

2018 Operations Manual



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Operations Manual Overview

The purpose of this manual is to give the individual Noble, the various association, clubs, units and staff the basic requirements for the orderly operation of business for the Morocco Shrine Center. The manual is not all inclusive of the many functions Morocco Shrine is required or elects to perform. The authority of this manual is directed from the authority of the Illustrious Potentate. It is understood that any of the orders contained within may be changed from time to time provided notice is given by way of the Moroccan, by letter email, or at any Stated Session. It is also understood that if any part of this manual is found to be in conflict with the by-laws of Shriners international or the Morocco Shrine Center, only that section will be voided and all other sections shall remain in force until such a time as they shall be changed.

The Nobility is encouraged to recommend future changes and/ or corrections for next year's manual to the Chief or Assistant Rabban during this year. Said request should be in writing and submitted prior to September 15, 2018.

Chapter 1 - Morocco Shriners Overview

1.1 Organization

The Potentate of Morocco Shriners is the Chief Executive Officer and is responsible to Shriners International for the government of Morocco Shriners. With this responsibility comes the authority to implement these procedures and policies. The Board of Directors is comprised of the elected Divan with the Potentate as chairman and includes the Chief Rabban, Assistant Rabban, High Priest and Prophet, Oriental Guide, Treasurer and the Recorder. The Board of Directors operates the Center in accordance with bylaws of Shriners International and the bylaws of the Morocco Shriners. There are many other Nobles, both annually elected and appointed, involved in the governance of our Center. Of the numerous appointed Divan members, the First Ceremonial Master may attend the Board of Directors meetings and are assigned numerous responsibilities at the direction of the Potentate.

Numerous appointments are made by the Potentate to perform important functions for this Center and in direct support of our charity. These appointments are required to coordinate or supervise many activities. These appointments are listed in the annual Potentate's calendar.

In addition, several essential committees made up of Nobles are assigned by the Potentate to more effectively manage certain fraternal activities. Some of these committees function throughout the year on a continuous basis while some only exist for special one-time functions. Nobles who have a desire to serve on any of these committees should make themselves known to the Potentate and the Divan. This manual addresses the duties and responsibilities of several, but not all, of these committees.

Much of the fun and fellowship enjoyed by the Nobility, as well as the support of our charity, is centered on our many associations, clubs and units. It is recognized that these groups represent most of our working corps. They usually operate somewhat autonomously with their own rules and regulations, bylaws, leaders and funds. They operate, however, under the auspices of the Morocco Shriners and are directly responsible to the Potentate.

The leaders of these organizations must be highly cognizant of the responsibility entrusted to them. These organizations interact directly with the public, administer considerable fraternal and charitable funds and, as a whole, probably interact more closely with the Nobility than the Divan. The leaders of these organizations are essential to operations. Therefore, they are responsible for assuring that they and their organizations adhere to the guidelines within this operations manual.

1.2 Liability

Protecting Morocco Shriners against possible liability claims is specifically required by Shriners International by-laws and General Order #1 issued by the Imperial Potentate. The Morocco Shriners Insurance Committee is charged with reviewing the temple's insurance and liability needs and reporting their recommendations to the Divan and the Imperial Risk Manager. The responsibility of making certain that our shrine center is properly insured rests with the Illustrious Potentate.

We have a commercial package of insurance that protects Morocco Shriners for non-owned vehicles and

other exposures. No vehicle of any kind, motorized or not, shall be operated by a Noble or in connection with any Shrine activity without the approval of the Potentate. Our insurance protects the Morocco Shrine Center in the event you have an accident when you are coming to, going home, or participating in an approved shrine parade. Our policies only protect the interest of Morocco Shrine Center. We cannot add coverage to Morocco Shriners liability coverage that protects you individually.

As the owner or operator of a vehicle, you could be held legally responsible for any occurrence where you or someone who operates your vehicle has an accident. We strongly recommended you have your own personal liability coverage on non-registered vehicles. This is the only way you can protect your interests. Obtaining adequate coverage is the responsibility of the individual Noble. We recommend and encourage you to contact your own insurance carrier to discuss your individual liability needs. You should also make your carrier aware that your motorized vehicle will be used in parades on public right of ways and if it applies, in competitions.

