

# State Association Charitable Reporting Guidelines

The following is a guideline for all State Association Officers, Committee Members, District Officers and Association Members in general to help in uniformity of reporting. On, or before, May 1st of every year the State Associations must fill out page two of the annual report form listing all donations, hours, expenses and mileage, from Elks and non-Elks, and forward same to the Grand Secretary, with copies to the State Sponsor and State Government Relations Chairman.

It is hoped that this list will assist in the reporting and that all State Associations will therefore be reporting the same items nationwide. These suggested categories are not intended to be the only reported details as every State Association may have other entries to report as well. They will serve as a starting point and can be added to, according to need:

1. Total mileage to and from functions, meetings, Lodge visits and all other Elk involved visitations, of a charitable nature.
2. Total hours spent traveling to meetings, functions, Lodge visits, etc. for charitable purposes.
3. Total hours spent planning for, working on and attending above mentioned events.
4. All Elk related long distance phone charges and postage for charitable purposes.
5. Major Project income and budget amounts not reported by individual Lodges.
6. All charitable donations at the District or State level.
7. All out-of-pocket monies or Association supplied budget funds expended for charitable purposes.
8. Monies collected from charitable fund raisers.
9. Miscellaneous items as required.

It would be beneficial to report these items on a quarterly basis to your State Secretary and the final reporting to be done prior to April 15th. This will allow the State Secretary time to compile the report and submit to the Grand Secretary before the deadline.