



**ELKS**

**and**

**SCOUTING**

**MANAGING  
GUIDELINES**

Revised April 2014

*Elks Care — Elks Share*



## **ELKS & SCOUTING MANAGING GUIDELINES**

These guidelines are established to assist all Elks & Scouting members within the Benevolent and Protective Order of Elks to clearly understand the program tasks and duties of the Elks and Scouters who have and will assume key positions within the organization.

## **1.0 RESPONSIBILITIES**

### **1.1 GRAND LODGE “ELKS & SCOUTING ADVISER”**

This Elk is a *Past Grand Exalted Ruler* and member of the Grand Lodge Advisory Committee. The chairman of the Grand Lodge Advisory Committee appoints him. He serves as adviser for the “Elks & Scouting” Program and coordinates with the Grand Lodge Activities Committeeman assigned to Elks & Scouting. He will review the budget inputs and approve them each year before submittal through the GL Activities Committeeman.

### **1.2 GRAND LODGE ACTIVITIES COMMITTEEMAN**

This is a Grand Lodge Activities Committeeman assigned to the Elks & Scouting Program by the chairman of the committee and will usually serve in this capacity for more than one year. The following is a list of responsibilities.

#### **1.2.1 BUDGET**

With input from the committee chairman and committee adviser, will formulate the budget for the forthcoming year. Budget must be prepared and submitted to the chairman before December 31. No expenses of Elks & Scouting personnel will be approved for reimbursement without proper expense vouchers first presented for approval by the GL Activities chairman and GL Activities sponsor. MAKE SURE EACH VOUCHER IS PROPERLY SIGNED!

#### **1.2.2 RECOGNITION LETTERS**

Committeeman is responsible for issuing congratulatory letters of recognition from the GER to Eagle Scouts and Girl Scout Gold & Silver Award recipients.

### **1.2.3 MARVIN M. LEWIS AWARD**

Will coordinate the MML Program with the four regional Scouting representatives as well as host the MML Awards presentations at the National Convention. See specifics under Marvin M. Lewis Award Program (**Section 2.1**).

### **1.2.4 REGIONAL SCOUTING REPRESENTATIVES**

Will work closely with the regional representatives to promote Elks & Scouting, including the MML Award and the Grand Lodge Convention (**Section 1.3**).

### **1.2.5 GRAND LODGE CONVENTION**

Will coordinate Elks & Scouting activities at the National Convention. This will include preparation and set-up of the Elks & Scouting and MML Award presentation. See specifics under Grand Lodge Convention (**Section 2.2**).

## **1.3 REGIONAL SCOUTING REPRESENTATIVES**

The regional Scouting representatives are Elks with extensive experience in Scouting. They are approved by the Grand Lodge Advisory Committee to fill the position and work to improve the Elks & Scouting Program. The term limit for each regional representative is four years with each regional representative's term being staggered. After a four-year term the regional representative may be re-appointed with the approval of the sponsor. The following is a list of their responsibilities.

### 1.3.1 REGIONS

#### NORTHEAST REGION

**Milan Vosvick** {*Bonnie*}

154 Sherwood Ave., Wheeling, WV 26003-5047

Phone: 304-243-1803

E-mail: [scoutmastermilan@comcast.net](mailto:scoutmastermilan@comcast.net)

Appointed by: PGER Lester C. Hess, Jr.

**States included in region:** CT, DE, ME, MD/DC, MA, NH, NJ, NY, PA, RI, VT and WV.

#### CENTRAL REGION

**Matthew J. Stropes** {*Jane*}

P. O. Box 8, Pekin, IL 61555-0008

Home: 309-346-3513 • Office: 309-349-7151

Cell: 309-303-1036

E-mail: [mattstropes@omnilec.com](mailto:mattstropes@omnilec.com)

Appointed by: PGER F. Louis Sulsberger

**States included in region:** IL, IN, IA, KS, MI, MN, MO, NE, ND, OH, SD and WI.

#### WEST REGION

**William L. Sternberg** {*Carol*}

1011 Cadway St., Santa Paula, CA 93060-1201

Phone: 805-933-9020 • Cell: 805-276-3265

E-mail: [bigjockewing@yahoo.com](mailto:bigjockewing@yahoo.com)

Appointed by: PGER Louis J. Grillo

**States included in region:** AK, AZ, CA, CO, ID, MT, NV, NM, OR, UT, WA and WY

#### SOUTHERN REGION

**Richard K. Belmore** {*Patricia*}

4617 Birkshire Lane, Plano, TX 75024-6304

Phone: 972-208-4744 • Cell: 214-507-7160

Phone: 214-507-7161 (*wife*)

E-mail: [america@flash.net](mailto:america@flash.net)

Appointed by: PGER Charles F. Williams

*States included in region:* AL, AR, FL, GA, KY, LA, MS, NC, OK, SC, TN, TX and VA

## **REGIONAL APPOINTMENT**

Staggered terms as follows:

### **West Region**

Term ends 8/1/2010-14 and every [4] years thereafter.

