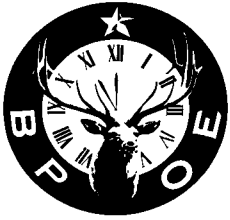


*ORGANIZING A UNIT AT THE*  
**BENEVOLENT AND PROTECTIVE  
ORDER OF ELKS**



**New-Unit Resource Kit**

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# BENEVOLENT AND PROTECTIVE ORDER OF ELKS

## NATIONAL HEADQUARTERS

2750 North Lakeview Avenue  
Chicago, IL 60614  
773-477-2750

## MAJOR PUBLICATION

*The Elks Magazine*

## FOUNDED

1868—New York City

## FOUNDERS

15 actors and entertainers headed  
by Charles A. Vivian

## PURPOSE

As declared in its constitution, the Order was founded to practice the four cardinal virtues of Charity, Justice, Brotherly Love, and Fidelity; to promote the welfare and enhance the happiness of its membership; to quicken the spirit of American patriotism and to cultivate good fellowship.

## FACTS YOU SHOULD KNOW

**Special Interests.** Educational, patriotic. Major promoters of Flag Day, June 14. Deep interest in people with physical disabilities.

**Special Interest in Scouting.** More than 40 percent of lodges operate units with emphasis on disadvantaged. Americanism project—U.S. flag presentation to Eagle Scouts.

**Endorsement.** Voted by the Grand Lodge in 1947 based on successful experience from time of World War I.

**Methods of Supporting Scouting.** Unit operation, administrative leadership, project help, technical assistance, and financial backing.

**Scouting Award.** The Marvin M. Lewis Award was created in 1998 to honor active Elks Scouters. The

award is presented at the Grand Lodge meeting. For an application, contact the Relationships Division at 972-580-2191.

**Other Youth Programs.** Youth Leadership Contests at all levels. Elks National Youth Week beginning May 1.

**Scouting-Related Materials.** Brochure, *The Elks and Scouting*, No. 3-117, and *The Elks and Scouting* videotape.

**Structure.** Grand Lodge coordinates the activities of 2,250 subordinate lodges.

Grand exalted ruler is top lay executive officer. Grand Secretary is top professional administrative officer.

State associations are voluntary associations of subordinate lodges, which carry on projects of their own and support Grand Lodge programs. Each state association is headed by a president.

Local organization is subordinate lodge with exalted ruler as top elected officer. Youth Activities Committee administers Scouting projects.

New subordinate lodge officers assume duties during first half of April.

**Local Contact.** Exalted Ruler.

## LODGES IN MY DISTRICT

Exalted Ruler	Location	Meetings Held At	Day of Month	Phone	Units

# STEPS TO SUCCESS

## Organizing a Unit at a B.P.O. Elks Lodge

Target Date

\_\_\_\_\_

1. Review the brochure Elks and Scouting (03-117) prior to making an appointment.

\_\_\_\_\_

2. Contact exalted ruler for an appointment.

\_\_\_\_\_

3. Make a sales call on exalted ruler.

\_\_\_\_\_

4. The Elks lodge adopts Scouting and the exalted ruler appoints a chartered organization representative.

\_\_\_\_\_

5. The chartered organization representative appoints an organizing committee of parents and interested lodge members. They meet to discuss the next step and complete the New-Unit Application.

\_\_\_\_\_

6. The organizing committee selects and recruits key leaders and committee members.

\_\_\_\_\_

7. Train leaders in program planning (Fast Start).

\_\_\_\_\_

8. Plan program for at least the first six months.

\_\_\_\_\_

9. Recruit youth members and orient parents.

\_\_\_\_\_

10. Complete the paperwork and submit it to the council office.

\_\_\_\_\_

11. Start unit meetings.

\_\_\_\_\_

12. Install the unit and formally present the charter at a meeting of the lodge.



A Fraternal Organization

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**Roger R. True**  
Grand Exalted Ruler

DECEMBER 11, 2002

### TO THE BOY SCOUTS OF AMERICA

The members of the Benevolent and Protective Order of Elks have a long history of involvement in Scouting with over 62 years of support in sponsoring more than 1800 Boy Scout Troops throughout the United States. The Elks are proud to fund the Elks' Eagle Scout scholarship awards, through our National Foundation, which financially assists those scouts who have attained the highest achievement in Scouting. In addition to the scholarship awards, as Elks, we are proud to participate in recognizing all Eagle Scouts and their accomplishments.

The Elks have directly and indirectly benefited from this involvement, as Scouting strengthens our communities by providing the opportunity for young men to develop their potential as citizens and helps us to accomplish our charitable objectives. It is a great source of pride for the Elks to say that our charity supports a wide variety of programs to offer something to every child. Above all else, for the Benevolent and Protective Order of Elks, it is the lives of the children that matter most, as they are the future leaders of this great country.

The Order of Elks proudly endorses and recommends to others, the values stated in the Scout Oath, which stresses dedication to God, Country, and tradition, requiring these young men to strive daily to be "Trustworthy, Loyal, Helpful, Friendly, Courteous, Kind, Obedient, Cheerful, Thrifty, Brave, Clean, and Reverent." These basic ideals reflect the basic beliefs of the Benevolent and Protective Order of Elks.

