



# ASPEN ELKS LODGE #224

## BECOMING A MEMBER

Joining the Benevolent and Protective Order of Elks is an exciting opportunity to become part of a community dedicated to service, charity, and fellowship.

To be eligible for membership, you must:

1. Be at least 21 years of age.
2. Believe in God.
3. Be a citizen of the United States who pledges allegiance to and salutes the American Flag.
4. Be of good character.

## PROPOSER'S RESPONSIBILITIES

- It is the Proposer's responsibility to ensure completion of the application process and to provide all necessary mentoring and coaching to achieve a successful outcome for the Candidate and the Lodge.
- The Proposer is obligated to inform the Candidate on process and status and communicate what the Candidate should expect from membership in the Elks.
- It is vital that the Proposer helps the Candidate understand that the B.P.O.E. is more than a social club and is, in fact, an organization with deep and abiding commitments to community service.

## SUMMARY

1. Complete the attached B.P.O. Elks Membership Inquiry Form, "Pre-Application for Membership"
  - a. The Proposer must be a member, in good standing, of the Aspen Elks Lodge.
  - b. Additionally, two other Aspen Elks Lodge members who are in good standing and will function as references.
  - c. The Proposer shall return the completed pre-application and supporting documentation to the Lodge Secretary, who will forward to the Membership Committee.
2. "Proposal for Membership" Application
  - a. After the Pre-Application has been reviewed and approved by the Membership Committee, the Proposer will be contacted and provided a hard copy of an official Elks' "Proposal of Membership" trifold application at the interview process.
  - b. Follow all instructions carefully and ensure the application is complete and legible.

## THE APPLICATION PROCESS

1. B.P.O. Elks Membership Inquiry Form – "Pre-Application for Membership" Review
  - a. Along with the B.P.O. Elks Membership Inquiry Form "Pre-Application for Membership", a Candidate will submit:
    - i. A background check,
    - ii. Proof of residency (e.g., voter registration certificate, utility bill, and/or a current Driver's License, etc.); it is the Candidate's burden of proof regarding local residency.
    - iii. A brief cover letter from the Candidate detailing their desire to become an Aspen Elks Lodge member, their community involvement, volunteer history and anticipated commitment to the Lodge. In addition,

- iv. The Proposer will submit a brief cover letter detailing their involvement and volunteerism in the Aspen Elks Lodge, past or present, why the candidate will be an asset to the Lodge, and their support for the candidate.
  - b. The Membership Committee will review all documentation provided, in its entirety, and determine if the application should proceed in the process and continue to next steps:
2. Lodge Meeting
  - a. The application request will be presented at a regular Lodge meeting.
3. Interview / Investigation
  - a. The Membership Committee's Interview / Investigation Committee will review the application and conduct an interview with both the Proposer and Candidate.
  - b. A "Proposal for Membership" trifold application will be completed by the Candidate, in conjunction with the Proposer.
  - c. An application processing fee of \$250 is collected on date of interview, cash or check made payable to Aspen Elks Lodge #224.
4. Membership Vote
  - a. The Membership Committee will present their findings to the Lodge Members at a bi-monthly Lodge meeting.
  - b. The Proposer must be present, and a vote/balloting process will occur.
5. Orientation
  - a. If approved, the Proposer and Candidate will be invited to attend an orientation session, where the Candidate will learn about the Elks' charitable programs and initiatives. (If a Candidate wishes their family to join, the Elks Lodge welcomes their attendance.)
  - b. The practice and procedures for Initiation will be reviewed with the Candidate.
  - c. The Pro-Rated Membership Fee is required.
6. Initiation
  - a. The Proposer and Candidate will attend an Initiation ceremony when the Candidate formally becomes a member.

Once initiated, members enjoy full access to Lodge meetings, activities, and social events, becoming part of an especially important organization, whose members volunteer their time, ideas, and efforts, committed to making a difference in our community.

**PROPOSERS: IT IS YOUR RESPONSIBILITY TO FOLLOW THROUGH WITH THE PAPERWORK IN ITS ENTIRETY, AS THE MEMBERSHIP COMMITTEE WILL NOT VOLUNTEER THEIR TIME TO TRACK DOWN REQUIRED PAPERWORK FROM THE PROPOSER OR CANDIDATE; IN OTHER WORDS, THE APPLICATION WILL NOT PROCEED UNLESS ALL PAPERWORK IS DELIVERED IN ITS ENTIRETY AT ONE TIME FOR REVIEW.**

**To clarify, the following documents are required in one submission to the Lodge Secretary:**

- CBI background check,
- Proof of residency (e.g., voter registration certificate, utility bill, and/or a current Driver's License, etc.), it is the Candidate's burden of proof regarding local residency.
- Brief cover letter from the Candidate detailing their desire to become an Aspen Elks Lodge member, their community involvement, volunteer history and anticipated commitment to the Lodge. In addition,
- The Proposer will submit a brief cover letter detailing their involvement and volunteerism in the Aspen Elks Lodge, past or present, why the candidate will be an asset to the Lodge, and their support for the candidate.



