FLORIDA LADIES OF ELKS DELEGATE’S HANDBOOK

Delegates Responsibilities and Term of Office

Delegates are elected within their home district each year prior to the Florida Ladies of Elks Conference, which is usually in September. Each district may have two delegates, a Senior Delegate and a Junior Delegate plus an Alternate. A term of office should cover a two year period with one delegate retiring each year. The Florida Ladies of Elks’ year begins with the first meeting following the FLOE Conference. At the present time it is in conjunction with the FSEA Mid-Year Convention currently being held in November. If a Delegate wishes to resign, she must write a letter to the FLOE President, with a copy to the FLOE Secretary.

Each district should have a committee composed of two representatives from each lodge with a ladies organization. This committee will elect the Senior, Junior, and Alternate Delegate to represent their district at FLOE meetings and events. It is the responsibility of the Senior Delegate within the district to notify each lodge of all district and FLOE meetings.

Delegates must attend each of the FLOE meetings during the year. If either the Senior or Junior Delegate cannot attend a FLOE meeting the Alternate Delegate will be the voting member from that district. Each district will have two votes for any motions brought to the membership for voting. If a Delegate cannot attend a FLOE meeting, she must send a letter to the FLOE President and Chairlady of the FLOE Advisory Committee either by email or US Postal service or hand delivered. The Delegate should also inform the Alternate Delegate from her district that she will not be in attendance. The Alternate Delegate will then be one of the voting members from her district. A Delegate missing two consecutive meetings during one year of her two year term without a legitimate reason approved by the Advisory Council will be automatically removed as a Delegate at the next FLOE meeting.

Following a FLOE meeting, it is the responsibility of the Delegates within each district to inform all ladies organizations and lodges in your district of any information discussed or voted on at the meeting. This is a very important part of the Delegates responsibility. Delegates should also encourage ladies from all the lodges to participate in FLOE. All wives, widows, ladies who are Elks whether or not a member of a ladies organization are welcome at FLOE meetings. Communication within your district may be handled in whatever way is the best for you. What works for one district, may not necessarily work for another. Some methods being used are:
a. Personal communication through visitations to the lodges  
b. Corresponding with the Lady President either via email, letter or phone  
c. A meeting of representatives from each ladies organization  
d. The minutes of the FLOE meetings should be distributed to all ladies organization within the district or to the District Delegate for their handling.

This is an important part of being a Delegate and one that is necessary to have as many ladies as possible active in FLOE.

**FLOE Committees**

Committees are formed for both of our major meetings during the year. The first being our meeting in May at the Florida State Elks Association Convention and second the FLOE Conference in September. The success of both of these meetings depends on how well the Delegates’ committees are handled. At these meetings we raise the funds for our two major projects, Florida Elks Children’s Therapy Services and the Florida Elks Youth Camp. Requests for a Conference Committee should be submitted in writing to the newly elected FLOE President at the end of the Annual Conference meeting. Please choose a first and a second committee option just in case your first choice is already assigned. The committees available are:

**May Luncheon Committees**

Centerpieces  
Chinese Auction  
Luncheon Tickets and Seating  

**Annual Conference Committees**

Badges & Awards*  
Banquet Seating  
Centerpieces  
Christmas Stockings  
FLOE Conference Pin  
FLOE “365” Club  
Fund Raising Tables  
Memorial Service  
President’s Reception  
Program Book  
Raffle  
Registration  
Room Setup Scrapbook**  
Workshop

*The FLOE Secretary is presently handling the badges and awards
**Committees may or may not be formed every year**

A brief description/guide for each of these committees follows later in this handbook.

**Information Distribution**

Information concerning the May Luncheon and Chinese Auction will be given to each Delegate and Alternate, the FLOE Officers, Advisory Council Members and FLOE Past Presidents. All information will be posted on the FLOE page of the FSEA website. It is the responsibility of the Senior Delegate to inform each Ladies Organization within her district that the information is available to them. If there are lodges within your district that do not have Ladies Organizations, the Senior Delegate should make copies of the information and either deliver it or mail it to those lodges.

