

Rules & Guidelines for Selection of the

Colorado "Officer of the Year"

2015-2016

The purpose of the Colorado Elks Association's "Officer of the Year" program is to recognize a member for his/her devotion, dedication, and loyalty to his/her Lodge and community and to thank them for their outstanding work in promoting the principles of Elkdom. To this end, each subordinate Lodge is encouraged to enter its Officer of the Year in the competition for District Award winners. The Colorado State Officer of the Year will be selected from among the District winners. District and State winners will be recognized at the April Quarterly.

Rules

1. The Past Exalted Rulers of the Lodge should be appointed by the Exalted Ruler to select your Lodge's "Officer of the Year". A Lodge can only submit one candidate
2. Only the Officer chosen as the Lodge's "Officer of the Year" can be submitted for consideration for District Officer of the Year.
3. The Officer submitted must be the "Officer of the Year" from your Lodge for the current Lodge year.
4. Your Lodge's "Officer of the Year" must be duly elected, appointed, or an installed Officer of your Lodge.
5. All submissions for "Officer of the Year" should be in the hands of your District Chairman by the date stated in your letter from your District Chairman.

Submit the following application forms to your
District Chairman

FORM “A” -INFORMATION SHEET
FOR
“STATE OFFICER OF THE YEAR” SUBMISSION

1. **The candidate's full name, address and phone number**
2. **Date of Initiation or Affiliation**
3. **Current Office held as well as previous Offices held**
4. **The submitting Lodge’s name, number, address and phone number**
5. **A photograph is optional (Photographs have no bearing on the judging)**
6. **Is the Officer an active participant in the Elks National Foundation?**

FORM “B”- "OFFICER OF THE YEAR" ACTIVITIES
2015-2016 LODGE YEAR

1. **Committee: - Chairperson/Co-Chair/Member – Total Hours**
2. **District, State and Grand Lodge Involvement**
3. **Voluntary Service to the Community**
4. **Awards and Recognition**

OTHER ATTACHMENTS

1. **A letter from the Exalted Ruler describing the Officer's importance to the Lodge during their year**
2. **Copies of any supporting information, e.g. Lodge bulletin articles, newspaper articles, letters of recommendation, etc.**

Please submit all forms and attachments in a 2 pocket fastener folder.

FORM "A"

INFORMATION SHEET
FOR
"STATE OFFICER OF THE YEAR"

Officer's Full Name:

Last: _____, **First:** _____, **Middle:** _____

Address: _____, **City** _____

State: _____, **Zip Code:** _____

Phone#: _____, **E-Mail:** _____

Date of Initiation: _____, **or Affiliation** _____

Officer's Present Office: _____

Past Offices Held: _____

Officer's Membership Number: _____

Is the Officer a current member of the Elks National Foundation?

Yes _____ **No** _____

Submitting Lodge: _____, **Number:** _____

Submitting Lodge's Address: _____, **City:** _____

Submitting Lodge's Phone #: _____

E-mail Address: _____

Exalted Ruler: _____

Past Exalted Ruler Chairman: _____

FORM "B"

OFFICER OF THE YEAR ACTIVITIES
2015-2016 LODGE YEAR

<u>Committee:</u>	<u>Chair</u>	<u>Co-Chair</u>	<u>Member</u>	<u>Total Hours</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

District, State and Grand Lodge Involvement: Please give details of work done in these categories: Scope of involvement, number of weeks, and total hours.

Describe the Candidate's Voluntary Service to the Community which exemplifies the Principles of Elkdom. Please include the total hours of involvement.

Awards and Recognition:

