

State/District Meeting Article Guidelines

(For publication in the *Fraternal Herald*)

The following guidelines have been initiated in order to assist the State/District Secretary in preparing the State/District Meeting article for the *Fraternal Herald*.

1. Articles should be submitted to the *Fraternal Herald* by the State/District Secretary within 60 days of the meeting date. This will enable members to receive information about the meeting in a timely manner.
2. The article should be a brief summary of the proceedings, highlighting important news to the lodges of the state/district. Please do not send the entire minutes of the meeting.
3. Essential information that should be included would be:
 - Names of guests and titles (i.e., Director Duane Jirik and his wife, Amy.)
 - Roll call of delegates (i.e. Lodge No. 1, 10 delegates, 5 guests; Lodge No. 2, 8 delegates, 4 guests.)
 - Committee appointments. List names with lodge numbers.
 - Reports given by officers and guests. A brief summary is all that is needed.
 - Business discussed (i.e. the “Fraternalist of the Year” program was discussed, or the district lodges reported collecting 200 lbs. of can tabs.)
 - Election of officers: list the name and office for each.
 - List the date, time, location and host lodge for next year’s State/District Meeting, if that information is available.
4. Include any other information you feel is essential to the meeting, such as memorial services, special recognition, entertainment, scholarship information, etc.

If there is some information you are not sure you should include, please send it and the editorial staff will determine if it should be included.

You may include up to two photos to be submitted with the State/District Meeting article. Please number the photos and include a separate sheet of paper with the captions listed by photo number. If you would like the photos returned, please put your name and address on the back of each photo (a return address label fits nicely on the back of most photos).

The attached form is provided for your convenience.

Send information by email to wflains@wflains.org.

Send information by mail to: Fraternal Department

Western Fraternal Life

1900 First Avenue NE, Cedar Rapids, IA 52403

State/District Meeting Article Form

For publication in the *Fraternal Herald*.

Add more sheets if necessary or continue on a blank sheet.

State or District # _____ Date of Meeting _____

Location _____

Host Lodge No. _____ Total No. Attending. _____

State/District Secretary _____

Phone No. (daytime) _____ email _____

Two photos allowed per article.

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