Every vehicle or trailer used in a parade must display a “Parade Sticker” (Appendix A1). The Parade Sticker does not provide you with any insurance. The Parade Sticker is a tool used to aid the Parade Marshal, the Provost Guard, and the Colonel of the Motor Corps to quickly check which vehicles have met the requirements listed in this manual for authorization to participate in Potentate approved parades and functions. Each Morocco Shrine association, club or unit participating in any parade with motorized vehicles or trailers must submit a Parade Decal Request form to the office of the Recorder, (Appendix A2) listing each vehicle. This includes vehicles that are titled or owned by associations, clubs or units. Upon the purchase of the parade sticker, a Noble of a parade unit is entitled to participate in all Potentate approved parades and Potentate approved functions. The 2018 fee for a parade sticker \$30.00

Individual owners of registered vehicles must provide a copy of their personal liability insurance, current driver license and registration upon purchase of a parade sticker. All vehicle owners will sign an agreement holding Morocco Shriners harmless for damage to their vehicles, injury to themselves at any time, as well as injury to others while not in a Morocco sanctioned parade. If you are involved in an accident while going to, participating in, or coming from an authorized parade or function, report the accident to the nearest law enforcement agency. Supply to the responding officer any information he may need to complete his report but make no other statements to anyone else (except for what is required by law or your insurance carrier). Get the police report number or if none is filed out, a copy of the information about the other person or property involved in the accident. As soon as practical but within 24 hours, notify the Temple Recorder with your information and the police report number or other pertinent information. The Recorder will notify the Temple’s insurance carrier of the accident.

The Provost Guard has been instructed by the Potentate to permit no vehicle or trailer in a parade unless a current “Parade Sticker” is displayed. The Provost Guard will have parade stickers & form at all parades for purchase if needed. The lone exception to this parade sticker policy is a vehicle pulling a trailer. Over time, many different vehicles could pull the same trailer. Hence, the trailer must obtain the parade sticker.

It is critical that all association, clubs and units that own buildings or other property obtain property & liability insurance for those real properties. The Masonic Master Insurance Program is handled by Tompkins & Company, 1420 Harbor Bay Parkway, Suite #100, Alameda, California 94502. You may use a local agent within your group or contact the Morocco Recorder’s office for the Insurance Agent of Record. It is best that whomever you use be familiar with Morocco’s insurance coverage to prevent any gaps or overlaps in coverage.

All association, clubs and units who purchase insurance must purchase minimum limits of \$1,000,000.00 for bodily injury and property damage combined single limit. They must include other appropriate

coverage consistent with the attached insurance addendum as applicable to include the following as additional insured.

Special events such as the circus, rodeos and some other fraternal and charitable fund-raising events must have special liability insurance as they are not covered by the Morocco Shriners Master Policy. These special events must be cleared by the Potentate to ensure, among other issues, that adequate liability insurance has been obtained. The Morocco Shriners master policy covers normal fraternal functions. In order for the Morocco Shriners liability coverage to be in effect for covered events, the event must have the written approval of the Potentate. **In fact, all activities of associations, clubs or units must have the written approval of the Potentate or his designee.**

Those association, clubs and units who purchase insurance should ensure the insurance policies are for a minimum limit of \$1,000,000.00 and include the following: *Addendum "A".

Additional Insured

1. Name of association, club or unit
2. Morocco Temple Association, Inc. DBA Morocco Shriners
3. Shriners International, an Iowa Corporation
4. Shriners Hospitals for Children, a Colorado Corporation and all its affiliated corporations.

Send copy of insurance showing additional endorsements to: Recorder, Morocco Shriners 3800 St. Johns Bluff Road South, Jacksonville, Florida 32224.

Questions relative to insurance should be referred to the Recorder's office (904) 642-5200 ext. 17.

1.3 Morocco Shrine Membership

The need has never been greater to attract your worthy friends into Freemasonry. Our Grand Lodge regulations permit a Mason to furnish information about the fraternity to non-members. Informational pamphlets are available through the Grand Lodge office (904) 354-2339 or your Lodge Secretary. There is also a wealth of membership information on the Grand Lodge website, www.gflmason.org, the Shriners International website, www.shrinersinternational.org or the Morocco Shriners website, www.morocco Shrine.org.

