of award winners will be made at the summer convention of the MSEA.
8. Letters of awards will be mailed to each recipient along with a copy to the MSEA Treasurer by the end of August.

Disclosure, Conditions and Reservations

1. Applicants consent and authorize The Sponsor to retain, use and/or return applications.
2. The Sponsor reserves the right to modify the awards, conditions, and/or rules of this scholarship program as it may deem necessary.
3. The Sponsor reserves the right to reject any or all of the applications if it feels necessary to do so and to make all final decisions concerning the same.
4. The Sponsor assumes no responsibility whatsoever for the successful applicant's attendance at Elks Conventions for the purpose of receiving his/her award, or for any other purpose.
5. Actual payment of the awards will be dependent upon the recipient's enrollment and attendance at a Montana university, college, vocational technology school, or community college for a second year of study. The payments may be pro-rated in installments during the school year and shall be made through the various financial aid, registrar or other appropriate agency of the school selected by the recipient.
6. Attendance at the same Montana school for the second year of study is not mandatory, and the award may be transferred to another Montana institute of higher education at the discretion of the recipient.
7. Payments of awards may be delayed at the request of the recipient, if the delay is caused by illness, disability or any other cause. Award recipients are urged and encouraged to contact the Chairman of the Montana Elks Trust Fund Committee as soon as possible to explain any delay in attendance for his/her second year of education.

MSEA Music Scholarship

Established in 2005, the Montana State Elks Association (MSEA) offers Music Scholarships to Montana graduating high school seniors. The amount of each scholarship will be determined by the Music Scholarship Committee.

MONTANA STATE ELKS ASSOCIATION MUSIC SCHOLARSHIP 2013-2014 ACADEMIC YEAR

Guidelines

Since 1868, the Benevolent and Protective Order of Elks has been dedicated to serve our communities by holding true to our Cardinal Principle—Charity. One of our proud charitable contributions is in the form of academic scholarships. The Montana State Elks Association (M.S.E.A.) is offering Music Scholarships to instrumentalists and vocalists.

The completed application must include:

1. **Application Form, Parts I – IV.**
2. **CD Audition (Part V).**
3. **Counselor Report/Transcript (Part VI).**
4. **Letters of Recommendation (Part VII).**
5. **Applicant Essay (Part VIII).**

Application Guidelines: The applicant must use the official 2013-2014 M.S.E.A. Application. Signatures and dates are required on Part I of the application form, on each letter of recommendations and the applicant essay. Typewritten applications are preferred; however, neatly printed applications are acceptable. Applications and all supporting documents must be in English.

Eligibility: Scholarships will be awarded to graduating high school seniors who are a U.S. Citizen and intends to either major or minor in music performance or education. In their essay, the applicant must inform us of his/her enrollment plans at a school of higher education.

Completed Application: Your application must be in a Mead (or similar brand) paper folder with inside pockets and clasps. Three-hole punch your application and secure it in the clasps. Elaborate bindings, clear plastic and bulky coverings are discouraged. *Arrange in the order as outlined using the "...checklist" on the last page of the application form.*

The application must be postmarked and returned to the M.S.E.A. Music Scholarship Committee by April 19, 2014. Winners will be announced no later than June 1, 2014.

1. **The Application Form:** Complete *All Parts* of the application! All parts are considered in determining eligibility. Application may be downloaded from the M.S.E.A. website: www.elks.org/states **Click the state of MT on the U.S. map;**
Click "State News."
2. **CD Audition:** Enclose a Compact Disk recording of a solo demonstrating the applicant's musical interests and strengths. It is recommended to use a competition piece or be similar in style and difficulty. It is recommended to limit the recording to **5 minutes.**
3. **Counselor Report/Transcript:** The *Counselor Report* (included) must be completed by your high school guidance counselor or appropriate school official. Also include an official current high school *transcript* of student grades. The transcript must include 7th semester classes. It does not need to include 7th semester grades. SAT or ACT test scores are required.
4. **Letters of Recommendation:** Please provide two (2) letters of recommendation from faculty in which one (1) is related to your music education.

