

Tutelo Lodge #161

Strong Committee Application 2008

Please complete this form according to your performance as a Committee Chairman during the past year. Please note that points are subject to review by the VC of Committees.

Return this form to Parker Vascik at the November Lodge E.C. meeting. Valhallava@aol.com

REQUIREMENTS IN RED MUST BE COMPLETED. THERE IS NO POINT VALUE FOR THESE REQUIREMENTS; RATHER PROOF OF COMPLETION MUST BE ATTACHED.

Committees Scoring **525 points** or more will be given Strong Committee, while the highest score of those will be given Strongest Committee.

1. Total of 8 or more youth members of the committee. 1:
 - a. Attach names & contact info including email and phone number to the book of responsibilities **(100 Points)**
2. Total Adult and youth members of the committee beyond 8. 2:
 - a. Add 5 points each, up to 10 members extra. **(50 points)**
3. **Create or edit a book of responsibilities for the next Chairman. It should explain duties of the chairman throughout the year from your experience. If you have a previous book, attach that too.**
4. Committee Chairman present at Lodge Meetings. 4:
 - a. 5 points for chairman attendance, total of 10 meetings
 - b. 10 points per report, total of 10 reports. **(150 points total)**
5. **Inform Senior Lodge Officers of absence at any Lodge Function at least two weeks in advance, at least one week for Lodge Meetings.**
6. Committee Chairman meeting with Adviser and Committee Members. 6:
 - a. 50 points per meeting, up to 4 meetings **(200 points)**
7. Written Communication with Adviser or Committee Members. 7:
 - a. 5 points per e-mail or letter over 1 page. Copy all e-mails to VC of Committees and document all communication for review at years end. Max of 10 different documents **(50 points)**
8. **Complete the basic function of the committee as stated in the Membership Guide. Write examples of how this duty was fulfilled. (Attach explanation for credit)**
9. Attend an entire function-25 points per function **(100 points)** 9:
10. Any special accomplishments you feel deserve recognition but were not covered on this form. Attach an explanation of them. (up to **100 points**- do not put a point value)
11. Publish two article in the torchbearer relevant to the actions of your committee 11:
 - a. 2 articles, 25 points each. **(50 points)**

Committee Charman:_____ Adviser:_____