

## **APPENDIX I -- COMMITTEE MANUAL: COMMITTEES OF THE ASSOCIATION AND THEIR DUTIES**

**A note to all Committee Chairpersons: This manual is meant to be used as a guide to help you perform the duties of your office. Please contact the immediate past Chairperson of your committee for additional suggestions and sample material that they may have used in working with your committee previously, i.e., letters, datelines, forms, etc.**

**Committee Meetings may be scheduled during regular Association functions or at other convenient times that allow the committee to perform its duties. Committee Meetings may be conducted by teleconference or other common electronic-communication means for the convenience of the committee members.**

**ADVISORY** -- The Advisory Committee reports to the President of the Association. The Advisory Committee shall advise with and make recommendations to the President and aid him/her on matters pertaining to the interests, needs, and general welfare of the Association, and advise and recommend on such other matters and affairs coming within its province. The committee shall consist of all the Past Presidents of the Association with the most recent living Past President serving as its Chairperson.

**ADOPT-A-VETERAN** -- The Adopt-A-Veteran Committee is a sub-committee of Elks National Veterans Service committee that reports to the Second Vice President of the Association. The state chairperson will assist the lodges in any way to help carry out the Adopt-A-Veteran programs.

**ARMY OF HOPE** -- The Army of Hope Committee is a sub-committee of Elks National Veterans Service committee that reports to the Second Vice President of the Association. Grand Exalted Ruler Roger True proposed a new national program, to be called the "Army of Hope", with special emphasis given to the families of those members tasks. Lodge participating in the Army of Hope provide temporary financial relief, routine maintenance for homes and vehicle, caregiving, food, necessities, and even Christmas gifts for the children of families in need while their loved ones defend our country.

**AMERICANISM** -- The Americanism Committee reports to the First Vice President of the Association. The Americanism Committee is charged with implementing the patriotic activities planned by the Grand Lodge and cooperating with other state and local organizations in fostering patriotic community endeavors, i.e. Get out the Vote campaigns, etc. The Americanism Committee is to plan and arrange for the annual Kansas Elks Association State Flag Day Service on the Saturday falling nearest to June 14th each year.

**AUDITING** -- The Auditing Committee reports to the President of the Association. The responsibilities and duties of the Auditing Committee are as follows:

1. To review and audit the general account of the Association and compare it to the budget.
2. To review and audit the charity account of the Association and compare it to the budget.
3. To review and audit all other bank accounts that may be listed as Association accounts.
4. To review and audit the records of the committees of the Association.
5. To prepare and file all federal and state tax forms for the accounts of the Association

**BANQUET** -- The Banquet Committee is a sub-committee of the General Chair committee that reports to the President of the Association. The Banquet Committee shall be responsible for all arrangements pertaining to the banquet meal at the Annual Spring Convention of the Association. Those arrangements shall include negotiating the cost of the meal in cooperation with the President and the General Convention Chairperson, and the selection of menu items, deserts, beverages, tableware, silverware, etc.

**BENEVOLENT (2021: No Longer Active)** -- The Benevolent Committee reports to the First Vice President of the Association. The Benevolent committee's main function is to raise money for the programs of the Kansas Elks Association. Money raised by this committee and their books will be turned over to the Secretary by June 10.

The Secretary can advance funds when requested funds to purchase tickets and awards for the Benevolent room at the State Convention in May. The advance money will be returned to the Secretary as soon as it can be raised by the committee. Each Lodge will receive a letter about the Benevolent program and at least five (5) tickets for each member and widow in the Lodge. The Lodges will mail the letter and tickets to their members and widows with the dues mailing in February or March. The Lodge will keep 50% of the ticket proceeds and remit the other 50% to the Kansas Elks Association. Throughout the year the committee may solicit items from the Lodges, Lodge Auxiliaries such as Ladies of the Elks, and merchants to be used in the Benevolent room as awards at the State Convention.