5. ***Applicant Essay:*** Prepare an essay of **300 words or less**. The essay should include the applicant's intentions to make music performance or teaching a central part of her/his future life; clearly state if they are declaring a Major or Minor in music.

Submit application to:

John Morford, Chairman
M.S.E.A Music Scholarships
604 Orion Way
Livingston, MT 59047

MONTANA STATE ELKS ASSOCIATION
MUSIC SCHOLARSHIP
Academic Year 2014-2015

Application Form

Part I. Applicant Information:

Audition Type: ___ Instrumentalists ___ Vocalists

Last Name _____ First Name _____ MI _____

Date of Birth _____ U.S. Citizen: Yes _____ No _____
(Must be a U.S. Citizen to apply)

Address _____
(Where you can be reached through July 2014)

City, ST _____ Zip _____ Phone _____

Email _____

Parent/Guardian
Name _____

Address _____
(Required if not the same as Applicant)

City, ST _____ Zip _____ Phone _____

Email _____

High School _____ Date of High School Graduation _____

Primary Instrument/Voice Type _____

Intended School of Higher Education _____

Candidate's
Signature _____ Date _____
(Required)

Parent/Guardian
Signature: _____ Date _____
(Required)

Part II. Musical Training: Give short summary of musical training (private lessons, seminars, workshops, clinics, music camps, etc.). *May continue on a separate sheet of paper.*

Type	Years				Description
Example: Trumpet Lessons	X		X	X	From School Band Director.
	9	10	11	12	
1					
	9	10	11	12	
2					
	9	10	11	12	
3					
	9	10	11	12	
4					
	9	10	11	12	
5					
	9	10	11	12	
6					
	9	10	11	12	
7					
	9	10	11	12	
8					
	9	10	11	12	
9					
	9	10	11	12	
10					
	9	10	11	12	

Part III. Awards and Recognition: List your musical achievements (competitions, awards, special recognition). *May continue on a separate sheet of paper.*

Type	Years				Type	Years			
Example: Superior Rating State Festival			X		Example: Trumpet Solo		X	X	
	9	10	11	12		9	10	11	12
1.					6.				
	9	10	11	12		9	10	11	12
2.					7.				
	9	10	11	12		9	10	11	12
3.					8.				
	9	10	11	12		9	10	11	12
4.					9.				
	9	10	11	12		9	10	11	12
5.					10.				
	9	10	11	12		9	10	11	12

Part IV. Performance Experience: List scholastic (high school band, choir, marching band) and Non-scholastic (church choir, local rock group) ensembles/groups in which you have performed. *May continue of a separate sheet of paper.*

Type	Years				Description
	9	10	11	12	
Example: High School Choir		X	X	X	Soprano and Alto
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Part V. CD Presentation (No Videos, please): List the Title and Composer of the published solo that is submitted. *Note: Recommended to limit the recording to 5 minutes..*

Title: _____

Composer: _____

Description / Notes: _____

(If necessary)

Part VI. Counselor Report / Transcript: The *Counselor Report* (included) must be completed by your high school guidance counselor or appropriate school official. Also, include an official current high school *transcript* of student grades. The transcript must include 7th semester classes. It does not need to include 7th semester grades. **SAT or ACT test scores are required.** The counselor report and transcript should be secured in a sealed envelope and included in the application brochure.

[Please complete Parts VII and VIII on separate typewritten page(s).]

Part VII. Letters of Recommendation: Include one letter of recommendation from a high school music educator. This letter should include your music ability, work habits, leadership, etc. *Note: if the applicant has more than one music educator, please no more than two letters of recommendation(s) from music educators.*

Include one letter of recommendation from another source (i.e., another teacher, a community member). This person should not be a relative or a music teacher.