The FLOE Conference information and all forms are also posted on the FLOE page of the FSEA website. The Delegates will receive a copy of this packet or print one down from the website. It is the Senior Delegate’s responsibility to deliver/mail a copy of the entire packet for the FLOE Conference to each Ladies Organization and any lodge not having a Ladies Organization in her district. Each Ladies Organization will make copies for their members.

**Progress Reports**

At each FLOE meeting prior to the FLOE Conference the Committee Chairladies are required to give a progress report concerning their committee. This for both the May and FLOE Conference committees. Prepare yourself a list of items that can be shared and devise a tentative plan that will involve as many of your committee members as possible. Remember the whole district is a part of each committee and should be included in the planning. “Preparing is the basis for success”.

**FLOE Conference**

Attendance at the annual conference and participation in all activities is what each Delegate should be working towards during her term. Participation in activities and workshops brings knowledge, both through conversation and vision. Everyone in the each lodge has something to offer. See, talk, listen and get involved. Promote this thought to the ladies with your district. Remember that the conference is not only the Saturday meeting. There are so many other aspects of the conference that you and the ladies in your district will enjoy.

**Wrap-Up Meeting**

This meeting occurs under “Old Business” at the first meeting of the year after FLOE Conference. Usually this is at the FSEA Mid-Year meeting in November. Each
committee is expected to give a report on their committee, both orally and in writing. Two copies of the written committee report are required; one will go to FLOE Secretary and become part of the minutes of this meeting. The second copy should be given to the next committee chairlady. The information received during this segment of the meeting will be a tool for use by others. Report your successes and any obstacles you encountered. Give them a “how to” report as a guide; this will be helpful for those following you.

**Delegates Desiring to become Officers of FLOE**

Current Delegates or someone having been a Delegate within the past two years, any active member who has served as Chairlady of two Conference Committees, or member from the Advisory Council may be considered for nomination by the Nominating Committee. Those candidates wishing to be considered for an officer position must submit a letter to the Nominating Committee Chairlady by the deadline that has been selected for the current year. The Nominating Committee will present a slate of nominees at the meeting prior to the election. Nominations from the floor will be accepted at the meeting when the election is held. Please read the FLOE By-Laws for complete clarification of the process.

Eligible candidates agreeing to undertake these responsibilities are special people. It is an awesome task; one which will make you proud of yourself and of your ability to help. Working with others, communicating within your district and Florida, working with your assigned project will bring gratification and afford you a learning experience you will never forget.

Let’s enjoy what we are doing together as a team, for our common cause… The Florida Elks Children’s Therapy Services and the Florida Elks Youth Camp. This is why we exist and you are a part of it!

Thanks for being you! As a team we will meet our goal of a successful FLOE Conference each year.

**May Luncheon and FLOE Conference Committee Protocols**

**Centerpieces**

Centerpieces are created using the current FLOE President’s colors and theme or slogan. The need to be large enough for a round table seating ten to twelve people, but
small enough to allow for lunch place settings. The centerpieces should not be so tall that people cannot see over them to carry on a conversation.

The centerpieces will be used three times during the year. First at the May Luncheon. Second at the FLOE Conference meeting on Saturday and again at the evening event if appropriate. The Chairlady of this committee will need to communicate with the Registration Chairlady or Room Set Up Chairlady to assure enough centerpieces are available for all tables at each of these events.

The Centerpiece Chairlady may use the same decorations for all three instances or they can be embellished for the different events. Let your imagination be your guide and you will need lots of helping hands. Storage for the centerpieces between May and the FLOE Conference should be a consideration when designing them.

