

**GUIDELINES FOR LODGE REPORTING**

Please refer to Lodge Manual or website for complete details and to download forms.

<b>Fraternal Activity Allotment</b>	Lodges will receive \$1.00 per year per member, based on membership as of January 1st of current year. This allotment is subject to guidelines you will receive in January, along with a form you will need to fill out.
<b>Lodge Challenge</b>	This program earns additional funds for Lodges who meet certain criteria. Guidelines and reply form are mailed to Lodges by the end of April. Deadline to return the CHALLENGE PROGRAM REPLY FORM for previous year is <b>March 15th</b> of current year.
<b>Christmas Party Allotment</b>	Based on juvenile membership on November 1st of each year, Lodges will receive \$7.00 per juvenile member (ages 0 - 15) if a Christmas party is held. The YOUTH MEMBERS CHRISTMAS PARTY ALLOTMENT REQUEST form is mailed to Lodges in late October and must be returned to the Home Office prior to event or by <b>December 15th</b> . (In lieu of a Christmas party, another holiday party may be reimbursed, but only one party per year to receive \$7.00 allotment).
<b>Young Adult Activity Allotment</b>	Available if a Lodge sponsors an activity specifically held for young adults of high school through college age. An activity in conjunction with adult members will void allotment, which is \$13.00 per young adult, with a maximum of \$650 per event.
<b>Sports Allotments</b>	Please refer to Lodge Manual or website for detailed description of various sporting allotments.
<b>National Fraternal Congress of America (NFCA) Lodge Audit Report &amp; KSKJ Life Annual Lodge Audit Report</b>	It is important to keep track of all Lodge activity in order to easily complete these reports. At the beginning of February, Lodges are mailed these reports in order for the Home Office and Board of Directors to review lodge activities and financial status. It is required that the NFCA receive this data from KSKJ Life and other fraternalists for their annual report in order to increase public awareness of the work done by the fraternal system and to demonstrate to legislators, insurance departments and other public officials, the impact of our fraternal efforts. These reports are due back to the Home Office by <b>mid-March</b> .
<b>Lodge Expense Allotment</b>	Lodges will receive \$1.00 per member, based on membership as of January 1st of current year. Of this amount, 50 cents is for miscellaneous lodge expenses such as postage and office supplies. The balance may be used to cover lodge officers' expenses in doing their work for the lodge. Allotment is mailed from Home Office at the beginning of March, provided Lodge has required number of officers in place and has submitted the NFCA & Lodge Audit Report (see above).
<b>Matching Funds</b>	Home Office matches up to \$1000 of funds raised for a charitable cause. Matching Funds information and guidelines are mailed to Lodges in <b>December</b> for the new year. The request form (FORM A) is to be filled out when Lodge decides on their Matching Fund Event for the current year. The form must be returned to Home Office 45 days prior to event and must be approved by Home Office prior to event taking place. FORM B is used to document the event and request the matching funds raised.
<b>Lodge Person of the Year</b>	Form is sent to Lodges in mid-February and due back the <b>latter part of April</b> . Lodges are asked to choose a worthy person from their Lodge and submit their name to the Home Office. The National Youth and Adult Activity Director and committee will choose someone from all submitted names as the KSKJ Life Fraternalist of the Year and submit to the NFCA for selection for NFCA Fraternalist of the Year.
<b>50 - Year Members</b>	Ask the Home Office early each year for a list of lodge members who will qualify for this award in the current year. Allow 6 weeks for this report and allow 30 days for Home Office to prepare and ship awards for this special event.
<b>Leader Honors Program</b>	This program honors lodge leaders for 5, 10, 25 and 40 years of service as a lodge officer. The Home Office awards gifts at each of the four levels. Lodges need to request the Leaders Honor form at least six weeks prior to the date that they will hold their award event. Usually this event is held in conjunction with the 50-Year Member event or an event which draws a large attendance.
<b>Election of Officers</b>	Election of Lodge Officers for the following year takes place every December. Home Office will mail out the NAMES OF LODGE OFFICERS form that will need to be filled out with the names of the newly elected officers in <b>October</b> .