Letters must be limited to one side of a single sheet (8.5-by-11-inch) paper, **typed, dated and signed by the author.**

Part VIII. Applicant Essay: Prepare an essay of **300 words or less**. The essay should include the applicant's intentions to make music performance or teaching a central part of her/his future life; how the applicant plans on achieving their musical goals. **The essay must be typed, dated and signed.**

Montana State Elks Music Scholarship Checklist	
(Please arrange items in this order)	
	Use Mead (or similar brand) <u>paper folder with inside pockets.</u>
<input type="checkbox"/>	Part I: Applicant Information.
<input type="checkbox"/>	Part II: Musical Training.
<input type="checkbox"/>	Part III: Awards and Recognition.
<input type="checkbox"/>	Part IV: Performance Experience.
<input type="checkbox"/>	Part V: CD Presentation.
<input type="checkbox"/>	Part VI: Counselor Report / Transcript.
<input type="checkbox"/>	Part VII: Letters of Recommendation.
<input type="checkbox"/>	Part VIII: Applicant Essay.

**MONTANA STATE ELKS ASSOCIATION
MUSIC SCHOLARSHIP
PART VI: Counselor Report / School Transcript**

Applicant: Complete the top portion of this page and give it to your counselor or appropriate school official. This section can be completed by your counselor before you are finished with the application.

Student Name _____
Last First Middle Initial

Counselor: Please answer the following questions to help us identify promising applicants. Also include official, complete, current high school transcript of the student grades. The transcript must include 7th semester classes; it does not need to include the 7th semester grades. The Montana State Elks Association will not return this form to the student.

This applicant's grade point average (A=4.0) _____ The highest GPA in the graduating Class _____

Class rank: The applicant ranks _____ in a class of _____. If exact rank is not available, indicate rank to the nearest 10th from the top:_____.

How is your school's academic schedule based? ___Semester ___Quarter ___Block ___ Other _____

How would you best describe this applicant's academic program compared with that of other students?
_____ Below Average _____ Average _____ Above Average _____ Rigorous _____ Most Rigorous

Has the applicant ever been suspended or dismissed from your school? ___Yes ___ No

If yes, please explain the circumstances. _____

1. I recommend this applicant for the Montana State Elks Association Music Scholarship Contest:

_____ Yes

_____ No

If no, please explain.

2. Please secure the following items in a sealed envelope and give to the student to included in his or her application.

_____ This Completed Counselor Report Form.

_____ The Official High School Transcript of Student Grades; SAT and/or ACT Scores.

Name _____ Position _____
Please Print

School email _____ Length of time acquainted with applicant _____

Signature _____ Date _____

Scoring Instructions

Guide for using a 0-5 rating when evaluating the applications:

5 – Outstanding: *Superior or Exceptional* characteristics that the student exemplifies for that specific criteria.

4 – Excellent: *Extremely Strong, but not exceptional*, characteristics contributing to the standard. The reviewer may have reservation but there are redeeming features to compensate for or outweigh the reservation.

3 – Strong: Demonstrates *Strong* characteristics; however, the reviewer *may have reservations*.

2 – Average: *Satisfactory* characteristics, but the reviewer may *have major reservations*: i.e. certain characteristics related to the criterion are not present.

1 – Below Average: The materials present *are not satisfactory*: application lacks certain requested materials.

0 – Weak: The student's application is considerably *incomplete* with *inadequate materials* present.

Section I. Academic Achievements—300 Points

Part 1: Test Scores—100 Points

Using the Transcript or Counselor Report, find the Student's ACT/SAT Score; Refer to Graph ON REVERSE SIDE OF THIS SHEET.

Part 2: Academic Achievement

(0-5 Points) X 30 = 200 Maximum Points

Refer to the applicant's transcript/counselor report. Rate based on their GPA, class ranking, class schedule i.e., quality of courses; rigor and intensity of courses; strong, average or weak senior course load; presence of honors and/or AP courses; and the number of those courses being taken by the student.

Section II. Achievements—350 Points

A) Musical Training

(0-5 Points) X 12 = 60 Maximum Points

Refer to Part II on application.

Rate the applicant based on their musical training participation that he or she has received: private lessons, attended musical seminars, workshops, clinics, band camps, etc.

These attributes demonstrate the applicant's determination and motivation in becoming a better musician.

B) Awards and Recognition

(0-5 Points) X 12 = 60 Maximum Points

Refer to Part III on application.

