

GRAND LODGE AWARDS

The Grand Lodge Awards are one way of recognizing Elks and Community Members who are involved with their community and demonstrate *Elks Care-Elks Share*.

Does your Lodge have a member that is always willing to help? Someone who can always be relied upon to get things done? Does your Lodge have an Officer who has contributed over and above the duties of office toward the improvement of your Lodge and our Order? Do you know of a person who has contributed in a special way to improving your local community, shown leadership in your community, has contributed voluntary service, and is recognized as being an all-around good citizen?

These individuals should be recognized!

The next page contains the Grand Lodge Awards Request form for ordering Elk, Officer and Citizen of the Year citations and frames.

When ordering, please remember these basic rules or your order will be delayed:

- Only **ONE PERSON** per award will be issued.
- The *Elk of the Year* **CANNOT BE A CURRENTLY ELECTED OR APPOINTED LODGE OFFICER.**
- The *Officer of the Year* must be a **CURRENT OFFICER**, and you **must supply us with his/her title.**
- The *Citizen of the Year* does NOT have to be an Elk but must be an individual. The award will not be issued to companies, organizations, groups, etc.
- No phone orders. All orders must be in writing and sent via USPS or Email.
- Awards are not issued before January 1st: **POSTMARK DEADLINE FOR REQUESTS IS March 31st.**
- Please allow **3-4 weeks turnaround time** for your order to be mailed or shipped.
- The cost of frames is **\$25.00 each, plus shipping charges.** Certificates are issued at "No Charge"; If Air Shipment is required to meet a presentation date, your Lodge will be billed the additional cost.
- If you are concerned that your order was received by Grand Lodge, **YOU MUST CALL 773-755-4708** to follow up.
- **DO NOT enclose a check with your order**, your Lodge will be billed for Frames 1-2 weeks after shipment is made.

**** The frame available from Grand Lodge (item #572000) is a black finish frame for inserting and displaying Certificates. If you are looking for an engraved metal plaque, it must be ordered from an Elks Licensed Vendor. ****

Mail Completed form to:
Office of the Grand Secretary
2750 N. Lakeview Avenue
Chicago, IL 60614-1889 or
Email: eoy-ooy-coy@elks.org

All information required on the form must be provided or your order will be delayed. You will be contacted via email with questions.

A fillable/submittable PDF form is available at:
<https://www.elks.org/clms2web/files/AwardRequestForm.PDF>

PLEASE DO NOT RETURN THIS PAGE WITH YOUR ORDER FORM

Grand Lodge Awards

Request Form for Lodge Year 20____ - 20 ____

INCOMPLETE FORMS WILL DELAY DELIVERY OF YOUR ORDER

Lodge Name: _____ State: _____ Lodge Number: _____

Name: _____ Phone Number: _____

E-Mail Address: _____

The following address is a residence business

Attn: _____ Title: _____

Address: _____

PLEASE NOTE:
WHEN ORDERING FRAMES YOU
MUST PROVIDE A STREET
ADDRESS FOR DELIVERY BY
UPS/FEDEX.
ONLY CERTIFICATES CAN BE
MAILED TO A P.O. BOX

ELK OF THE YEAR

(**CANNOT** be a Lodge Officer/Only **One** can be chosen)

Mbrshp #

Name of Recipient – **NO NICKNAMES**

Recipient's Title (If Applicable)

Presentation Date (If known at this time)

Put a check mark by one of the following:

Black Finish Frame

Certificate Only

CITIZEN OF THE YEAR

(Does Not Have To Be An Elk/Only **ONE** can be chosen)

Mbrshp #

Name of Recipient – **NO NICKNAMES**

Presentation Date (If known at this time)

Put a check mark by one of the following:

Black Finish Frame

Certificate Only

OFFICER OF THE YEAR

(Must be a **CURRENT** Lodge Officer)

Mbrshp #

Name of Recipient – **NO NICKNAMES**

Recipient's Title (**REQUIRED INFORMATION**)

Presentation Date (If known at this time)

Put a check mark by one of the following:

Black Finish Frame

Certificate Only

THIS BOX IS FOR GRAND LODGE USE ONLY!