

## Question and Answer for Points System

### ***Methods for determining points***

Points on the points estimate for each lodge were determined based on what was available from the proof of the 2015 lodge awards. I gave points based on what was alluded to in minutes, lodge articles, newspaper clippings, etc. For example, if the minutes said they had many guests at a project, I would count it to say it was open to the community. If the proof said they had many members, I would give points for 10 or more members. These were strictly estimates of activities. In the future, it will be very important to keep track of how many people attended events and projects, not only members but also guests.

For my organizational purposes, I divided the events and projects into the current categories: community projects, youth activities, lodge meetings, lodge building, and outstanding leadership award requirements. Next year, there will not be a minimum number of activities for any category. The lodge can decide what activities they want to do to earn the level they want.

### ***Proof***

*Q: Will I have to provide proof of activities when turning in my activity form?*

A: No, the lodges are not required to turn in proof with three exceptions. One, if the lodge marks that they had promotion for Western at or for an event, they must provide proof of the promotion. Two, the lodge will still have to provide proof that donations were done at the end of the year, or as the year goes on. Proof of donations includes copies of checks or mentions of donations written in meeting minutes with amounts. Three, lodges will need to be able to support what they say on the activity form. We will be asking for more information about activities so we can highlight them in the *Fraternal Herald*, so it's still important to have the proof available, even if you don't have to turn it all in.

### ***Correspondence to the Fraternal Herald***

*\*\*Q: What does this mean for the correspondence to the Fraternal Herald?*

A: Lodges can use the activity form to submit information to the Herald, if indicated on the points form. Please use the Lodge Article Form to send in information to the Herald regarding meetings and activities. This will correlate to a new shift for the *Fraternal Herald* in focusing more on lodge activity.

### ***Lodge Grants***

*Q: How much money can we earn / What about lodge grants?*

A: This lodge award system is meant to eliminate the lodge grants and replace it with the opportunity to earn funds based on activity level. Currently, lodges with larger numbers of members are given more money (sometimes significantly more money) regardless of how many members are active or how many projects they do. The goal with this new system is to pay the lodges that are doing more, regardless of size, for the projects they participate in. The lodge

award point levels will be larger to compensate for the loss of lodge grants. Additionally, this gives all lodges the chance to earn more.

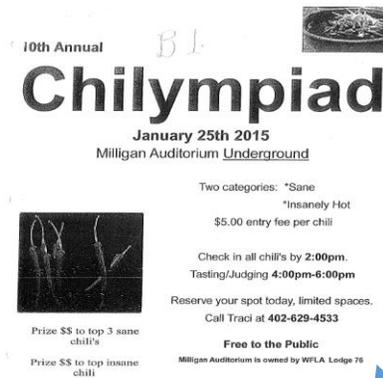
### ***Advertising/promotion in newspapers/newsletters***

*Q: If my lodge is advertised weekly or monthly in the newspapers, how many points can I get?*

A: The lodge can get up to 5 points maximum for ongoing newspaper mentions, such as secretaries minutes printed or a calendar of events. If the lodge has a mention of a specific event in the newspaper, that will be counted with the event as “promotion of western” for two points.

*Q: What counts as “promotion” of Western Fraternal Life?*

A: Proof of promotion needs to mention Western Fraternal Life. Promotion includes banners, signs, t-shirts, posters, fliers, or advertisements with Western’s current logo. This additional point requires pictures or examples to prove promotion. See below for samples.



You can get the logo from the website or by calling or emailing the Fraternal Department.

Says “Milligan Auditorium is owned by WFLA Lodge 76.”

### ***Points: Frequently Asked Questions***

*Q: What counts as a “lodge” activity?*

A: All projects that are done on behalf of Western Fraternal Life. For example, if three members attend the same church and are helping out at a banquet, there must be some recognition of Western (through volunteer buttons, t-shirts, a banner, Western nametags etc.) that shows it was on behalf of Western and not simply the church.

*Q: What can I count for a Join Hands Day project?*

A: Join Hands Day has its own “base points” for 3 points. To count as a Join Hands Day project it needs to involve youth (2 points) and be active (1 point) so those points are already counted in the three. Any other additional points can be counted from the “additional points.” Join Hands day will be allowed in either months of April or May, starting in 2017. We have expanded the date range to allow more activities during these busy months.

*Q: My lodge did a Members in Action, do I get points for that?*

A: No, because the lodge already received funding for doing the project, it should not be counted again for points. If the lodge is helping another lodge complete a Members in Action, the helping lodge can count it, as long as they are not receiving funds.

*Q: How are collections counted?*

A: Collections i.e. pop tabs, soup and can labels, box tops for education, etc. can be counted once each, for a maximum of four points. Most lodges collect these items all year, so four points are given if the lodge writes that they have been continuing to collect these items.

*Q: How many points can I get for lodge meetings?*

A: Each lodge and officer meeting are worth one point. No additional points can be added to lodge meetings. If the lodge does an event at the lodge meeting, that can be counted as a separate event that can earn additional points.

*Q: What is considered youth and young adults?*

A: Youth and young adults are described as anyone under 40.

*\*\*Q: Will Referrals have a part in the new points system? If so, what role?*

A: For each referral that becomes a member, the lodge can earn one point. The lodge can earn up to 10 points each year for a referral that becomes a member. Members should submit referrals the same way they have in the past.

*Q: Will this affect any other programs (i.e. youth item giveaway, Members in Action, Community Matching Funds, etc.)?*

A: No, all other member programs are staying the same unless otherwise noted.