Rate the applicant based on the quantity and quality of his or her awards and recognition; depth and breadth of the applicant's honors and awards.

Exceptional student has national and/or international, state and regional awards and recognition.

An Average to Strong student has significant state and regional awards and recognition, as well as awards and recognition at the local level.

A Weak Student has no awards or recognition.

C) Performance Experience

(0-5 Points) X 12 = 60 Maximum Points

Refer to Part IV on application.

Rate the applicant based on the quantity and quality of music ensembles/groups that the applicant has participated. Take into consideration participation within the school system programs and outside the school programs: local bands, church ensembles/choirs, national festivals and camps, etc.

An Exceptional student has performed a solo or in an ensemble at a variety of levels: national, state and regional levels, etc.

An Average student has performed at the state and local levels. *A Weak student* has no experience outside of the school bands or choirs.

D) Letters of Recommendation

(0-5 Points) X 10 = 50 Maximum Points

Refer to Part VII on application.

Refer to Part VII on the Application. Rate the applicant based on all the letters of recommendation, and the completeness and presentation as outlined on the application.

When reading the recommendations, note discrepancies, but do not penalize a student for a poorly written recommendation from teachers or community member. Look for indications of real intellectual promise- “excited about learning,” or “...accepts challenges.” Look for students who are enthusiastically recommended.

E) Applicant Essay

(0-5 Points) x 22 = 110 Maximum Points

Refer to Part VII on application.

Rate the applicant based on the style, mechanics (grammar rules) and content of the essay; does the applicant abide by the guidelines as outlined on the application (*signed and dated*). Essays should be clearly written and well organized, and should sustain a well-focused discussion.

The essay should allow you the (judge) to get to know the applicant better. The writer should explore their ideas and intentions to make music performance and/or education a central part of their future; how he or she plans on achieving these goals—look for school of intent. Are their ideas insightful, persuasive and demonstrate a mature outlook and/or concern for music in our society?

F) Presentation and Completeness

(0-5 Points) x 2 = 10 Maximum Points

Refer to Checklist on page 4 of the application or the top of this document.

See if the applicant followed all our instructions and answered all our questions. How well is the supporting material presented? Did they *Sign and Date*, place in the *mead* type folder, is it arranged in order as outlined in the application instructions?

We do not want to deduct points from applicants who do not have access to slick color printers or even to computers. It should be fairly easy to determine which applicants spent a lot of time preparing their brochures and which ones did not; which applicants are able to follow directions, etc.

Section III. Performance—350 Points

Refer to Part V on the application and the included Audiocassette or CD.

Note: Pertaining to the *quality of recording* of the Audiocassette or CD Presentation, we *do not want to deduct points* from applicants who do not have access to equipment for quality recording.

A) Technique

(0-5 Points) x 14 = 70 Maximum Points

Does the applicant demonstrate adequate technique that has been achieved through means of training and experience? Judges may divide the criteria in the following categories to assist in this area:

- | | |
|--------------------------|---|
| 1) Pitch Control: | (0-5 Points) x 2 = 10 Maximum Points |
| 2) Tone Quality | (0-5 Points) x 2 = 10 Maximum Points |
| 3) Accuracy of Rhythm | (0-5 Points) x 2 = 10 Maximum Points |
| 4) Time / Meter Control | (0-5 Points) x 2 = 10 Maximum Points |
| 5) Harmony Ability | (0-5 Points) x 2 = 10 Maximum Points |
| 6) Solo Skills | (0-5 Points) x 2 = 10 Maximum Points |
| 7) Theory Knowledge | (0-5 Points) x 2 = <u>10</u> Maximum Points |
| TOTAL from this section: | 70 Maximum Points |

B) Musical Interpretation

(0-5 Points) x 14 = 70 Maximum Points

The applicant should interpret the music with meaning and understanding. How the applicant uses *dynamics* and *phrasing* of the music.

C) Musical Selection

(0-5 Points) x 14 = 70 Maximum Points

The applicant should select a piece(s) that is challenging or requires high level of skill. Note, you may want to review “Music Training” to help determine their skill level.

