

OREGON STATE ELKS ASSOCIATION

ELK OF THE YEAR

And

OFFICER OF THE YEAR

Information and Directions for Submission Manual

Submitted by: Jim Alameda, PSP, State Community Service and Lodge Activities Chairman

Revised: September 2016

This manual sets forth instructions on preparing and submitting brochures for Oregon State Elks Association (OSEA) Officer of the Year and Elk of the Year brochures. This revision incorporates major changes in the submission process.

Over the course of the last few years numerous brochures have failed to be delivered correctly or timely to the appropriate District or State Community Service Committee chairman or State Officer. Consequently they were not entered into the competition when they should have been. It has also been observed that brochures have been entered for consideration at the state level that were not submitted or judged at the district level. In order to ensure that all candidates are treated fairly and to prevent brochures from getting lost in the process we are incorporating a requirement that brochures be submitted in a digital format and that each step in the process has multiple people involved as a cross check. The procedures for submission of the brochures are detailed below.

The requirements for the information to be incorporated into the brochures, while detailed in the document below, have not been changed. It should be noted that while the brochures in themselves should not have influence on the selection process, a cleanly typed, spell-checked, neat, organized, complete, concise and convincing brochure will attract the attention of the judges more readily. Brevity, simplicity and clarity will help your brochure gain their attention. Scanning a hand written note that is difficult to read and contains spelling errors will detract from the candidate's accomplishments. Adding extras like stickers and smiley faces, while wonderful for a family scrap-book, will also detract from the brochure and may hurt rather than help.

Guidelines for OSEA Officer of the Year

1. Any officer currently active in the Lodge is eligible for this award.
2. The brochure should be prepared using standard formatting options available in common word processing software. The pages should be formatted to enable printing in portrait mode on 8 ½ x 11 inch paper. Margins should be one inch at the top and bottom, and a minimum of ¾ inch on each side. Common fonts should be used to ensure that they are available on the computer used to produce printed output.
3. The brochure must contain the following on the front/cover page:
 - a. The candidate's name
 - b. The statement "Candidate for Officer of the Year"
 - c. The current Elk year in which the candidate is being considered for the honor (e.g., 2016 – 2017)
 - d. The candidate's Lodge Name and Number
 - e. The city or town in which the Lodge is located.
4. The brochure should contain the following:
 - a. A recent photograph of the officer. The photograph should be 5 x 7 inches
 - b. An introduction of the candidate
 - i. Name
 - ii. Years a member of the Order
 - iii. Current office held
 - c. A list of the activities and leadership qualities the officer has demonstrated, the contributions he or she has made to the growth and betterment of the Lodge, the State Association and to the Order, and why he or she is relied upon.
5. The brochure may contain supporting documentation, photographs and news clippings to support the list of activities and accomplishments.
6. Submission Procedures
 - a. The brochure must be saved in an electronic format that can be transmitted via email. It is recommended that the brochure be saved as an Adobe PDF file to prevent any changes being introduced following the submission. This will require photographs, news clippings and supporting documents to be scanned and added into the file. Paper copies or binders that have been submitted in the past will no longer be accepted for the competition. If the Lodge Committee chairman does not know how to do this, there are usually a number of people within the Lodge that have this skill, or they can request assistance from the District or State Committee chairman.

- b. The brochure must be submitted via email to the District Community Services Chairman and to the District OSEA Vice President no later than **February 1st**.
- c. The District Vice President with the assistance of the District Community Services Chairman will be responsible for identifying the winning candidate as well as determining how the winning candidate will be selected. For example, the District Vice President, District Trustee and District Community Services Chairman may serve as the selection committee. Alternatively, the individual Lodge Community Services Chairman could serve as the selection committee.
- d. The District Vice President will ensure that the brochure of the District Office of the Year is emailed to the State Community Services Chairman with copies to the OSEA President and the OSEA State Secretary no later than **February 25th**. The State Community Services Chairman will send a confirmation reply email that the brochure has been received.
- e. The OSEA President with the assistance of the State Community Services Chairman will be responsible for identifying the winning candidate as well as determining how the winning candidate will be selected. For example, the State Vice Presidents may serve as the selection committee. Alternatively, the individual District Lodge Community Services Chairman could serve as the selection committee.
- f. Selection of the Officer of the Year should be completed no later than March 15th to provide sufficient time for the awards to be purchased and engraved.
- g. The Officers and the members of the selection committees are expected to keep the names of the winning candidates secret until after the awards have been presented at the Summer Convention in April.

Please be aware of the following:

The guidelines presented in the Grand Lodge, Lodge Activities Manual for Officer of the Year should be followed in regards to the selection process.

In accordance with the Lodge Activities Manual, page 9:

- The Exalted Ruler shall direct the Lodge's Past Exalted Rulers to select the Officer of the Year.
- This award will reward an Officer who is always willing to help, an Officer who can be relied upon to get things done. The qualification should be stringent as it would be far better not to designate an "Officer of the Year" than to select an Officer less than worthy of the honor.

State and District Committees must abide by the following rules when grading brochures:

1. The candidate must be a current officer for the year in consideration. Past officers are not eligible.
2. Only one officer can be chosen.
3. The candidate does not have to be the Lodge Officer of the Year in order to be entered for consideration.
4. Previous recipients of Officer of the Year awards are eligible.