Master Masons should be invited to join the Shrine. Although membership is not required in either the York or Scottish Rite, it is encouraged. Morocco Shriners members who are not members of one of the Rites are encouraged to consider becoming members of either or both of the Rites. Every Mason will benefit from receiving more light from the Scottish Rite, York Rite and the Shrine. Your good word and deeds in Freemasonry and the Shrine, 365 days a year, will create a good impression of our fraternity upon your friends and serve as an incentive for more Master Masons to join us.

Spreading the word to our friends, family members and co-workers should be easy and automatic. Remember, times have change and priorities have changed, but the Shrine is still one of the most prestigious and influential groups to belong to in the world. Tell people about it!

A petition to join Morocco Shriners should be easily accessible to every member. They are available at the Morocco Shrine office, at every association, club or unit, on our website and as Appendix B1. Two members in good standing of Morocco Shriners as recommenders must sign every petition for membership.

Fees for Initiation

Dues (first year) fees for Initiation into Morocco Shriners

Shriners International Initiation Fee	\$2.50
Dues	\$110.00
Hospital Assessment	\$5.00
Per Capita	\$30.00

Regular Membership

Candidates for regular membership must be a resident in the Morocco Shriners jurisdiction for at least six months or have a waiver of jurisdiction if residing in another Shrine's jurisdiction. The Recorder will apply for any necessary waivers. Members of the armed forces or diplomatic service stationed in Morocco Shriners jurisdiction do not have to meet residency requirements.

Candidates' petitions must be balloted on by the membership in accordance with our By-laws. Candidates elected for membership will be initiated or obligated at a Stated Meeting or Ceremonial Session, unless the Imperial Potentate grants a special dispensation.

A Noble who is a regular member of another Shrine organization may become a regular member by affiliating with Morocco Shriners. He must petition Morocco Shriners using Appendix B2 and obtaining a demit from his original Shrine Center. Appendix B3 may be used to obtain the demit. When the petition and demit are complete and submitted to the Recorder, the petition must be balloted on by the membership.

Associate Membership

A Noble may hold regular membership in only one Shrine temple but may also be an associate member of another. Any Noble of another Shrine organization may apply for associate membership in Morocco and, if accepted, thereafter hold associate membership subject to the provisions of this section.

Applications for associate membership in Morocco Shriners shall petition utilizing Appendix B4. They are subject to the same requirements as those affiliating, including jurisdiction, except that the applicant need not obtain a demit. Any application for associate membership must be accompanied by written evidence that the applicant is in good standing and eligible for a demit.

Upon election of an applicant for associate membership, Morocco Shriners shall notify the other Shrine organization of which the Noble is a member that he has associate membership, and thereafter he shall be considered an active member in both Shrine organizations. He will pay the hospital assessment fee (\$5.00) and per capita \$30.00 only to his primary membership, along with their dues.

Suspension of a Noble holding associate membership for non-payment of dues to the Morocco Shriners shall not affect his membership in the organization to which he first belonged; but his suspension for non-payment of dues to the first Shrine organization shall ipso facto cause his suspension from Morocco Shriners. His suspension for any other cause or his expulsion from either Shrine organization shall ipso facto cause his suspension or expulsion from the other organization. Immediate notice of his suspension or expulsion by either organization shall be given to the other and to the Imperial Recorder.

Election of an associate member to Life Membership in one Shrine organization does not constitute his election to Life Membership in the other.

An associate member shall have all the rights and privileges of membership in both organizations He can hold office in clubs, units and organizations with the Potentates permission.

Associate membership is terminated by non-payment of Morocco Shriners dues, by voluntary resignation upon payment of all indebtedness, assessments and voluntary obligation to Morocco Shriners by the associate member or, by expulsion or death.

Life Membership

Life membership in this temple is governed by the bylaws of Shriners International. Life membership exempts the Noble from the Morocco Shriners annual dues. With a life membership, the Noble still must pay his annual hospital assessment fee of \$5.00 and the annual Imperial per capita tax of \$30.00

Permanent Contributing Membership (PCM)

A Noble may pay a one-time fee of \$150.00 which will pay the hospital assessment fee included in his annual dues notice for life, which is tax deductible.

