

MANITOBA ELKS FOUNDATION
WALKATHON COMMITTEE GUIDELINES

This Committee shall consist of two members of the Foundation appointed by the Foundation Chairman, two members of the Royal Purple appointed by the Royal Purple Association and the Foundation Secretary-Treasurer. Committee members will serve a two-year term with one Elk member and one Royal Purple member being replaced each year.

1. Meet with the Host Lodge as soon as possible after the Committee is named by the Foundation Chairman (Elks) and the Royal Purple Provincial Association, to review arrangements for hosting the event.
2. Keep a record of all minutes of any meetings held by the Committees or with the Host Lodge.
3. The Co-Chairpersons shall act as a liaison between the Committee and their respective Associations.
4. Send invitations, prior to Dec. 31st, to the incoming Grand Exalted Ruler, Supreme Honored Royal Lady requesting their attendance at the event.
5. Request that the Host Lodge arrange to publicize the Walkathon prior to and during the event by whatever means available.
6. Arrange for printing and licensing of the Walkathon raffle tickets and distribution and return of the same to lodges to be sold by their members. A record of where the tickets are sent is to be kept by the Committee.
7. Provide receipt books at the event to acknowledge monies received from the Lodges.
8. To insure that the necessary flags are available from the Provincial Associations and the Host Lodges.
9. Notify and send prizes to the winners of all the draws.
10. Do all the accounting necessary and arrange for the draw of prizes.
11. Work with the Host Lodge Banquet Committee to arrange head table seating.
 Suggestions for head table guests: keep things short and fewer speeches.
 Grand Exalted Ruler - Supreme Honored Royal Lady
 Provincial Presidents - Provincial Walkathon Chairman
 Host Exalted Ruler - Host Honored Royal Lady
 Master of Ceremonies
12. At the completion of the Walkathon the Secretary-Treasurer will send a report to all lodges and the Provincial Associations.

Requirements for Color Party: Flag bearers and flags

Elks Provincial Association Flag
Royal Purple Provincial Association Flag
National Charities Flag
Canadian Flag
Manitoba Flag
Royal Purple Host Lodge Flag
Elks Host Lodge Flag

Sergeant-at-Arms