Guideline for OSEA Elk of the Year

1. The Exalted Ruler should select a committee early in the year so that it has ample time during the Lodge year to observe and evaluate candidates. The committee should remain anonymous for obvious reasons.
2. Any member in good standing and currently active in the Lodge, except for Lodge Officers, is eligible for this award. The member must be living. If a Lodge wishes to honor a deceased member for his or her accomplishments, it should submit a brochure to the Hall of Fame committee for consideration.
3. The brochure should be prepared using standard formatting options available in common word processing software. The pages should be formatted to enable printing in portrait mode on 8 ½ x 11 inch paper. Margins should be one inch at the top and bottom, and a minimum of ¼ inch on each side. Common fonts should be used to ensure that they are available on the computer used to produce printed output.
4. The brochure must contain the following on the front/cover page:
 - a. The candidate's name
 - b. The statement "Candidate for Elk of the Year"
 - c. The current Elk year in which the candidate is being considered for the honor (e.g., 2016 – 2017)
 - d. The candidate's Lodge Name and Number
 - e. The city or town in which the Lodge is located.
5. The brochure should contain the following:
 - a. A recent photograph of the candidate. The photograph should be 5 x 7 inches
 - b. An introduction of the candidate
 - i. Name
 - ii. Years a member of the Order
 - iii. Years a member of the Lodge
 - iv. Offices held in the Lodge, State Association, Grand Lodge or Community
 - c. A list of the activities in which the candidate has participated. The activities should be categorized by Lodge, OSEA, Grand Lodge, and Community activities outside of the Elks.
6. The brochure may contain supporting documentation, photographs and news clippings to support the list of activities and accomplishments.
7. Submission Procedures
 - a. The brochure must be saved in an electronic format that can be transmitted via email. It is recommended that the brochure be saved as an Adobe PDF file to prevent any changes

being introduced following the submission. This will require photographs, news clippings and supporting documents to be scanned and added into the file. Paper copies or binders that have been submitted in the past will no longer be accepted for the competition. If the Lodge Committee chairman does not know how to do this, there are usually a number of people within the Lodge that have this skill, or they can request assistance from the District or State Committee chairman.

- b. The brochure must be submitted via email to the District Community Services chairman and to the District OSEA Vice President no later than **February 1st**.
- c. The District Vice President, with the assistance of the District Community Services Chairman will be responsible for identifying the winning candidate as well as determining how the winning candidate will be selected. For example, the District Vice President, District Trustee and District Community Services Chairman may serve as the selection committee. Alternatively, the individual Lodge Community Services Chairman could serve as the selection committee.
- d. The District Vice President will ensure that the brochure of the District Elk of the Year is emailed to the State Community Services Chairman with copies to the OSEA President and the OSEA State Secretary no later than **February 25th**. The State Community Services Chairman will send a confirmation reply email that the brochure has been received.
- e. The OSEA President with the assistance of the State Community Services Chairman will be responsible for identifying the winning candidate as well as determining how the winning candidate will be selected. For example, the State Vice Presidents may serve as the selection committee. Alternatively, the individual District Lodge Community Services Chairman could serve as the selection committee.
- f. Selection of the Elk of the Year should be completed no later than March 15th to provide sufficient time for the awards to be purchased and engraved.
- g. The Officers and the members of the selection committees are expected to keep the names of the winning candidates secret until after the awards have been presented at the Summer Convention in April.

State and District Committees must abide by the following rules when grading brochures:

1. The candidate must be a current and living member in good standing for the year in consideration.
2. Only one candidate can be chosen.
3. The candidate does not have to be the Lodge Elk of the Year in order to be entered for consideration.
4. Previous recipients of Elk of the Year awards are eligible.

Sample Brochure

Jane or John A. Doe

Candidate for:

OSEA Officer/Elk of the Year

2016 – 2017



John A. Doe

Presented by:

My Lodge #1234

My Town, Oregon

John A. Doe

Born: July 4, 1960

Education: My Town High School 1968

Big Town University 1972

Military Service:

US Air Force 1973 – 1979

Family:

Married to Jane Doe 33 years

Children 3

Grandchildren 5

Elks Membership:

Years in the Order 24

Years in My Lodge #1234 18

Offices Held:

Inner Guard 1 year

Esquire 1 year

Treasurer 2 years

Trustee 6 years

Lodge Activities:

Scholarship, Chairman	7 years
Hoop Shoot, Chairman	12 years
Veterans, Member	6 years

State Association Activities:

District Scholarship, Chairman	7 years
State Scholarship, Chairman	1 year
District Hoop Shoot, Chairman	6 years

Community Activities

American Legion	18 years
VFW	16 years
Boy Scout, Scoutmaster	6 years

Scholarship:



As State Scholarship Chairman John ran a very successful State Scholarship competition for 14 District scholarship winners and their families. The students and their families were treated to a wonderful meal. The students had the opportunity to introduce each other and tell those in attendance what their plans and goals were for the future. Following their presentation, over \$14,000 in scholarships were awarded to help them achieve their dreams.

As My Lodge Scholarship chairman, John has participated in many fund raising activities and has personally raised over \$15,000 for scholarships. He has participated in scholarship packet grading and evaluation for 14 years.

Hoop Shoot:



At Milwaukee Portland Lodge John supported the shooters from his District. John has participated in more than 20 years of hoop shoot contests and has organized and supervised competitions at the Lodge and District level. As Chairman, John had more than 2000 shooters participate in the contests.

Veterans:



John has led many efforts to collect items for donation to the Veterans Home in the Dalles. He makes trips to the home at least twice each year to deliver the items and to spend time with the residents. John participates in Veterans remembrance activities with his Lodge and his American Legion and VFW posts. John sincerely cares about our Veterans and their families.