**Luncheon Tickets and Seating – May Luncheon**

This committee is crucial in the success of the May Luncheon held at the FSEA State Convention each year. It is the Chairlady’s responsibility to keep accurate records of ticket sales, the number of people attending, working closely with the FSEA State Secretary or their designee who will be responsible for the seating of Elk dignitaries at the luncheon, and the hotel catering manager for set up purposes. The maximum number of tickets sold will be determined by the size of the room at the venue for the convention each year. A ticket must be printed for each person attending the luncheon; at this time the tickets are being printed by the Elks' State secretary’s office. The Chairlady will give the person responsible for seating the Elk dignitaries the tickets for them. And the money collected will be returned to the chairlady. It is recommended that you give tickets with the highest numbers to the person handling the dignitaries, to eliminate a chunk of tickets missing out of the middle or at the beginning of the sequence. Tickets are sold by FLOE and through the Elks State Secretary’s office via the internet or a form sent in to the State Secretary’s office. Luncheon ticket forms are included in the packet given out to FLOE Officers, Advisory Council, FLOE Past State Presidents and Delegates at the February meeting. Forms are also on the FSEA website. Actual tickets are not in the packets. The forms and payment for the tickets are sent to the FLOE Treasurer. The Treasurer writes the purchaser’s name on the stub which stays with the Treasurer. The actual ticket is sent to the individual or the State Secretary’s office for inclusion in the person’s registration envelope. It is highly recommended that all of the information, person’s name, address, lodge name, lodge number, district, ticket number and table number are kept on an Excel spreadsheet for easy sorting. Assigned seating is in this order, the FLOE Officers, Advisory Council members, FLOE PSPs and Elk dignitaries. It is a good idea to have one extra table set for last minute tickets sold.
Chinese Auction – May Luncheon

If you like to shop, this is the best committee for you! This event is FLOE’s fundraiser each year and is extremely important to make this run smoothly. Each district, lodge and any individual that would like to participate is asked to send in two items valued at a minimum of $25.00 each for the auction. A flyer including a donation form is to be included with the other information concerning the events that FLOE is doing at the FSEA Convention. The form should have two sections, one stating that an item will be brought to the May convention and one part for money donations. The forms for bringing an item should be sent directly to the committee Chairlady. It should include the name of the District, Ladies Organization, or individual donating the item with a description of the item including the monetary value of the item. The forms donating money only must be sent with the check to the FLOE Treasurer, who will record the donation and forward a copy of the form and money to the Chairlady in a timely fashion. The Chairlady and members of her committee get to go shopping for the auction items! All of the forms will be made available on the FLELKS.org website. At the convention the Chairlady is responsible to set up the display of items being auctioned, the selling of the tickets, drawing the winning tickets, and distributing the items to the winners. It takes quite a few ladies (5-6) to get this all done during the allotted time. It is recommended that the boxes or bags the items came in be stored under the table during the auction and repacked in the original boxes or bags for the winner to take home their treasures in. When calling out the winning number on the ticket the entire number must be read aloud. This is important; especially if more than one color of ticket is being used as there may duplicate sequences on different rolls of tickets.

FLOE Conference Committees

Badges and Awards

The FLOE Secretary is presently responsible for this committee. She orders name badges for all Delegates, Officers and Advisory Council members. These can be ordered at any FLOE meeting or by email. The Delegates’ badges have just the word Delegate and your name on it. This will serve as your badge whether you are Senior, Junior or Alternate Delegate. You may order a pin back or magnet back badge.

The Plaques and/or Awards are presented at the FLOE Annual Conference. Plaques are given to the outgoing President, the Vice President, and the two outgoing Advisory Council Members. Awards are given for Attendance, Mileage, Membership, and the Scrapbook.

The cost for these awards should be reasonable, but attractive and tasteful.
Banquet & Seating

This is for the evening event at the FLOE Conference. It may be either a Friday night or Saturday night event. It may or may not be a traditional banquet depending on what type of event the FLOE President wishes to have. If reserved seating is needed, the Chairlady will obtain a diagram of the ballroom from the hotel banquet manager. The choice of tables will be offered to the current FLOE President, the FLOE Officers, Advisory Council members, and Elk dignitaries attending the event. In a formal banquet event, the attendees will select their seating when picking up their registration packet at the FLOE Conference. Two committee people will be at the door to collect tickets as guests arrive. This ensures we will have an accurate count of the number of meals served for billing purposes.

FLOE Pins

Start the process at least six months prior to the Conference date. Changes may have to be made several times during this process.

