**Hollywood West Elks Lodge #2365**

**Orientation Meeting Agenda**

1. Opening Observance ( Pledge of Allegiance )
2. Orientation Sessions Opening **Paul Houser**
3. Brief History of the Elks **Shelley Sarros**
4. Benevolent and Protective Order of Elks **Paul Houser**
5. Local Lodge Structure & Officers **Paul Houser**
6. National and State Projects
* Show National Video **Jim Blanchard**
* Discussion of National Foundation **Gerry Goodwin**
* Discussion of Harry-Anna Trust Fund **Gerry Goodwin**
* Show State Video **Jim Blanchard**
* Discussion “What it means to be an ELK in Florida” **Jim Blanchard**
1. Tour of the Lodge **Jim Blanchard**
2. Provide Information Packets and review **Jim Blanchard**
* Includes: Discussion of ENF , Harry-Anna-Fund, Youth Camp and Children’s Therapy Services. It also incudes some lodge history, Lodge contact info, meeting times, lodge hours, lodge facilities, national, state and lodge website info. Finally, a copy of the 11 o’clock toast, Committee Members and House Rules.
1. Local Lodge Committees **Paul Houser**
2. Local Lodge Special Projects & Social Programs **Paul Houser**
3. Initiation to Membership (ex: date and time, dress code, who will lead them and Obligation) **Paul Houser**
4. Lodge Etiquette **John Allison**
5. Your Role **Paul Houser**
6. Orientation Session Closing **Paul Houser**
* Provide for candidates to ask questions
1. Ask Candidates to return “Elks new member Survey”(with Preferences Marked) and email permission form before leaving **Jim Blanchard**

**Candidate’s Responsibility:**

1. What Is Expected From Them As New Members? (Their Obligation To Be Active In The Lodge) **Paul Houser**

**Supplies for Candidates:**

* Orientation Packet, M&M packets
* Brochure (What You Should Know)
* Lodge Bulletin ( if available )
* Elks new member Survey Form
* Email (AUTHORIZATION FOR ELECTRONIC NOTICES) Form