**BUDGET** -- The Budget Committee reports to the President of the Association. The committee sets the annual budget for the Association to carry out the programs of the Association. The State Secretary will supply the committee with the amount of actual expenditures for the past year so that there will be some type of guideline to work from. In the end, expenses should equal receipts. Certain funds are available through the Convention registration. The other parts of the budget make up the General Fund and the Charity Fund. The Chairperson of the Budget Committee shall present proposed budgets at the appropriate business meetings for consideration by the membership of the Association. It is necessary for the chairperson to notify each committee chairperson of his/her committee's allotment. It is the responsibility of each committee chairperson to make sure that his/her committee remains within its budget. Any chairperson needing additional funds must appear before the Budget Committee to make a request.

**BUSINESS PRACTICES** -- The Business Practices Committee reports to the First Vice President of the Association. The committee stands ready to offer advise and counsel to any Lodge which is having difficulties in its business operations. To obtain assistance, a Lodge should contact the chairperson and request the committee's help. Referrals can also come to the committee from District Deputies, Special Deputies, or Special Representatives of the Grand Lodge.

**DRUG AWARENESS** -- The Drug Awareness Committee reports to the Second Vice President of the Association. The chairperson is responsible for implementing the Grand Lodge Drug Awareness program in the state of Kansas. The committee will coordinate any contests which are held on the state or district level between the various lodges.

**ELKS NATIONAL FOUNDATION** -- The Elks National Foundation Committee reports to the First Vice President of the Association. The committee shall promote the support of the Elks National Foundation among the Lodges and individual members of the Association and serve as a source of information concerning the programs, procedures, and financial condition of the Foundation. The committee shall recognize those Lodges and individuals whose support of the Foundation is worthy thereof. The committee may conduct contests or competitions as deemed necessary to determine the Lodges and individuals deserving recognition.

**ELKS NATIONAL VETERANS SERVICE** -- The Elks National Veterans Service Committee reports to the Second Vice President of the Association. The committee will render meaningful support to programs designed to raise the quality of life for ailing veterans. The state chairperson will direct and motivate the district Chairpersons who will do likewise for each lodge in their respective jurisdictions. The state chairperson should be aware of problems and be able to step in and resolve them. If necessary, he/she should consult the State President, the Past Grand Exalted Ruler of jurisdiction or the National Veterans Service Commission office. The chairperson should recognize outstanding performance at every opportunity. Individuals who have and are accomplishing much should be acknowledged at the State Convention and at meetings. If a brother is not performing up to expectations, action should be instituted to secure a suitable replacement. The chairperson is responsible for the Veterans Remembrance Reports. He

or She should keep in contact with the District Deputies about the forms, judge the reports and forward the reports on to the Elks National Veterans Service Commission. The chairperson will distribute the money received from the Elks National Veterans Service Commission and others to the Hospital Chairpersons each month for various activities. The chairperson will also collect all hospital reports and handle all other correspondence.

**ENTERTAINMENT** -- The Entertainment Committee is a sub-committee of the General Chair committee that reports to the President of the Association. The committee will meet during the year to plan the decorations and entertainment for the State Convention. This will be done to match the theme the State President has selected. Duties during the convention include: Usually on Thursday (this may vary depending upon what else is going on in the hotel) the committee will start putting the decorations up. Decorating will be completed on Friday so that everything is in place before the Friday evening events. On Saturday evening the committee shall introduce the Past State Presidents and their spouse or escort, the PGER Sponsor and his/her spouse or escort, and the Grand Exalted Ruler and his/her spouse or escort as they enter the ballroom.

Committee duties include the following:

1. Decorations (floors, walls & ceiling, if the committee chooses to decorate these areas.)
2. Entertainment for Association functions.
3. Banner for the Grand Exalted Ruler and P.G.E.R. (This is to be placed above the head table and should be made by this committee.)
4. Spotlight - If the committee chooses to use one for the introductions of PSP's, etc.