You will need to start the order process by contacting someone at the factory making the pins. In the past we have utilized Emblematics Inc. (1-800-421-6735) let them know the date the pins will be needed and the colors, theme, and any other information that the FLOE President wishes to be on the pin. If you have a specific emblem or symbol to use, send the manufacturer a drawing or picture via email or mail. You will probably need to do this a few times until the manufacturer and you agree on the pin. Ask for a quote for the amount of pins needed for the Conference. The FLOE President will let you know how many to order. Determine where the supply of pins should be shipped. All of the contacts with the manufacturer have been via phone or email. This saves a lot of time and will ensure that the pins are delivered well in advance of the FLOE Conference. After receiving the pins, send 10 of the pins to the Badges & Awards Chairlady. Advise the Registration Chairlady that she is NOT allowed to show the pin to anyone prior to giving the FLOE President her pin at the Conference. She should receive the first pin.

“365” Club

Donations for the “365” Club may be sent to the Chairlady throughout the year. The funds are deposited in the FLOE bank account. All donations received by August 31 of the current year are included in the amount given to the FSEA Charities. If there is a preference of where the donations are to go, please write FEYC for the youth camp on the memo line or FECTS for the Children Therapy Services. If there is no notation on the check the donation is divided between the two charities. The two checks are presented at the Annual FLOE Conference. An information sheet on making donations is included on the FLOE page of the FSEA website.
Fund Raising Shop

This is a great chance to make some money for your Ladies Organization and help FLOE make a little extra for our two charities. The shop is for you to display and sell the handmade crafts your organization has made. Raffles may be a part of the Fund Raising Room too. The number of tables available each year depends on the size of the room. Normally the tables are six feet, covered, and skirted by the hotel. You are to decorate your table(s) as you please. There is a cost per table determined during Hotel contracting process. Ladies organizations have first come first serve basis with room size is limited.

The Chairlady of the committee will work through the FLOE President as the use of and guidelines for the use of the room are included in the contract for the Conference. Each hotel is different, so what was okay this year, may not be next year. Please keep this in mind. She will prepare a flyer and send it to the FLOE President for inclusion in the information packets for the Conference and on the website. Please include the number of tables available, cost, chairlady’s address, email, and phone number, the hours of operation, deadline for reserving a table, and any pertinent items, such as any restrictions the hotel may have.

Prepare signage for each table with Ladies Organization’s name and lodge. The committee is responsible to assign a number as each reservation is received from the organization and send a confirmation to them when the reservation is received. The Shop should be open to the public and signs should be placed in the hotel lobby, if allowed, to direct people to the Shop.

If Thursday hours are available for set up, a member of the committee must be present to answer any questions. The Chairlady is responsible to see that the Fund Raising Shop is secured each night. Even though FLOE or the hotel is not responsible for losses or theft, all precautions should be made to secure the room at night. Do not leave cash or expensive items in the Shop overnight.

Room Set-Up

This committee is responsible for obtaining a floor diagram of the room being used for the general sessions and the evening events for the FLOE Conference from the hotel. Signs for each district must be made and placed on the tables for the morning and afternoon sessions (if set up in this manner for the afternoon session) of the conference. Each sign should be large enough to be seen from the back of the room and the main entrance doors. It is recommended the use of heavier poster board or a like material for the signs. Lighter weight material tends to bend over and be unreadable. Some hotels have tall stanchions to place the signs in on the tables. FLOE has a supply of table stanchions that can be used. Be sure to advise hotel banquet staff the stanchions
belong to us and need to be returned. Please request from the hotel at least 1 week in advance so they will have sufficient supply.) There should be a minimum of two signs for each district; the larger districts will need more. Obtain the number of attendees from each district from the Registration Chairlady. If requested by the FLOE President, door monitors will be in place during the morning session during any By-law voting. The Room Set-up Chairlady should plan to attend the pre-conference meeting with the hotel staff, the FLOE President and other chairladies on Thursday before the start of the conference.

