

# **BLUE LODGE OFFICER PREPAREDNESS TRAINING PROGRAM**

2014

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Reviewed by the Committee on Education and  
Public Relations, Grand Lodge of Alabama

2014

# ACTIVITY AND PROGRAM PLANNING

Source: Masonic Leadership Training Manual.  
Grand Lodge of Florida 2010

Pgs. 155 - 183

# Program Objective

- To provide subordinate Lodge officers and potential Lodge officers with a foundation for the development of Lodge Activity and Program Planning

# SPECIAL PROGRAMS / ACTIVITIES

Budgeting for Special Programs And  
Activities

# HOW TO PREPARE YOUR PROGRAM BUDGET

## Project and Program Choices

- **Program Budget expenses:**
- Printing costs (tickets, flyers, mail-outs, etc.)
- Postage for printed items (as above)
- Entertainment Costs: (musicians, props, decorations, etc.)
- Food or Refreshments (with condiments, paper goods, flatware, etc)

# HOW TO PREPARE YOUR PROGRAM BUDGET

## Matching Program Costs & Available Resources

- **Special Project Budget:**
- After determining programs budget costs, **determine what programs you can afford**, and which programs are to be dropped
- **Determine benefit of the program or activities to your Lodge (projected member attendance):** Is the program too specialized; is there a cost for attendance (consider limited income of some members); is distance for event too far (should bus transportation be provided); is event too late in the evening for most members; what is the physical accessibility of the facility of the program (consider disabled members)

# HOW TO PREPARE YOUR PROGRAM BUDGET

## Alternative Means of Program Funding

- Identify precise amount of Lodge contribution to program early
- **Seek donations from those attending**
- Advertise donations requested before program event
- State cut-off dates for reservations,
- Deposits reduce “no-shoes” and provide working capital for event



# HOW TO PREPARE YOUR PROGRAM BUDGET

## Alternative Means of Program Funding

- **Interesting Low Cost Programs**
- **Tours of private and public facilities (museums, dams, factories)**
- Source of low-cost programs: Chamber of Commerce, [tourism bureau], public relations departments of public agencies, firms for guided tours



# Fellowship Activities

(Taken from Fellowship Program)

## Friends and Fellowship

- **Survey of New Masons: Masonic Renewal Comm. of North America**
- 95% expected to gain new friends and fellowship
- Active & inactive Masons want better fellowship and opportunities for new friends



## Fellowship Activities: **Survey of New Masons:** **Masonic Renewal Comm. of North America**

- Good example set by leadership
- Absence of cliques
- Warm and pleasant setting
- Effort on the part of all members
- Open & friendly atmosphere

## What is Important to Members?

- **Involvement of spouse and family** due to husband and wife both working outside the home limiting time together
- Support of wife important for husband's involvement.
- Family involvement ranked 3<sup>rd</sup> in survey, after fellowship and community involvement

## Involvement of Family

- **Men Ages 35-55**: Decision to join an organization becomes difficult if organization ignores active family involvement
- **Inclusion of family in Lodge activities** (meaningful and relevant programs) can be as little as five events per year
- Events with children as center of activity are most appealing to wives

## Fellowship Activities

- To keep members, your Lodge must provide something for every member
- Give members reasons to stay. It helps attract sons, relatives, and friends to Masonry
- Involve more members in positions of responsibility
- Give members OWNERSHIP

# Fellowship-Related Activities

- **Family Activities:**

Activities for wives, county fair, camping, day-long field trip, Father-child night, Sports, Holiday parties, Grandparents night

- Inform wives about Masonry in newsletter (what we do, what we support, calendar of events)

- **Family Informational Programs:**

Book Club, Safety programs (smoking, swimming, boating), Crisis management; Local history, Personal Financial Mgt, Improving marital relationships



## Fellowship-Related Activities

- Ritual Work:
  - Outdoor degree
  - Visit other Lodges
  - Friendship Night
  - Vacant Chair Ceremony (honoring armed service members and veterans)



Community Service Activities  
(Taken from Communities Relations  
Program)

# Service to Community & Fraternity

- **Community service activities to consider**

- Adopt a needy family at holidays
- Deliver food or toys at holidays
- Create children's event at local fair
- Collect & clean coats for children
- Build play area in local park
- Sponsor public speaking or photography contests for high school students

# Service to Community & Fraternity

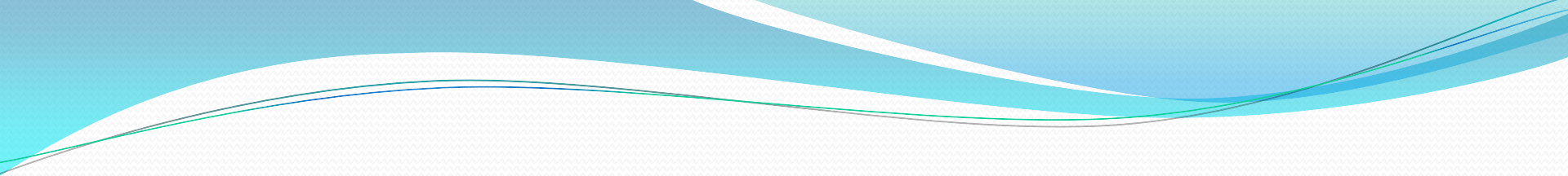
- **Service Activities (Community)**
- Sponsor or assist in 4th of July celebration
- Provide medical supplies for local EMT
- Raise funds: for public library, renovation of ball park, United Way,
- Sponsor food-for-the-hungry campaign with local businesses
- Adopt local library, park, playground (clean-up, etc.)

# Service to Community & Fraternity

- **Service Activities (Community)**
- Assist **food kitchen** on holidays
- Garden projects for street medians
- **Dive elderly** for weekly store trips
- **Organize blood drives**
- **Transport elderly routine medical visits**
- Serve as parade marshals, direct traffic at local events
- Assist with Crisis Hotline

# Service to Community & Fraternity

- **Service Activities (Community)**
- “Meals on Wheels” for elderly
- Help in hospitals
- Help League of Women Voters
- **Adopt-A-Mile program**
- Volunteer staffing (zoos, museums, gardens, soup kitchens)
- Arrange **Corner-Stone ceremony** for public bldgs.



END

Activity & Program Planning  
Section