



ASPEN ELKS LODGE #224 Membership Application Process

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 their Candidate on process and status AND on what he/she should expect from a membership in the Elks. It is vital that the Proposer help the Candidate understand the B.P.O.E. is more than a social club and is, in fact, an organization with deep and abiding commitments to service.

Complete and Submit Pre-Application to Investigating / Membership Committee.

Committee will contact candidate to find out why they want to be an Elk and request a proof of residence (ie current utility bill, lease, et al) of the Aspen Elks Jurisdiction (81611, 81615, 81621, 81654, 81656)

Upon satisfactory review by Committee, Proposer will be contacted to come in to pick up an application packet. The Investigating/Membership Committee will be available approximately one hour before regular Meeting Night Dinners at the Lodge. **This is the only time** the Proposer may pick-up and/or submit application material and to become better informed on the application process.

Membership Guidelines, Volunteer Hours for Proposer and Candidate, Application, Application Fee and Criminal Background check are all part of the application process and must be completed prior to submitting to Investigating / Membership Committee. The completed packet may **only be turned in to the Investigating/Membership Committee during their scheduled office hour**, approximately one hour before regular Meeting Night Dinners at the Lodge. This is the only time the Proposer may pick-up and/or submit application material and to become better informed on the application process. Documents submitted outside this time frame will not be considered and will be returned to the Proposer.

When all completed forms have been submitted, the application will be reviewed by the Investigating/Membership Committee. Once approved the candidate will be read on the floor during a regular meeting.

Following the floor reading, the Proposer will be invited to a Meeting Night Dinner to introduce their Candidate. It is the Proposers responsibility to inform the Candidate and communicate with the Membership Chair in regards to attendance. The Proposer and Candidate will check in with the Investigating/Membership Committee no later than 6:15. Following dinner, the Proposer will be asked to introduce the Candidate to the Membership. The Candidate should be prepared to give a brief statement on their desire to become an Elk.

The Proposer or a Co-Sponsor must return to the next regular scheduled Lodge meeting for balloting of the candidate. The Investigating/Membership Committee will contact the Proposer to confirm balloting date. Balloting is not conducted when the Lodge has initiation scheduled. Upon a favorable ballot, the Candidate will become a "member in waiting" and shall be entitled to attend any Lodge event (except meetings) and have access to the Lodge during hours of operation.

Initiation after a favorable ballot is typically conducted within each quarter. Proposer and Candidate will be notified of this date. Proposers are not required to attend initiation yet the support of the Proposer is of great importance. The Candidate is required to attend a mandatory indoctrination meeting typically scheduled for the Tuesday evening before Initiation. Instructions will be provided to the Candidate by the Membership Committee.



Aspen Elks Lodge #224
Confidential Pre-Application for
Membership

INSTRUCTIONS

1. This pre-application must be completed and submitted to the Investigating/Membership Committee at a scheduled Membership hour before your candidate may continue with the application process.
2. Upon receipt of the completed pre-application, the Investigating/Membership Committee will review the pre-application and confirm with the Proposer to determine next steps.
3. This pre-application must be filled out by the PROPOSER with the assistance of the Candidate.
4. Return only the completed pre-application to the Investigating/ Membership Hour prior to each Lodge Meeting or via email: **Membership@aspenelks.org**.

PRINT LEGIBLY

Membership requirements:

21 years of age, US Citizen, good moral character, & belief in God.

Does your candidate meet these criteria? Yes__ No__ If no, application ends.

Candidate Name: _____

Home Address: _____

City: _____ Zip: _____ Phone: _____

Mailing address: _____

City: _____ Zip: _____ Phone: _____

Email: _____

How long have you known this candidate? _____

The candidate must be a **FULL TIME** resident in the Aspen Elks jurisdiction which includes the following zip codes: 81611, 81615, 81621, 81654, 81656. Proof of physical address is required.

How long has your candidate lived FULL TIME in the jurisdiction of our lodge?

If less than 5 years provide previous address. _____

In which state is the Candidate registered? Drivers License _____ Voter _____

Has the Candidate been a member of any other Elks Lodge? If yes, provide the

Name & Elks Lodge Number _____

Please list any other civic, social or fraternal organization to which the Candidate belongs?

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

1.

Name: _____

Address: _____

Phone Number: _____ Email: _____

2.

Name: _____

Address: _____

Phone Number: _____ Email: _____

As the proposer, by signing below, I certify I have known this candidate for at least one year and confirm he/she is a **FULL TIME** resident of the Aspen Elks Jurisdiction.

Proposer Name: _____ Membership #: _____

Email: _____ Phone: _____

Proposer Signature: _____ Date: _____