

**Guidelines for Oregon State Elks Association
Hall of Fame
Revised
April 2016**

A. PURPOSE:

The O.S.E.A. Hall of Fame honors those Elk members of Oregon Elks Lodges who have **made significant contributions to the Oregon State Elks Association** in the realization of its objectives; “to unite in closer bonds of Fraternity, to further good fellowship among Lodges, to protect and promote the interest of the Order in the State of Oregon, to exchange ideas beneficial to the Lodges of this State, and to bear true allegiances to the Constitution and Laws of the Benevolent and Protective Order of Elks of the United States of America.”

B. QUALIFICATIONS:

This is a very exclusive Fraternity of members who have made **substantial and significant contributions to the Oregon State Elks Association**. While nominees may have been quite active in their own Lodge or in the Grand Lodge, those activities do not, in and of themselves, qualify a person for this award.

The nominees may be either a deceased or living member.

The growth of the O.S.E.A. Hall of Fame and the recognition of deserving members is entirely dependent upon the actions taken in nominating members for consideration to the Hall of Fame Committee.

It is not necessary that any selection be made in any year, nor is it required that both a deceased and living member be selected each year.

C. PROCEDURES:

1. Prior to January 1st of each year, the O.S.E.A. Hall of Fame Committee will have forwarded to each subordinate Lodge, information concerning the Hall of Fame.
 - a. All Nominations must follow the requirements as to format and deadlines.
2. A lodge or member of an Oregon Elks Lodge may nominate a member to the Hall of Fame Committee for consideration. In doing so, the proposer may wish to discuss the nomination with their Officers and Past Exalted Rulers, however it is not recommended that the Lodge Vote on the nomination.
3. The Lodge or member making the nomination will prepare a brochure. (See section E and also review the attached sample brochure.)
4. All brochures must be submitted to the Hall of Fame Committee Chairman by **February 1st**. The name, address, and telephone number of the person that is submitting the brochure must be included.
5. The Hall of Fame Committee will meet and select the new members of the O.S. E. A. Hall of Fame. The Committee may select from the brochures submitted or select someone without a brochure who would, in the Hall of Fame Committees’ opinion, qualify for this honor. The selection by the committee will be made prior to March 15th.

6. The name or names of those selected will remain confidential. The presentation will be made at the O.S.E. A. Annual Meeting (Summer Convention) by the Hall of Fame Committee. Any deviation in who makes the presentation will be made by the Hall of Fame Committee. The Executive Secretary of the O.S.E.A. will be informed of the inductees for obtaining a suitable plaque or award.

D. CRITERIA FOR SELECTION:

Things considered in selecting members of the O.S.E.A. Hall of Fame.

1. Years of service to the Oregon State Elks Association;
 - a. Serving as a committee member
 - b. Serving as an officer
 - c. Attending O.S.E.A conventions as a visitor, delegate or guest
 - d. Giving of one's time, energy and resources to further the aims of the Oregon State Elks Association
2. Years of membership in the Order.
3. Contributions at the local Lodge level.
 - a. Outstanding service and leadership as an officer, committee member or volunteer.
 - b. Winning various State and/or Grand Lodge Awards for their Lodge.
 - c. Founding a lodge.
4. Grand Lodge participation:
 - a. Attending National Conventions.
 - b. P.D.D.G.E.R.
 - c. An officer.
 - d. Committeeman

E. FORMAT OF PRESENTATION:

The following format will be used in submitting a brochure for consideration. Failure to do so may disqualify a brochure.

1. The brochure should be bound in a cover holding 8 ½ x 11 inch paper.
2. Suggested pages are:
 - a. Page 1, a cover or title page containing;
 - Individual's Name
 - Candidate for the Oregon State Elks Association Hall of Fame, Submitted by
 - Name and number of the Lodge or person making the nomination including the address and phone number
 - b. Page 2, a picture of the candidate (colored preferred).
 - c. Page 3, the information concerning the candidate
 - Name, age and birthdate, if living.
 - If deceased, date of death.
 - Years of membership in the Order.
 - Years of membership in their Lodge or Lodges.
 - Offices held in their Lodge.
 - d. Page 4, Oregon State Elks and Grand Lodge activities.

- e. Page 5, other community activities concerning the candidate.
- f. Page 6, Lodge activities and personal information.

It should be noted that although the brochure's appearance should have no influence on the selection, an outstanding brochure may get the attention of those making the selection.

IMPORTANT:

All non-selected brochures will be returned to the one who sent them to the Committee after the convention. Do not ask anyone on the Hall of Fame Committee the names of those selected. It will remain a secret. The Hall of Fame Committee will notify the family of the nominee(s) or anyone else who must know of the selection. The brochures of those selected will be given to the honoree at the Convention.

Mail brochures to:

**Jim Martsfield, Chairman,
Hall of Fame Committee
6823 Rock Ledge Ct. NE
Keizer, OR 97303**

Sample Brochure

John /Jane Doe

*Candidate for the
Oregon State Elks Association
Hall of Fame*

Submitted by: xxxxx Elks Lodge

Prepared by: Name xxxxxxxx

Address xxxxxxxx

Phone xxxxxxxx

John / Jane Doe

*Provide a current color photo of the
nominee*

John / Jane Doe

John / Jane Doe was born on January 1, XXXX and is XX years old.

John was initiated into No name Lodge in May of XXXX. and has been a member for XX years. He was sponsored by his grandfather a PER of No name Lodge

John has been active in his Lodge for XX years. He has held several positions in Elkdom as listed below.

If deceased please provide date of death.

Lodge Offices Held:

- 1900 – 1901 Tiler
- XXXX – XXXX Inner Guard
- XXXX – XXXX Assistant Chaplain
- XXXX - XXXX Chaplain
- XXXX– XXXX Assistant Esquire
- XXXX - XXXX Esquire
- XXXX - XXXX Esteemed Lecturing Knight
- XXXX - XXXX Esteemed Loyal Knight
- XXXX - XXXX Esteemed Leading Knight
- XXXX - XXXX Exalted Ruler

Lodge Activities – See Page 6

John / Jane Doe

Oregon State Elks Association:

- 1900 – 1901 _____ Committee District Chairman
- XXXX – XXXX _____ Committee District Chairman
- XXXX – XXXX _____ Committee District Chairman
- XXXX - XXXX _____ Committee District Chairman
- XXXX – XXXX _____ Committee State Chairman
- XXXX - XXXX _____ Committee State Chairman
- XXXX - XXXX _____ Committee State Chairman
- XXXX - XXXX OSEA Officer
- XXXX - XXXX OSEA Officer
- XXXX - XXXX OSEA Officer

Grand Lodge Participation:

- XXXX – XXXX _____
- XXXX – XXXX _____
- XXXX – XXXX _____
- XXXX – XXXX _____

Member of Grand Lodge

Conventions Attended

Participated in Grand Lodge Ritual Contest
Member of the Elks National Foundation
Etc.

John / Jane Doe

Community Activities

Examples

Describe His or Her involvement with:

Community Committees
Board Chairman / Member
Other Charitable Organizations
Service Organizations
Youth Groups
Meals on Wheels
Etc.

John / Jane Doe

Activity within the Lodge:

- **Examples**

- Convention and Fall Seminars attended

- Lodge Committee Work

- Ritual involvement

- Lodge Charitable Work

- PER Association

- Volunteering outside of his/hers officer duties

- Lodge, State, and Grand Lodge Awards

- Etc.

Personal Information:

- Describe personal interest, family, hobbies, employment etc.