*Q: My lodge members attended a class/seminar together, does that count?*

A: Unless the class was held for the lodge's benefit or organized by the lodge for community benefit, it would not count.

*Q: how many meetings can count per year?*

A: There can be a maximum of 12 meetings a year, or one a month.

**\*\* This item has been changed.**

## New Lodge Award: Points System

Goals of reforming the lodge award system

1. To create a stronger lodge system that works for a majority of lodges.
2. To make it easier for lodges to comply and for the Home Office to review with the lodge projects.
3. To increase promotion of Western Fraternal Life and the lodges.
4. To accurately reward bigger, more active, community-oriented activities.
5. To not hinder or tie the hands of already successful lodges while providing incentives to other lodges to promote success.

### *Summary*

The lodges will be awarded points based on the projects they complete. The larger, more participative and involved the activity, the more points that are earned. Donation amounts will be based on the award level achieved the year prior. The lodge will turn in a form for **each** activity they complete. The lodges can choose to turn them in as they do the activity or quarterly. The Home Office will tally the points and the lodges will not be required to turn in a lodge award form beyond proof of donations at the end of the year. The points will be posted either monthly or quarterly (this is to be determined, based on the adjustment period in the Fraternal Department) in the Secretary's Newsletter.

*Step 1:* The lodge secretary (or lodge contact person for the event) will fill out the activity form after the event has taken place. The activity form can be filled out online via the website, via email with a fillable form, or printed off and sent in. The contact person will mark off one base point category and as many additional point categories that describe the event. They will describe the event and provide any additional photos via email, website, or mail to support the event. Each activity will need its own form.

*Step 2:* The Home Office will receive the form and review it. If it is filled in correctly and there are no questions, the points will be added to the points total. If there is a question or clarification needed, the Home Office will contact the person listed on the form.

*Step 3:* The Home Office will distribute each lodge's points amounts either monthly or quarterly in the Secretaries Newsletter and/or in the *Fraternal Herald*. Fourth quarter points need to be turned in by January 31<sup>st</sup>.

*Step 4:* The lodges will turn in proof of donations by January 31 and required forms (Lodge financial form to Don Nieland, Annual Survey of Lodge Activities, and Lodge Officer Report) by March 1<sup>st</sup>.

Step 5: The Home Office tally's up points totals and confirms required forms completion. The lodge will receive funds quarterly for the year previous.

### *Base Points*

There are base points which most projects and activities fall under. If the activity doesn't fall under any specific category in the base points, a category called "community project" encapsulate remaining activities. Each of those base points can only be counted one time. However, a YELL! group project can be combined with other base point categories.

### Base points

*Each activity can only be one of these categories (YELL! activity can be combined if applicable)*

\*All collections: 1 point each for a maximum of 4 points a year

\*All in-kind donations: 1 point

All social/lodge building activities: 1 point, 2 points if a party or picnic or event

Fundraising events: 3 points

YELL! group activity: 3 points

Join Hands Day events: 3 points

Host a state or district meeting: 2 points

Lodge or officer meetings: 1 point

All other community projects: 1 point

### *Additional points*

After the lodge has determined which base point category the project falls under, it can see what additional points can be added to the activity. The additional points are included to reward bigger, more active, and interactive projects. Points from the base points can be combined with several additional point categories.

### Additional points

Active or physical activities: 1 point

10 or more members participating: 1 point

Ongoing projects: 1 point each (excludes collections and donations)

Events hosted by lodge with more than 30 people: 3 points

Promotion for Western: 2 points

Event hosted by lodge open to the community: 2 points

All projects done with youth/young adults (not including YELL! group or JHD): 2 points

Promoting heritage: 1 point

For example, if the lodge hosts a fundraising dinner and it has more than 10 lodge members involved, as well as youth, they would get **3** for hosting a fundraiser (base points), **1** for 10 or more lodge members (additional points), and **2** for involving youth (Additional points) for a total of **7** points.

Another example would be if a lodge and a YELL! group did a bell ringing activity. The lodge would get 1 point for doing the bell ringing (base point) and the YELL! group would get 3 points for being involved (base points) for a total of 4 points.

\*see your lodge's points estimate\*

### **Point Levels**

There are six point range levels that can be attained. The lodges will be awarded funds (to be determined) that correspond with those levels. The levels are:

One star: 15-29 points

Two star: 30-49 points

Three star: 50-69 points

Four star: 70-89 points

Five star: 90-109 points

Shining star award: 110 or more points

### **Monetary Donations**

Donations are based on the amount the lodge receives from the new lodge award system. For the one star and two star levels: 20% of lodge award per year. For three star and four star levels: 25% of lodge award per year. For the five star and shining star award: 30% of the lodge award per year. Donations will need to be completed by the end of the year. The lodge will be required to send in proof of donations. Proof includes cancelled checks, bank statements, and thank you notes (with amount listed) or donations (with amounts listed) mentioned in minutes.

### **Turning in activity forms**

The activity forms can be turned in as they are done (recommended) or quarterly. Turning in the forms this way allows the lodges to know where they stand as the year continues. Each quarter, the lodges will receive a points total update of where they stand, to be sent with the Secretaries Newsletter. The activity form is available online and is very simple to use. There will be three ways to turn in the forms: via the website (filled out on the website and sent directly to us), via online fillable form that can be emailed, and paper copy.

### **Required Forms**

The required forms, i.e. Lodge Officers Report, the Annual Survey of Events, and the Lodge Financial Report, will still be required by March 1. If you do not turn in each of these forms, you will not be eligible to earn the lodge award money, even if you earned points.