**GENERAL CHAIRPERSON** -- The General Chairperson Committee reports to the President of the Association. The duties of the General Chairperson are outlined in Appendix II: Protocol & Procedure Manual, Section VII, Duties of the General Chairperson.

**GOLF ASSOCIATION** -- The Golf Association Committee reports to the Second Vice President of the Association. The Golf Committee will set the time and location for the State Elks Tournament. The Chairperson will secure a location for the tournament and coordinate with the local professional for the type of tournament that will be played. Participants must be members in good standing or their guests of a Kansas Elks Lodge. The tournament will be self-supporting, and the committee will set entry fees to pay the expenses of the tournament.

**GOVERNMENT RELATIONS** -- The Government Relations Committee reports to the First Vice President of the Association. The committee shall consist of the State Chairperson and a District Chairperson in each District. The committee shall monitor the actions and proposed actions of legislative bodies that would affect the operation of the Association and individual Lodges and report said actions to the membership.

**HARASSMENT INVESTIGATION** -- The Harassment Investigation Committee reports to the President of the Association. The duties of the Harassment Investigation Committee are outlined in Appendix XV: Sexual Harassment Policy.

**HOOP SHOOT** -- The Hoop Shoot Committee reports to the Second Vice President of the Association and coordinates the Grand Lodge Hoop Shoot program within the state of Kansas. The chairperson, "State Director", has the following duties:

1. Select the location for the State Contest. Set the date, place and time and inform all of the District Directors and Regional Director. This will allow them to set the dates for their contest so that they in turn can inform the local lodge directors.
2. See that there is a District Director for each district in the state. Keep in communication with them and see that they are in touch with each of the Lodges in their district.
3. Select all personnel, officials and any other persons needed in conducting the state contest.
4. Meet with officials of the school and officials in making the arrangements for the state contest.
5. Check the registration cards that are received from the District Directors along with the birth certificate of each contestant to verify that they are in the proper age category.

6. Send form letters to the District Directors to give to the winners that spell out in detail the state contest information and rules.
7. Make any and all arrangements for the State Contest Awards Banquet.
8. After the State Contest, meet with parents of all six winners and make arrangements for the Regional Contest.
9. Send the Regional Director the signed cards following the state contest as soon as possible.
10. Keep the runner-up cards in case of a substitution.
11. Make plans to attend the Regional Contest. Chaperone the contestants and provide hospitality to the contestants and their families while at the contest.
12. Provide information to all other guests that may be attending the Regional contest from Kansas, including state officers, local Lodge officers, and any other friends and relatives.
13. Provide the above information to the Regional Director. Provide hospitality to the state officers and their spouses.
14. Take proper care of the Hoop Shoot Jackets, shirts, and equipment (basketballs) that are owned by the Association.
15. Expenses for travel to the Regional Contests for State contest winners will be paid for by Grand Lodge. Also, housing and food allowances are provided as per policies established by the Grand Lodge.
16. A small token amount of money may need to be provided to the parents to offset expenses that occur to help them get to the Regional Contest. These expenses will come out of the state Hoop Shoot budget.
17. The chairperson's expenses are part of the committee's budget
18. If the budget allows, the State Director should attend the National Contest. He will assist the National Director with the contest and chaperone the winners from Kansas and other winners from this region.
19. The State Director must be accountable to the Association for any and all expenses that occur in his/her budget. He or She must show cause and reason for all expenses and show good judgment in spending.

The District Directors:

1. Select the location and date for the District Contest and notify in writing the State Director, the local Lodge chairperson, and District Deputy from each district.
2. Contact all Exalted Rulers in the district for the name, address, and phone number of the local Lodge director/chairperson.
3. Verify each contestant card and birth certificate to see that they are in the proper age category.
4. Send form letters containing the information about the District Contest to all local directors so they can give them to the winners, including place, date and time of the district contest.
5. See that the District Contest is conducted following Grand Lodge guidelines. Meet with the winners and their parents after the contest and give them the information about the State Contest.
6. Sign and send the contestants' cards, along with the copy of the birth certificates to the State Director as soon as possible following the district contest.
7. Expenses of contestants to the State Contest are the responsibility of the contestant's local Lodge.
8. See that all Lodges in the district hold a local contest. Be sure that all Lodges use the proper size basketball for each age group and division.