**Workshop**

This committee is generally chaired and presented by the FLOE Past Presidents and/or members of the Advisory Council. Subjects are rotated, one being presented each year at the FLOE Conference. The subjects are, but not limited to:
- Fundraising
- Guest Speakers
- Delegates
- By-Laws and Robert’s Rules of Order

**Memorial Service**

The FLOE Chaplain (or a Chairlady if the current President names a chair) is responsible to obtain the names of all ladies that have passed away from September 1 through July 31 of the current FLOE year. A service is to be planned and carried out by this committee at the FLOE Conference. FLOE has white robes for this committee to use for this purpose. The committee should pick up these robes at the Mid Year FSEA Convention. It is the current committee’s responsibility to have the robes cleaned and any necessary repairs completed before giving them to the next committee. Samples of programs used in previous years should be passed on to the new committee. Each name of the deceased ladies in each district will be read during the memorial service. Ideally one person should represent each district. This means a total of fourteen ladies for the reading. Other ladies will be needed for the opening prayer, scripture reading, a singer, an organist or another form of music (CD player). You may have one person read the names from multiple districts if necessary. If your district is small or there are not enough ladies to do the Memorial Service, ask for help from a district close to you. Plan a rehearsal for Friday afternoon/evening at the conference. Check with the Room Set-up Chairlady or the FLOE President for the time that the room will be available.

The Chairlady **must submit a typed list of those deceased by district, then by lodge to the Program Book Chairlady.** The Program Chairlady will inform you of the deadline so those names can be printed in the Program.
President’s Reception

The FLOE President appoints the Chairlady for this committee. At the President’s direction, she will be responsible to work with the hotel catering manager and to have the room decorated for the reception the afternoon of the event. She will check all food selections for readiness and accuracy prior to the start of the reception. She is responsible to provide any greeters/invitation takers and to assist the President’s guest during the reception. If the hotel allows food and beverages to be brought in, the Chairlady is responsible to purchase and transport these items to the Conference. A set amount of funds is disbursed to the President for the reception. Any amount spent over the designated amount is the responsibility of the FLOE President.

Program Book

Prepare advertisement and booster page forms to be included in the Conference packets and online. When ads and booster pages are received process them as you receive them. The booster pages should be sent to you typed, sometimes this doesn’t happen so be prepared to type those. Include the Booster Pages by district if possible. The Chairlady of the Memorial Service will send the names of the deceased by district, then by lodge which should be typed and ready for the program book.

Many of the Elk dignitaries write a letter to be included in the program book. Either FLOE President or the Program Book Chairlady will contact them to submit their letter to the Program Book Chairlady by a set date. Those that have sent or been asked to send letters are: FSEA President and Vice President, Past State Presidents of FSEA, Past Grand Exalted Rulers, State Secretary, FECTS Administrator, FEYC Administrator, the current VP of the FLOE President’s district and the DDGER from her district. The FLOE President and Vice President also have letters included in the book with their pictures. The FSEA President and VPAL also send pictures to be included. Have a firm deadline for receiving these letters and everything else that is included in the book. Send the requests for these letters in plenty of time; you may have to remind some that the due date is looming. Some of the dignitaries may choose not to send a letter.

The FLOE President may have other letters/pictures to be included in the book.

The cover design is done by the Program Book Chairlady. Please use the President’s theme and/or colors on the cover. Present the President with her copy before giving them to the Registration Chairlady for distribution. The number of Program Books printed is determined by the number of registration from the previous year. It is a wise thing to check with the FLOE President and the current Registration Chairlady to see how registrations are coming in before setting the number to be printed. At the present time the printing is being done by FSEA Secretary’s office in Umatilla. Contact them before setting your deadline date. Check all pages for spelling and grammar before
sending it to be printed. Make copies of everything you receive, don’t rely on your memory there are too many things to be compiled in the book. Keep the copy of the check and the item sent together. Don’t overlap the copies, so you will be able to see everything on the page. Keep a tally of ads and a tally of booster names as well as the dollars collected for both.

You will give a final report at the wrap-up meeting at the Mid Year FSEA Convention of the earnings and expenses plus the profit. If you have questions, don’t guess, ask the FLOE President or someone who has chaired this committee in the past. Give a copy of the report the President, Secretary and put one with your file copy. Put a current copy of the book in the file box. These guidelines are just that, guidelines.

