

## Members in Action Pre-Event Request Form

### Approval Process:

- Submit this Members in Action Pre-Event Request Form at least 30 days prior to your event. You will be notified within a business week if your application is approved. Approval is at the discretion of the Home Office.
- Only supplies, professional services, and promotion will be covered (up to \$250) by Members in Action. Approved expenses are at the discretion of the Home Office.
- The Members in Action Post-Event Form, photos, and receipts are required within two weeks after the event. It is recommended to review the Post-Event Form before your event. The re-imbursed funds will be sent after the required post-event information is received at the Home Office.

**Note:** *Members in Action* events cannot be counted toward *Lodge Points*. Both *Lodge Points* and *Members in Action* result in funding from the Home Office after an activity has occurred. Western encourages the lodges to reasonably approve funds for active community events OR members can utilize *Members in Action*. Members do not need the consent of their lodge to apply for *Members in Action*. Events that occur on the behalf of a lodge are restricted to use *Members in Action* funds twice a year. Member families are restricted to one *Members in Action* per year.

Event Organizer's Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Location: \_\_\_\_\_

Please describe your event: \_\_\_\_\_

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Two forms of publicity are required. Detail what publicity you intend to use.

*(Ideas include paid advertisement in print, radio, television, or social media; event brochures; flyers; billboards; signs; event banners, members wearing Western t-shirts/stickers, or items with the Western Fraternal Life logo on them.) (See page 2 of this form for order information if needed.)*

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What supplies or professional services do you anticipate using your Members in Action funds for? \_\_\_\_\_

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Send this form to:

Members in Action/Fraternal Department  
Western Fraternal Life

1900 First Ave NE  
Cedar Rapids, IA

or via email to [wflains@wflains.org](mailto:wflains@wflains.org)

Questions? Call the Fraternal Department at 877-935-2467.

## Members in Action Publicity and Material Requests

Fill out this form if you would like help creating materials for your event or to order items. If you do not need materials, then you do not need to fill out this section of the form.

**Pre-Event Promotion.** Select what you would like help with. You will be contacted for follow-up information on the last four selections (charges may apply).

- Send the Western Fraternal Life logo to my email
- Send me a press release
- Advertise this event on Western's Facebook
- Help me design a brochure, flyer, postcard, advertisement, or other print item
- Help me with a radio or television script
- Help me contact area lodge members about this event

**During Event Promotion.** Enter the quantity you would like to order. You will not be required to pay up-front. The cost will be deducted first from the amount awarded to you for the event and deducted from your reimbursement. Please order only the supplies you anticipate needing. Some supplies may be limited.

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|---|---|--|
| ___ Tote bags..... No Charge                                      | ___ Balloons ..... \$0.10/ea  | ___ Products & Services Brochure.... Free              |
| ___ Pencils (100/box) .....\$6.00/box                             | ___ Ultra Clip Magnet ..... \$0.25/ea   | ___ Term Life Brochure ..... Free                      |
| ___ Treat Bags<br>(plastic 12" x 15") ..... \$0.20/ea             | ___ Halloween Bags ..... \$0.20/ea  | ___ Whole Life Brochure..... Free                      |
| ___ Carabiners..... \$0.50/ea                                     | ___ Ink pens..... \$0.25  | ___ Vision Whole Life Brochure ..... Free              |
| ___ Youth Placemats (50/pkg).....                                 | ___ Logo Stickers..... No Charge  | ___ Life Protector Brochure ..... Free                 |
| ..... \$4.00  | ___ Children's Bookmarks..... No Charge   | ___ Simplified Issue Whole Life<br>Brochure ..... Free |
| ___ Pencil Pack w/sharpener ..... \$1.00                          | ___ Recipe Bookmark..... No Charge  | ___ Graded Benefit Whole Life<br>Brochure ..... Free   |
| ___ Children's Stickers..... \$0.10                               | ___ Color Changing Rulers ..... \$.50/ea  | ___ Children's Plans Brochure..... Free                |
|   | ___ Fraternal Herald (limited supply, no<br>more than 20 per order, issue<br>months determined by supply) .. Free | ___ Annuities Brochure..... Free                       |
| ___ Managing Your Money<br>Brochure (limited supply) ..... \$1.00 | ___ Member Benefits Brochure..... Free  |  |
| ___ Fire Safety Coloring Books .....                              | ___ Cycling Safety Brochure ..... Free  |  |
| ..... \$0.25/ea   | ___ Volunteer Infographic..... Free   |  |

**Western Fraternal Life Event Banner**  
*(Final costs may vary. Shipping is not included in price. Banner will be shipped directly to you. Shipping takes around five business days.)*

\_\_\_ 1.7x3 \$14  
 \_\_\_ 2.5x4 \$28  
 \_\_\_ 2.5x6 \$42  
 \_\_\_ 2.5x8 \$52  
 \_\_\_ I need this to be outdoor (+\$7)  
 \_\_\_ I need it to have grommets for tying/hanging (+\$10)

**Western Fraternal Life T-Shirts**  
*(Order up to 25 total. Put quantity next to size. If youth is needed, add Y to category.) T-Shirts are \$5 each.*

\_\_\_ small  
 \_\_\_ medium  
 \_\_\_ large  
 \_\_\_ xlarge  
 \_\_\_ xxlarge  
 \_\_\_ xxxlarge

**Enter your total item cost here:** \_\_\_\_\_

Do not pay for items ordered through Western up-front. It will be deducted from Members in Action reimbursement. If the event does not occur or you do not send a post-event form, the member can either return the items or be charged for them.

Please note that you need to document proof of promotion in the Post-Event Form. Photographs taken during the event of promotion in use or copies of your advertisement are considered proof.

Event Organizer: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_