### **Central Region**

Term ends 8/1/2011-15 and every [4] years thereafter.

### **South Region**

Term ends 8/1/2012-16 and every [4] years thereafter.

### **Northeast Region**

Term ends 8/1/2013-17 and every [4] years thereafter.

## **1.3.2 PROMOTION**

Promote the “Elks & Scouting” program in its respective region by working with the Area Scouting Representative and Lodges.

## **1.3.3 COMMUNICATION**

Communicate with all the prominent Elks and both Girl & Boy Scouting leaders in their region as well as the Grand Lodge Activities Committeeman assigned to Elks & Scouting.

## **1.3.4 MARVIN M. LEWIS AWARD**

Assist with the yearly selection of the four MML Award winners. See specifics under Marvin M. Lewis Award Program (**Section 2.1**).

## **1.3.5 GRAND LODGE CONVENTION**

Attendance is optional and at the expense of each regional representative should he or she attend. Should the representative attend, he or she is at

the direction of the GLA Scouting Committeeman and is encouraged to assist with Elks & Scouting activities at the National Convention. This will include preparation and setup of the Elks & Scouting booth. See specifics under Grand Lodge Convention (**Section 2.2**).

(A) The cost of the Elks & Scouting booth at the National Convention will be covered by the GL Activities Committee.

### **1.3.6 NATIONAL SCOUTING JAMBOREE**

The Northeast Regional Representative will be responsible for managing and coordinating the Boy Scout Jamboree in Fort A.P. Hill, VA each year. Not in 2013 – was at Summit Bechtel Reserve in West Virginia.

(A) Travel and housing expenses will be covered by the Scouting organization.

## **2.0 PROGRAMS/ACTIVITIES**

### **2.1 MARVIN M. LEWIS AWARD PROGRAM**

**2.1.1** The **MARVIN M. LEWIS** is a prestigious Elks & Scouting award and shall be awarded to Elks in good standing who have shown a great degree of participation in supporting Scouting.

### **2.2 GRAND LODGE CONVENTION**

(A) A scouting report will be included as a part of the Grand Lodge Activities Committeeman's yearly report and be available online as part of the Grand Lodge Activities Committee's Annual Report at [elks.org](http://elks.org).



### **2.2.2 MARVIN M. LEWIS AWARD PROGRAM**

GLA Committeeman will coordinate the MML Award Program.

(A) GLA Committeeman will also host the MML Award Program and presentation at the National Convention with assistance from the Elks convention coordinator.

(B) GLA Committeeman will manage and coordinate the BPOE Marvin M. Lewis Award from dispensing the MML applications to the Monday afternoon Awards ceremony at the Grand Lodge Convention in July. This effort includes making sure the medals, lapel pins, Square Knots and the framed signed certificates are present for the ceremony along with the appropriate Grand Lodge MML signs, promoting the event, providing the public relations media with information and MML Award ceremony write-ups for the convention newsletter.

### **2.2.3 ELKS AND SCOUTING BOOTH**

The Elks & Scouting Booth is incorporated into and is a part of the Grand Lodge Activities Booth.

(A) The Elks and Scouting segment of the Grand Lodge Activities booth must be allowed sufficient wall space to display materials and floor space to permit Elk Convention attendees to look at the materials and discuss Scouting.

**(B)** Three segments will be displayed: (1) Eagle Scouting Award and Cub Scout Arrow of Light Award; (2) Girl Scouts Gold and Silver Awards; (3) Elks and Scouting Activities, along with the materials for the Marvin M. Lewis Award. All information should be displayed in such a manner that it reflects our combined efforts of continually moving into the future and supporting our goal of building a strong relationship with Boy Scouts of America and Girl Scouts of the USA.

**(C)** All set-up/tear-down, signage and all booth requirements must be coordinated with the Grand Lodge Convention Commission by the Grand Lodge Activities Chairman and the Scouting Chairman. Times and dates of set-up/tear-down will be set by the Chairman of the Activities Committee. Storage of all materials is to be with the Grand Lodge Activities Committee booth materials. Shipment and delivery of booth materials will be handled by the Grand Lodge Convention Commission.





**ELKS and SCOUTING**