# ASPEN ELKS LODGE #224

## B.P.O. ELKS MEMBERSHIP INQUIRY FORM “PRE-APPLICATION FOR MEMBERSHIP”

The Pre-Application must be completed by the Proposer, in conjunction with the Candidate, ensuring completeness and legibility.

The proposer shall return the completed pre-application hard copy to the Membership Committee through the Lodge Secretary. Slip documentation in its entirety under the office door or mailbox.

The Membership Committee Investigation Team will review the pre-application and supporting documentation, investigate the content, and present it to the Membership Committee at a meeting before the application process may proceed. After investigation and review by the Membership Committee, the Committee will contact the Proposer regarding next steps.

### **Please complete the following Membership Requirement:**

Candidate Name: \_\_\_\_\_

Candidate's Physical (Home) Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

The candidate **must be a FULL-TIME resident** in the Aspen Elks Lodge jurisdiction, which extends halfway to Glenwood Springs and may include the following zip codes: 81611, 81615, 81621, 81654, 81656. Proof of physical address is required and is the responsibility of the Candidate to provide current and verifiable information.

How long has the candidate lived in the jurisdiction of the Lodge? \_\_\_\_\_

If less than five years, please provide previous address: \_\_\_\_\_

For the following, in which State is the candidates registered? DL: \_\_\_\_\_ Voter Registration: \_\_\_\_\_

Has the candidate been a member of any other Elks Lodge? If yes, provide the Elks Lodge name and number:

\_\_\_\_\_

Is the Candidate (please circle):

- Over 21:                      YES      NO
- A Citizen of the US:      YES      NO
- Believes in God:           YES      NO
- Of good character:        YES      NO

**Please provide the following when returning the “Pre-Application for Membership”:**

- Copy of Background Check (<https://cbi.colorado.gov>). Please print PDF of confirmation page.
- Proof of Residency, e.g., Voter Registration Certificate, Utility Bill, and/or current Driver’s License, etc.
- A cover letter from the Candidate detailing his/her desire to become an Aspen Elks Lodge member, examples of community involvement, (civic, social, or fraternal), volunteer history within or outside the Roaring Fork Valley, Aspen Elks Lodge, etc., and anticipated commitment to the Aspen Elks Lodge.
- A cover letter from the Proposer detailing your involvement and volunteerism in the Aspen Elks Lodge, why your candidate will be an asset to the Lodge, and your support for your candidate.

If the above documentation is not provided in entirety, the application request will not proceed until the Proposer has followed through accordingly. Hard copy of documentation should be dropped off to the Lodge Secretary, under the door or the mail slot outside the office door.

**AS THE PROPOSER**, in good standing, by signing the below I certify that I have known the candidate for \_\_\_\_\_ yrs. and confirm he/she is a **FULL-TIME resident** of the Aspen Elks Jurisdiction:

Proposer’s Name: \_\_\_\_\_ Membership No. \_\_\_\_\_

Proposer’s Physical (Home) Address: \_\_\_\_\_

Proposer’s Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Proposer’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ADDITIONAL REFERENCES:** For reference purposes, please provide two additional members of the Aspen Elks Lodge #224 who personally know the Candidate:

Reference Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Reference Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_



## **VOLUNTEERING IS THE BACKBONE OF ALL ELKS LODGES!**

As Elks, we support community, veterans, and youth organizations. It is imperative that all members volunteer as needed for the events which benefit these groups.

Volunteering gives back to your community, aids those in need, increases your circle of friends, is a rewarding feeling, and enriches your life.

Elk's members are called upon to maintain the success of the various programs organized by the Aspen Elks Lodge. Below are examples of committees and events that benefit from each member's service:

### **Committees:**

- Veterans Committee
- Youth Committee
- Youths Drug, Alcohol and Mental Health Committee
- Scholarship Committee
- Sustainability Committee (Environmental)
- Membership Committee
- Civic Committee

### **Various Events:**

- Disabled American Veterans' Week – Winter Sports Clinic (DAV)
- Youth Committee Activities
- Shining Stars
- 4<sup>th</sup> of July Senior Luncheon
- Holiday Decorating
- Elks Ski Picnic
- Elks Summer Picnic, and
- Other Lodge Activities
- Kitchen Volunteers (There is always a need, and it is fun)

The Volunteer Committee uses an online application to allow anyone to sign up for a volunteer opportunity, provides notifications to volunteers regarding changes, and keeps track of volunteer hours. Also, the Lodge sends a weekly email to all members to keep everyone apprised for the upcoming week's events, in addition to the volunteer help needed.

Please sign up for an event, volunteer and think about joining a committee that interests you.

(Revised 7/1/25)