Raffle

Three prizes shall be decided on by the district responsible for the raffle. Tickets must be printed with **numbers on each ticket and each stub**. The number of tickets printed and the amount the tickets to be sold for is determined by the committee. The tickets have been sold for $1 each or 6 for $5. Each FLOE officer, Advisory Council member and all Delegates receive five books of tickets to sell. In addition, each Ladies Organization receives five books of tickets to sell in their lodge. You may elect to send more tickets to larger Ladies Organizations. Any unsold tickets should be returned to the Chairlady by a date specified on the instructions given to each lodge with their tickets. It is recommended that the Chairlady or a member of the committee is available to sell tickets in conjunction with registration hours, during the Conference, and at the Saturday night event. All ticket stubs must be received by the Chairlady before the drawing at the Saturday night event.

Registration

The FLOE Conference Registration Chairlady prepares the registration form for the conference. This form will be included in the packets and online. It will contain the dates and location of the conference as well as the actual registration. There are two sections on the form. The first one is for the attendees information; name, address, lodge, district, and guest registration information. Second section is for cost of member registration, guest registration, lunch and dinner with a space indicating the number of each registration or meal tickets desired. Total of people attending and total dollar amount is required also. At the bottom of the registration form close to the total dollars give the information for checks. All checks should be made out to FLOE. This form will also be online. Included with the registration packet is the form containing hotel registration information. Make sure the FLOE Treasurer’s name and address are correct and clearly visible on the FLOE registration form with the instruction that all checks must be made out to FLOE and sent to the FLOE Treasurer. A copy of the member’s Ladies
Organization Membership Card and a copy of their Elk’s card or spousal card are required to be included with the completed form and check. The deadline date and any cancellation information must be clearly given on the form.

Registrants will mail forms, copy of membership cards, and check to the FLOE Treasurer. The Treasurer will deposit the checks and keep a record of the registration and meals paid for. The Treasurer will send the original form and membership card copy to the Registration Chairperson for processing either by mail or electronically.

Conference Registration Chairlady will make a list of registrants on a spreadsheet broken down as follows: last name, first name, type of registration (member or guest), lodge name and number, district, meals purchased for themselves and guests. The spreadsheet should be sorted by name, lodge and district. Copy of the final spreadsheet is given to the Room Set-Up Chairlady, Reception Chairlady, and Banquet Chairlady. These lists and multiple copies of them are taken to the conference.

Coordinate with the FSEA State Secretary on creation and printing of meal tickets, luncheon and banquet. Do this well in advance of putting together registration packets to allow print time.

The Conference Registration Chairlady will receive the FLOE conference pins to be included in the registration envelopes for all members. Ten of the pins are sent to the FLOE Secretary for use on awards for the conference. The Registration Chairlady and members of her committee will put together the packets to given to the attendees at the conference. The packets will include, FSEA Convention identification holders with their name badges, a FLOE pin, lunch and dinner tickets. The FSEA Secretary’s office is currently supplying the holders, name badges, lunch and dinner tickets for us. These items will be sent to the Registration Chairlady from that office. If By-Law changes are being proposed, include copy of those proposed changes in the packets so each member has a chance to read prior to Saturday Conference meeting.

The Conference Registration Chairlady should arrange to have a table placed in the hotel lobby or near the meeting room for the conference. Attendees should be able to pick up their badges, tickets, and Program Book from Thursday afternoon through Saturday morning prior to the start of the first session of the conference. Schedule ladies from your district or others that would like to help at the registration table as soon as you can. If reserved seating for the Saturday night event is required, be sure to coordinate with Banquet and Seating Chairlady. She should be next to the registration table, so members can choose their tables when picking up their registration packet.

Conference Registration is one of the most challenging conference committees. However, if you keep on top of it, you can be very successful. Gather assistance from your district or lodge ladies to assist with putting registration packets together. Keep in
touch with the FLOE Treasurer and the FLOE President during the registration period. You will need to convey updated information about the number of registrations received, lunch tickets, and Saturday night event to the FLOE President, Room Set-Up Chairlady, President’s Reception Chairlady, and the Banquet and Seating Chairlady. Keeping up to date during the registration period will make everyone’s job easier when you arrive at the conference.

Written by
The Florida Ladies of Elks Past Presidents

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