D) Overall Demonstrated Ability
(0-5 Points) x 28 = 140 Maximum Points

Rate the applicant based on overall demonstrated ability. What did you (Judge) think of the student's overall performance? How was the presentation and/or stage presence?

Scoring Sheet

Student Name: _____ Total _____

Section I. Academic Achievements -- 300 Maximum Points

A) Refer to Graph _____
B) (0-5) x 40 _____

TOTAL _____

Section II. Achievements -- 350 Maximum Points

A) Musical Training:
(0-5 Points) X 12 Total _____

B) Awards and Recognition:
(0-5 Points) X 12 Total _____

C) Performance Experience:
(0-5 Points) X 12 Total _____

D) Letters of Recommendation:
(0-5 Points) X 10 Total _____

E) Applicant Essay:
(0-5 Points) X 22 Total _____

F) Presentation and Completeness:
(0-5 Points) x 2 Total _____

TOTAL _____

Section III. Performance -- 350 Maximum Pts.

A) Technique:
(0-5 Points) x 14 Total _____

B) Musical Interpretation:
(0-5 Points) x 14 Total _____

C) Musical Selection:
(0-5 Points) x 14 Total _____

D) Overall Demonstrated Ability:
(0-5 Points) x 28 Total _____

TOTAL _____

GRAND TOTAL _____

Judge Name _____ **Date** _____

Ritual Contest (Optional)

Rules and Regulations

In the GRAND LODGE RITUAL CONTESTS, the use of “repeat Officers” in any station, and/or Past Exalted Rulers in any of the stations, for ANY period of time or in the previous lodge year, is expressly permitted. However, they shall not be eligible for regional or All-American Honors/Awards. .
The MSEA has no special guidelines to follow in this matter, and the Grand Lodge guidelines and rules apply to Montana Contests.

In the District and State Ritualistic Contest sponsored by the MSEA, the use of REPEAT OFFICERS, in ANY period of time, or in any previous lodge year, is permitted. However, they will not be eligible to receive any All-District or All-State awards.

HOWEVER, IF A PAST EXALTED RULER FILLS A CHAIR HE/SHE PASSED OVER HE/SHE DOES QUALIFY FOR DISTRICT AND STATE AWARDS.

It is not necessary to dress in tuxedos at District or State Ritual Contests, however, all officers shall be attired the same. Demerits in team appearance are charged against the team, NOT the individual officer.

As this contest has not been held by the MSEA in recent years, should a lodge wish to compete for a position to represent Montana at Grand Lodge, notice should be given to the MSEA Ritual Chair and the President of the MSEA by May 1st of the contest year.

Mid-Winter Meeting Eleven O’CLOCK Toast Contest

All Elks are eligible to compete in this contest. The ritualistic judges in charge of the State Ritualistic Contest at the Mid-Winter Meeting will officiate and judge the Eleven O’CLOCK Toast Contest. The winner will be announced and presented with a plaque at the Saturday night banquet.

The Montana Elks State Major Projects

Aid to Hospitals

This project is defined as Aid to Hospitals in Small Montana Communities which are communities having a population of 3500 or less.

To provide funds to assist small community hospitals in the treatment of individuals who suffer accidents and illness, to diagnose and stabilize those persons. The persons may then be treated at the hospital or transported to a larger facility, depending on the situation. The beneficiary of the funds is not the hospital, but the person who suffers injury or illness and is treated at the hospital.

Eligibility

The hospital must be a bona fide small community hospital and not a clinic, nursing home or clinic, and is not connected to a major health care company.

To make a request for funding:

- A. The requests for aid must be for equipment for which the hospital does not have funds to purchase on their own. Concurrently, it must be indicated that the hospital has the staff to operate the requested equipment.
- B. Requests should not be submitted for items such as training aids, computer equipment, etc.
- C. The aid, if provided, must be used only to purchase the equipment or items listed in the request.
- D. Where applicable, a tag is furnished the hospital to affix to the equipment which indicates the equipment was funded by the Montana State Elks Association.