**INSTALLATION OF OFFICERS** -- The Installing Officer reports to the First Vice President and is appointed by the First Vice President on or before the Spring Convention. The Installing Officer shall have the responsibility of installing the officers of the Association at the banquet during the Spring Convention.

**INSURANCE and RISK MANAGEMENT** -- The Insurance and Risk Management Committee reports to the First Vice President of the Association. It is the duty of the committee to inform, advise, and serve the Kansas Elks Association, the Subordinate Lodges of Kansas, and the Elks of Kansas in matters regarding the Grand Lodge Insurance Program, loss prevention duties, and loss control concepts. In addition to the Chairperson, the committee may have additional members representing each district in the State of Kansas. The committee shall inform the membership, through whatever means feasible, about the concepts of the insurance program sponsored by the Grand Lodge. The committee shall advise Kansas Elks of changes in the insurance program, how losses are to be reported and basic loss control techniques. The committee shall make suggestions on locating hazardous situations, how to minimize exposures and reduce loss expenses; and generally serve the membership in time of need in loss reporting, follow-up, and to assist if problems of settlement occur prior to closure of the loss.

**JUDICIARY** -- The Judiciary Committee reports to the President of the Association. Members of the Judiciary Committee should be lawyers admitted to practice in the State of Kansas. The duties and responsibilities of the committee are first to supervise any and all changes, modifications and/or

amendments in the Constitution and Bylaws of the Kansas Elks Association, Inc., and to see that proper notice is given pursuant to the proper sections of said documents. The Judiciary Committee should stand ready to advise the various Lodges concerning any legal matters as they pertain to the Lodges under the laws of the State of Kansas and/or Federal laws or regulations. The Judiciary Committee may give limited advice concerning Grand Lodge Constitution and Statutes; however, any interpretation of Grand Lodge Constitution or Statutes should be referred to the area Judiciary Committee representative of Grand Lodge. The Judiciary Committee should approve any and all contracts entered into by the Kansas Elks Association, Inc., and should draft such legal documents as may be necessary to carry out the aims, goals and intent of the Kansas Elks Association, Inc. The Judiciary Committee should be consulted on any and all legal matters that may pertain to the Kansas Elks Association, Inc., as well as to the Lodges that belong to the Association. The Judiciary Committee should also make itself available to the various officers of the Kansas Elks Association, Inc. for advice and counsel concerning their duties and responsibilities under the laws of the Kansas Elks Association, Inc. The Judiciary Committee should perform such other duties as may be assigned to them it by the President of the Kansas Elks Association, Inc.

**KETCH BOARD OF DIRECTORS** -- The Board of Directors of the Kansas Elks Training Center for the Handicapped, Inc. reports to the Association and at such other times as may be ordered by the President of the Association. The Board of Directors of KETCH is elected as outlined in the Constitution, Article VI, Section 2. The Board of Directors has the responsibility to oversee and govern the activities of KETCH. A summary of the Board's officers and responsibilities is included in the "Articles of Incorporation" and "Bylaws" of KETCH.

**KETCH MEMORIAL TRUST FUND BOARD OF TRUSTEES** -- The Board of Trustees of the KETCH Memorial Trust Fund reports to the Association. This board shall have the primary responsibility to oversee the investments and disbursements from the KETCH Memorial Trust Fund. The trustees should have close contact with the administration of KETCH and be knowledgeable of the amounts of donations, expenditures of monies from the funds, locations and types of investments. The membership of the Board of Trustees is set forth in Article VI, Section 3 of the Constitution of the Association. The board shall elect a chairperson who will make annual reports and encourage donations from Elks, lodges, and interested donors.

