

LODGE GUIDE:

TO COMMUNITY SERVICE PROJECTS

How to Identify Members & Widow/ers with Needs:

- **Meetings-** This is a forum that can be used to share with others, the lodge's collective goal to launch a community service project to provide assistance to members or widows who need help with yard clean-up, small home repairs, de-cluttering, etc. Spread the word amongst attendees in stated meetings, widow's dinners, sweetheart luncheons, family nights, etc. to identify those who are in need.
- **Charity Committee:** Since this committee is aware of lodge member needs, consult with committee to determine current needs of members and widows/ers.
- **Trestle Board:** Place an announcement in the trestle board and provide a contact name and number to members or widows/ers to call if they would like to be a recipient of the project efforts.
- **Contact Members & Widows/ers:** Call members and widows/ers who don't come to lodge regularly to check in with them and to see how they are doing. Share the lodge's plans to do projects and see if they would be interested.

Meeting with Members & Widow/ers in Need of Assistance:

- **Home Visit:** To understand the need that is being requested, a visit to the member or widow/er in their home is best. A phone conversation may be sufficient if the need is minor and does not require the lodge to observe the needs before-hand.
- **Home Visit Project Form:** Use this form as a guide to record what is being asked and what is observed. This information can then be shared with the Charity Committee and presented in a unified manner for all possible requests.

The Charity Committee:

- **Reviewing the Requests:** The Charity Committee will review the Home Visit Project Checklists to assess the collective needs. Prioritization will be based on urgency, time and feasibility.

Organizing the Project:

- **Sharing the News:** The Lodge Leadership will share with the membership the project(s) that have been selected and what is needed to make these projects happen. This can also be done in the Trestle Board and through email.
- **Sign-Up Sheet:** Lodge Leadership will post a sign-up sheet or something similar that will gather the names, contact numbers and talents/skills of those members and spouses who will volunteer.
- **Youth Orders:** Share the news with the Youth Order Leaders to see how they can participate.
- **Spread the Word:** Branch out and share with other lodges and inspectors within the district to spark greater involvement. By pulling together, the lodges within a district should be able to gather enough members of various ages and varying talents. More involvement could lead to greater accomplishments.

Launching the Project:

- **Project Management Sheet:** This sheet is an organizational tool that helps to streamline the selected project at hand. It will allow the lodge to assign tasks, reference time, resources and objectives. A task leader can also be assigned when projects are bigger in scope.
- **Communicate with Member or Widow/er Recipient:** Communicate with the member or widow thoroughly about the work that will be done so that they know what to expect. Their involvement in the planning process will make the recipient feel more comfortable about the help that they are receiving and their full agreement is important. Involve their family members as well. This will lead to a happy outcome where everyone is satisfied and better connected as a result of this outreach effort.