Time Line

- A. Around November 1, the State Project Chair sends a letter to all Exalted Rulers, indicating that they should contact the Administrators of the small community hospitals in their lodge jurisdiction and advise them that requests for aid are being solicited. The requirements are included in the letter with instructions that the request submitted must reach the State Project Chair by December 31. Requests may be submitted through the lodge or directly to the State Project Chair, at the lodge's discretion. It is recommended the requests be submitted through the lodge. As an alternative, the MSEA Committee Chair may mail a letter directly to all known qualifying hospitals, and request they respond directly to the MSEA Chair.
- B. All requests received are reviewed by the State Project Committee at the Mid-Winter Meeting. The award and amount of aid are announced at this meeting. Information regarding the awards is provided to the MSEA Secretary/Treasurer for appropriate issuance of checks.
- C. The checks are sent to the appropriate Exalted Rulers by the state Project Chair with a cover letter for presentation to the selected hospitals. In that same letter we request that the local lodge secure copies of any publicity items such as newspaper articles, photos, etc. and furnish those publicity items to the State Project Chair. The items are put into a scrapbook which is on display at the annual Summer Convention.

Camp-Mak-A-Dream

From time to time as deemed appropriate by the MSEA Trustees, awards will be made to this charity to support the attendance of Montana children suffering from cancer to attend the camp.

Special Service Award

Special Service Award criteria and application preparation:

- 1) Two Special Awards will be made available each year by the MSEA.
 - a) One award to a Montana Elk who has distinguished accomplishments at the lodge level.
 - b) One award to a Montana Elk who has distinguished accomplishments at the MSEA level.
- 2) Elks in good standing (dues paid current) are eligible to receive the Special Service Award.

The letter from the Lodge Secretary certifying this requirement is met must be attached.
- 3) Current year officers of Lodges and MSEA officers are eligible for AFTER they leave office.
- 4) Accomplishments listed ARE NOT LIMITED to current lodge or MSEA year.
- 5) Complete nominations must be mailed to the MSEA Special Awards Chair by JUNE 1.
- 6) Special Awards may or may not be made each year. There is no limit as to the number of Special Awards presented annually. The decision of the Special Awards Committee is final.
- 7) Mention special skills the candidate has and/or provided to your lodge or the MSEA; such as ENF, volunteer work to improve and promote lodge beautification and/or membership. Usually the nominee gives untold time, talent and resources in support of the lodge or MSEA. Please elaborate on these.
- 8) Because the nomination MAY NOT be awarded, it is important to keep the nomination secret from the nominee (at least until it is known that the nominee will receive the award!)
- 9) Special Service awards will be presented during the annual MSEA Summer Convention.

MONTANA STATE ELKS ASSOCIATION
SPECIAL SERVICE AWARD

FOR DISTINGUISHED SERVICE AT: LODGE LEVEL OR STATE LEVEL (CIRCLE ONE)

NAME OF NOMINEE: _____

TENURE: Contact Lodge Secretary for nominee's Elk history.)

Date Initiated _____

Number of years in good standing _____

Committees and offices held & years of service, if known.

WHY DO YOU BELIEVE YOUR NOMINEE DESERVES THE SPECIAL SERVICE AWARD?

(If **Local**, list participation in Lodge activities and what sets the candidate apart from others.)

(If **State**, list participation in Grand Lodge and MSEA activities and what sets the candidate apart.)

Notes, Abbreviations and Deletions

The following abbreviations apply throughout the entire Book of Procedures:

MSEA:	Montana State Elks Association Inc.
GER:	Grand Exalted Ruler
PGER:	Past Grand Exalted Ruler
SDGER:	Special Deputy Grand Exalted Ruler
DDGER:	District Deputy Grand Exalted Ruler
PSP:	Past State Presidents
PER	Past Exalted Ruler

MSEA By-Laws (can be found on the Elks.org Web Site)

MSEA Preliminary/Final Credentials Report (MSEA Recording Secretary maintains form)

MSEA PSP By-Laws (held by the PSP association)