**LEADERSHIP TRAINING AND SEMINAR** -- The Elks Leadership Training and Seminar Committee reports to the First Vice President of the Association. The Elks Leadership Training and Seminar Committee is charged with preparing Officers for their incoming year. The Seminar will be hosted by a Lodge in the district from which the current President resides in the state. The hosting Lodge will reserve a hotel, prepare a lunch and submit a budget to the Chair. Subject to budget allowance, the Association may reimburse 1-night stay per 2 members or officers of the Lodge in attendance. It is for any member with emphasis on Exalted Ruler, Secretary, and Trustees. The seminar presented should include duties of lodge officers, committees. A separate seminar can be held for secretaries. A separate Training Program test with the Grand Lodge materials may be prepared and sent to each Lodge, so officers and members may participate. The Elks Leadership Training Committee will grade all test submitted and will present certificates.

**LODGE ACTIVITIES** -- The Lodge Activities Committee reports to the First Vice President of the Association. The District Deputies shall be appointed as members of this committee. The committee shall oversee the promotion of the Grand Lodge Activities Contests and Awards. This committee shall have primary responsibility to solicit nominations and to make the selection of the "Elk of the Year" for the Kansas Elks Association.

**LODGE DEVELOPMENT** -- The Lodge Development Committee reports to the President of the Association. The Lodge Development Committee is responsible for seeking out and following up on any and all leads of possible interest in the establishment of a new lodge in any city or area in Kansas. The District Deputies shall be appointed as members of this committee. The advice and consent of the PGER and Sponsor for Kansas should be obtained.

**MEMBERSHIP and RETENTION** -- The Membership and Retention Committee reports to the President of the Association and shall coordinate the Grand Lodge Membership programs within the Kansas Lodges. District Chairpersons should be selected to assist the State Chairperson in carrying out the duties associated with membership recruitment, investigation, indoctrination, retention, reinstatements, and stray Elks. The collection and reporting of Membership Status Reports shall be the duty of the District Deputy, the District Membership Chairperson, and the State Membership Chairperson. The state chairperson shall be responsible for conducting membership seminars in each district in and for the districts and the individual Lodges which request them. District Chairpersons should schedule clinics in their respective district and with the help of the state chairperson conduct such clinics. The state chairperson needs to attend Grand Lodge Membership seminars when requested.

**PUBLICATIONS** - The Publications Committee reports to the First Vice President of the Association. The Publications Committee shall oversee the preparation and production of the *Kansas Elks Sunflower* on a quarterly basis. The Publication Committee shall produce the Program for the Annual Spring Convention as a part of the Spring Issue of the *Kansas Elks Sunflower*. The *Kansas Elks Sunflower* shall be the official quarterly newspaper of the Kansas Elks Association, Inc

**PUBLIC RELATIONS and PUBLICITY** -- The Public Relations and Publicity Committee reports to the First Vice President of the Association. The responsibility of this committee is to provide interesting, current and topical articles of information regarding the state association and local lodges to the media, state publication and the Grand Lodge. It is the responsibility of the committee to promote the image of Elkdom and to increase the knowledge of the many useful and charitable deeds performed by the Elks Lodges throughout the state. It is also important for the committee to aid local lodge Chairpersons with information concerning the many useful and charitable deeds performed by the Benevolent and Protective Order of Elks. It is also the responsibility of the committee to provide the Grand Lodge (Elks Magazine) with pictures and information relative to the activities at the annual state convention.

**REGISTRATION and HOUSING** -- The Registration and Housing Committee is a sub-committee of the General Chair committee that reports to the President of the Association. The committee is responsible for the registration of members for Spring Convention in May of each year. This committee will need to work closely with the General Chairperson throughout the year.