***As Grand Exalted Ruler of the Benevolent and Protective Order of Elks, I proudly Salute the Boy Scouts of America and pledge our continued financial support through our Lodges and our Order.***

Sincerely,

A handwritten signature in cursive script that reads "Roger R. True".

Roger R. True  
Grand Exalted Ruler

# Overcoming Objections To Organizing a New Unit

## 1. **We already have a youth program.**

It's great that your organization cares about its youth (and the youth of the community). Scouting is ideal to work hand in hand with existing programs to enhance what you currently offer. Not only are our goals/values compatible, but our methods can/will work well with what you do. Scouting can bring programs and facilities to you to make a good program even better.

## 2. **We tried Scouting once and it didn't work.**

What do you feel was the reason? (Explore – look for the biggies – lack of organization/commitment, uncommitted or poor leaders, lack of training, lack of vision, poor support from district/council/BSA.)

Address each issue:

Organizational Commitment – Starts at the top – the strong commitment of your (head, board, etc.) will be contagious.

Leaders – Use selection, not recruiting – get often and get the very best in organization (after all, it's your program), train them and then support them!

Vision – Be creative about how to serve the youth of the organization; have a community dream and then implement the dream.

BSA Issues – Assume it won't happen again – promise and **deliver**.

## 3. **We don't have any youth in our organization.**

Scouting provides a means for your organization to become known in the community, especially among families with children of Scout age. It's **great** advertising and community goodwill. In addition, the Scouting program is a tremendous tool to outreach into the community and give people an opportunity to become a part of your organization.

## 4. **We cannot afford Scouting.**

The ninth point of the Scout Law states: A Scout is thrifty – he learns to pay his own way. We teach that Scouts and units should pay their own way. We provide the opportunities for troops to raise money for their use. The only cost to the chartered organizations is a charter fee of \$20.

## 5. **We don't have any space in our building for them to meet.**

I understand how you feel; others have also felt that way. We have found that many are able to identify classroom meeting areas as possible meeting places for the Scouting program. Additionally, several organizations have used the resources of their members or employees to provide meeting space for meetings. The other potential solution is that of a joint chartered organization to charter the Scouting program.

**6. No one knows anything about the Scouting program.**

Many of our very best leaders have started out knowing little or nothing about the Scouting program. Our council provides various training courses throughout the year, roundtables and self-study materials. Subjects include outdoor skills and other topics. We also provide volunteer support for leaders to help them provide a high-quality program.

**7. We don't agree with several of the Boy Scout stands on membership.**

We feel that as a private organization we have a right to establish our membership requirements. I thank you for your time, but I feel that there's nothing further we can do at this time to help you.

**8. We cannot charter a Scouting program because we have no leaders.**

The BSA has a process to help you choose leaders. The process involves listing the characteristics required for a leadership position and then identifying individuals who fit those characteristics.

**9. We cannot charter a Scouting program because our youth are mostly from single-parent families.**

One of the strengths of the Scouting program is its ability to include and serve a variety of family configurations. In fact, Scouting is particularly helpful to youth from single-parent families.

**10. No one has time to be a leader.**

It's important that you find the time; if you don't, there are people on the streets who will find the time to spend with your child, and they may not be the type or kind of people you want your child to be around. Scouting has a program that brings families together, consisting of family camping, religious awards, etc.

**11. Liability is a major concern of our organization.**

The general liability policy issued to the Boy Scouts of America provides primary liability insurance coverage for all chartered organizations and participating organizations for liability arising out of their chartering of a traditional Scouting unit. Your \$20 charter fee covers your organization with the liability insurance provided by the BSA.



# NEW-UNIT ORGANIZATION PROCESS

1. **Identify the prospect.** District leaders identify a community organization prospect with the potential to operate a unit after researching the youth market and considering the most promising community organizations.
2. **Approach the prospect.** An influential Scouter or the district executive makes an appointment to meet with the head of the community organization or top leadership group in the organization after researching the organization and determining how Scouting can help meet its needs.
3. **Make the sales call.** The district executive and the unit organizer or other influential Scouter meet with the head or top leaders of the community organization to sell them on how Scouting can help meet the needs of the organization and to obtain the willingness of the organization's leaders to establish a unit.
4. **Organization adopts the program.** The organization formally adopts the Scouting program, confirms the appointment of a chartered organization representative, and appoints an organizing committee.
5. **Organizing committee meets.** The organizing committee and the new-unit organizer meet to plan the next steps for establishing the unit and complete the new-unit application. A commissioner is assigned by the district to assist the unit.
6. **Select and recruit key leaders.** Using BSA selection procedures, the organizing committee selects and recruits unit leaders and confirms unit committee members, and the community organization approves all unit adults.
7. **Train the leaders.** Unit leaders complete Fast Start training and are invited to the next basic training course and the next district roundtable.
8. **Plan and organize the program.** New unit leaders are trained in program planning and the first month's program is developed.
9. **Recruit youth members and orient parents.** Recruit youth members, hold an orientation meeting for parents and youth, and select/recruit additional adults as needed.
10. **Complete the paperwork.** Complete all adult and youth applications, collect necessary fees, and submit with new-unit application to the council service center.
11. **Conduct first unit meeting.** Unit leaders begin youth meetings with the coaching of their unit commissioner.
12. **Follow up.** The unit is installed with a presentation of the charter to the chartered organization.

**Note: Do not delete any steps, although some steps may be accomplished at the same time without regard to suggested sequence.**