The committee shall arrange for room reservations for the Spring Convention for the Grand Exalted Ruler, PGER Sponsor, State President and State Secretary.

The registration fee for each member of a local lodge attending the Annual Spring Convention shall be set each year by the Advisory Committee.

The registration fee can be paid in advance or paid at the convention. The only function an Elk can attend without paying the registration fee is the general business meeting. Any other function, including participating in hospitality room activities, requires payment of the registration fee.

Revenues received for registrations should be placed in an interest bearing account and the money earned can be used for postage and any printing that may be necessary. The monies received from registrations should be sent to the State Secretary as soon as possible after the convention and in no case any later than June 10. All receipts and records need to be submitted to the Secretary to be audited.

**RITUALISTIC** -- The Ritualistic Committee reports to the Second Vice President of the Association. The committee is responsible for doing those things necessary to hold a Ritualistic Contest during the Spring Convention and to make arrangements for any Grand Lodge Ritualistic Clinics which are held in Kansas. Members of the committee may be assigned as Word Accuracy Judges and the Tiler for the State Ritualistic Contest. Meetings of the committee should be called in conjunction with the meetings of the Association. The committee will assist the Grand Lodge Ritualistic Committee person during his/her clinic. The purpose of the clinic is for certification and recertification of ritual judges, word accuracy judges and ritual calculators. The committee will select and invite two or three out-of-state judges for the State contest. The contest will always be conducted with five judges to comply with the Grand Lodge rules governing State Ritual Contest. It is the obligation of the chairperson to make a schematic drawing of the contest room

with all of the measurements of the room. Included in the drawing should be:

1. The distance from the altar to the various stations in the lodge room, The distance from the center of the altar to the lecterns of the Exalted Ruler, the Leading Knight, the Loyal Knight and the Lecturing Knight,
2. The size of the door to be used by the Inner Guard, which way the door swings, where the door is located, and whether the door has a knob or a bar opener.

A copy of this drawing must be sent to all participating lodges at least one month prior to their performance.

The budget should cover the costs of phone calls, postage, and plaques for the teams and individuals at the State Convention. The travel expenses for the out-of-state judges to the State Convention should be paid by the Association. The committee chairperson's room is used as the Hospitality Room for the committee and the invited judges and their spouses. The chairperson will have snacks and drinks available as needed.

During the odd numbered years, the Grand Lodge pays the travel expenses for a Grand Lodge Ritualistic Committeeperson to conduct a ritual certification clinic. The committee is responsible to pay the committeeperson's lodging and meal expenses. If the committee feels the need for a clinic during the even numbered years to certify and recertify the various judges, it will be at the expense of the committee.

**RITUAL CALCULATING** -- The Ritual Calculating Committee is a sub-committee of Ritualistic committee that reports to the Second Vice President of the Association. The committee will calculate the individual and team scores from the Ritualistic competition at the State Convention. It is the duty of the chairperson and members to see that the scores of the participating teams and individuals be kept in strict confidence. The chairperson will turn the results of the contest over to the Ritualistic Chairperson when called for at the Banquet on Saturday evening.

**RITUAL EDUCATION** -- The Ritual Education Committee is a sub-committee of Ritualistic committee that reports to the Second Vice President of the Association. The committee will assist any lodge in the State of Kansas that would like assistance with ritualistic work. The committee has a qualified member in each district that can be assigned to assist any lodge in coaching their ritualistic team. The chairperson may also use the aid of the area Grand Lodge Ritualistic Committeeperson. The committee wants to help any lodge that wants to participate in the State Contest or to improve themselves in the presentation of the Ritual. Lodges should contact the chairperson to obtain assistance from the committee. It is suggested that a lodge seeking the help of this committee reimburse the committeeperson for mileage if possible.

**SHOOT-OUT (2021: No Longer Active)** -- The Shoot-Out Committee reports to the Second Vice President of the Association. The Shoot-Out is an annual project designed to provide funding for the winning Ritual Team performing at the Kansas Elks Association Spring Convention to help defray expenses necessary to represent Kansas in the National Ritual Contest held at the Grand Lodge Convention and to fund other projects of the Association. To accomplish this, up to 300, \$50 donation tickets, numbered 100 through 399, are printed and distributed to all Kansas Elks Lodges and other supporting Elks members. This generates a fund, if all tickets are sold, of \$15,000, \$5,000 of which is given to the winning Ritual Team contingent on their representation of the Kansas Elks Association in the National Ritual Contest. Of the remaining \$10,000, \$5,000 is awarded to the holder(s) of the donation tickets and the remainder to the Association for use as established by the budget. The number of the winning tickets are determined at the annual spring convention. The duties of the committee shall be as follows:

1. Printing of up to 300, \$50 tickets, numbered from 100 to 399.
2. Distribution of these tickets, recording accurately the location and status of each ticket.
3. Promoting the acceptance of these tickets to assure a total fund of at least \$10,000 for distribution as cash awards and to defray National Ritual Contest expenses.
4. Conducting the actual "Shoot-Out" Saturday at the Banquet of the Spring Convention to determine the distribution of the awards.
5. As soon as possible after completion, and no later than June 10, the chairperson will transmit the winning tickets with the names and contact information of the registered owners to the State

Association Secretary. The distribution of all funds will be the responsibility of the Kansas Elks Association.

6. To maintain all records for the period of one year from the close of the Spring Convention and make them available to the Auditing Committee.

Operational expenses which consist of ticket cost and postal distribution and promotion shall fall under the budget of the Ritual Committee. Presentation of proper vouchers to the Secretary of the Kansas Elks Association shall be necessary for reimbursement. Any other costs shall be cleared in advance through the budget committee.

**SOCCER SHOOT** -- The Soccer Shoot Committee reports to the Second Vice President of the Association and coordinates the Grand Lodge Soccer Shoot program within the state of Kansas. The chairperson, "State Director", has the following duties:

1. The State Director is a member of the Mid-America committee
2. Select the location for the State Contest. Set the date, place and time and inform all of the District Directors. This will allow them to set the dates for their contest so that they in turn can inform the local lodge directors.
3. See that there is a District Director for each district in the state. Keep in communications with them and see that they are in touch with each of the Lodges in their district.
4. Select all personnel, officials and any other persons needed in conducting the state contest.
5. Send form letters to the District Directors to give to the winners that spell out in detail the state contest information and rules.
6. Make any and all arrangements for the State Contest Awards Banquet.
7. After the State Contest, meet with parents of all winners and make arrangements for the Mid-America Contest.
8. Send the Mid-America Director the winners name following the state contest as soon as possible.
9. Keep the runner-up names in case of a substitution.
10. Make plans to attend the Mid-America Contest. Chaperone the contestants and provide hospitality to the contestants and their families while at the contest.
11. Provide information to all other guests that may be attending the Mid-America contest from Kansas, including Grand Lodge Committee, state officers, local Lodge officers, and any other friends and relatives.
12. Provide the above information to the Mid-America Director. Provide hospitality to the Grand Lodge committees, state officers and their spouses.
13. Take proper care of the Soccer Shoot equipment (soccer balls, goals, and other equipment) that are owned by the Association.
14. Expenses for travel to the Mid-America Contests for State contest winners and director will be paid for by State Associations. Also, housing and food allowances are provided as per policies established by the Mid-America Committee.
15. The chairperson's expenses are part of the Soccer committee's budget
16. The State Director must be accountable to the Association for any and all expenses that occur in his/her budget. He or She must show cause and reason for all expenses and show good judgment in spending.

The District Directors:

1. Select the location and date for the District Contest and notify in writing the State Director, the local Lodge chairperson, and District Deputy from each district.
2. Contact all Exalted Rulers in the district for the name, address, and phone number of the local Lodge director/chairperson.
3. Verify each contestant to see that they are in the proper age category.
4. Send form letters containing the information about the District Contest to all local directors so they can give them to the winners, including place, date and time of the district contest.
5. See that the District Contest is conducted following Soccer Shoot guidelines. Meet with the winners and their parents after the contest and give them the information about the State Contest.
6. Sign and send the contestants name to the State Director as soon as possible following the district contest.
7. Expenses of contestants to the State Contest are the responsibility the contestant's local Lodge.
8. See that all Lodges in the district hold a local contest. Be sure that all Lodges use the proper size soccer ball for each age group.

**SCHOLARSHIP** -- The Scholarship Committee reports to the Second Vice President of the Association. The committee has the responsibility of promoting and managing the "Most Valuable Student" Scholarship Program of the Elks National Foundation and any other Scholarship Program which may fall within its jurisdiction. The committee is responsible for:

1. Obtaining current mailing addresses of all secondary school in Kansas.
2. Preparing applications, instruction cover letter, etc. to be mailed to the schools and to each Lodge.
3. To set up a location and time for the state judging of the applications to determine the applications to be sent to Grand Lodge for further judging.
4. To encourage local Lodges to promote the scholarship program and to use the Grand Lodge Judging Manual when making their local selections.
5. Forward this information to the Scholarship Coordinator who will write and distribute the actual checks and handle the paperwork for the allocated winners within the state of Kansas.

**SEATING ARRANGEMENTS** -- The Seating Committee is a sub-committee of the General Chair committee that reports to the President of the Association. The committee works during the Spring Convention. It is necessary for the chairperson to work with the Housing and Registration chairperson and the General Chairperson to see that all registered Elks and their guest will have a seat at the Saturday night Banquet. The General Chairperson will have a list of people to sit at the head table and the sub-head tables. All other Elks and guests should be seated at locations determined by the committee. Special guests of the President and the President Elect should be seated in the center of the room nearest to the sub-head tables. The Lodges of the President and President Elect should also be seated near the front center. Special attention should be given to the participating Ritual teams so that they have easy access to the awards area. Lodges should be seated together, combining lodges when necessary, but avoiding splitting any lodge into different areas of the floor. A floor plan should be drawn and passed on to the next chairperson so that lodges can be rotated to the front of the banquet hall on a regular basis. All tables need to be filled. All tables at the banquet are reserved and Lodge place cards are to be displayed on each table. Any necessary purchases for the seating committee will have to come from the General Chairperson's budget and approved in advance of any purchase by the General Chairperson.

**VETERANS LEATHER PROGRAM** -- The Veterans Leather Committee is a sub-committee of Elks National Veterans Service committee that reports to the Second Vice President of the Association. Program relies on the charity of hunters across the state to donate hides, so they can be turned into leather used for therapy programs for recovering veterans. Transport hides to a designated State collection point and notify the Veterans Leather Program Chair or Vice-Chair, who will arrange for efficient transportation to the tannery. The Elks National Veterans Service Commission will pay the expenses for the transporting of salted hides from pre-designated State collection points to the tanneries. It will also cover the expense of tanning these hides.

**YOUTH ACTIVITIES and JUNIOR ATHLETICS** -- The Youth Activities and Junior Athletics Committee reports to the Second Vice President of the Association. It is the duty of the committee to help Lodges promote youth activities in their home Lodge and throughout the state and district. The committee is to see that reports by all Lodges are sent to Grand Lodge by March 31st of each year. It is the responsibility of the Youth Activities Committee to protect participants in the various activities and to assure the continued amateur status of the individuals. This can be checked by contacting the Kansas State High School Activities Association, school administrators and physical education teachers. Areas which may be included are: baseball, basketball (other than Hoop Shoot), soccer (other than the Soccer shoot out) golf, football, etc. The chairperson needs to present preliminary plans to the budget committee prior to the setting of the annual budget in May to assure that a budget will be available for any projected activities.