Life per capita

A Noble may pay a one-time fee of \$900.00 which will pay the annual per capita included in his annual dues notice for life.

Retention of Membership

There are situations when members must be suspended. When a member is suspended for non-payment of dues he must make written application for restoration provided that he still meets all the prerequisites for membership. Appendix B5 may be used for this purpose. Fellow Nobles should take the time to ask Nobles who have become suspended why they are no longer involved. Maybe all they need is a little encouragement. These men are valuable members and trusted friends with whom we have a special connection. That is not something to take lightly.

If a Noble loses membership in his Blue Lodge, for any cause, he loses his membership in Morocco Shriners until restored to good standing by his lodge whereupon he must make written application for restoration using Appendix B5. A Noble must be current with his Blue Lodge dues and Morocco Shriners dues, to be a member of any association, club or unit.

Chapter 2 - Morocco Shrine Center Operations

Although this manual does not cover the policies and procedures utilized to operate and administer the physical facility, property and equipment of the Center, the Nobility has a major impact on the many revenue sources required to fund operations. The Nobility should be aware of the need to raise the income necessary to fund its day to day operation. The Nobility are further encouraged to become familiar with the approved operating budget. With an understanding of the operations and the budget, the leadership can effectively encourage the Nobility to actively support and participate in the many fund raisers and activities required to maintain our facilities.

2.1 Auditorium Operations

Although many fraternal activities are conducted throughout our facility, the main auditorium, dining room, meeting rooms and lounge represent a major source of revenue to our Center. Without this revenue, we could not maintain our beautiful facility without a substantial increase in membership dues. The Nobility should be tolerant of the few inconveniences encountered when renters occupy portions of our facility. Further, the Nobility should avoid areas of the facility that are occupied by renters.

2.2 Activity Building Operations

Group use of the auditoriums (1st and 2nd floors), lounge and kitchen must be reserved through the Morocco Shrine Recorder's Office. Guidelines for the operation and maintenance of the Activity Building are delineated in Appendix C1.

2.3 RV Park

The RV Park is available to the general Nobility and visiting Shriners ONLY. Most spaces are rented with full hookups and some spaces are available for RV storage without hookups. The first 34 RV parking spaces are for regular temple renters. The remaining spaces are rented on a monthly, weekly or daily basis. RV space rentals are handled through the Recorder's office. Park regulations/rates are listed in Appendix D1 and D2.

Chapter 3 - Morocco Shriners Associations, Clubs, Units and

Organizations within Morocco Shriners are of three types:

- Clubs are organized by geographical location and serve to unite and promote Shrinedom among Nobles within its geographical area.
- Morocco Shrine Units are organizations formed to participate in parades. When parading they represent our fraternity to the public and publicize our philanthropy.
- Associations are organizations of Nobles usually practicing a common interest or activity who also promote Shrinedom. Their activities often overlap since they all promote the fun and fellowship of our fraternity and support of our philanthropy.

All of these organizations operate under the auspices of Morocco Shrine the Illustrious Potentate and, as such, and in accordance with Shriners International, all members are subject to the bylaws and regulations of Morocco Shrine whether they are members of Morocco Shrine or another Shrine organization.

3.1 General Policies on Activities

No function shall be held at any time that will conflict with an official function for the general Nobility. Exceptions to this policy shall be at the discretion of the Potentate.

Organizations that have rooms in the Activity Building of Morocco Shrine Center shall not be involved in any event during the time of any official function. **All rooms shall be closed.** Exceptions to this policy shall be at the discretion of the Potentate.

Organizations in Morocco Shriners shall not have a function concurrent with an official function without the approval of the Potentate.

Business meetings of any organization, its committees, organizations or groups shall not conflict with any official Shrine function.

Dates of official functions at Morocco Shrine Center are published in the Moroccan newspaper, the Potentate's Calendar, and/or via email notification.

The officers or members of any Shrine organization shall not participate as a group in any matter affecting Morocco Shriners as a whole without the approval of the Potentate.

Organizations shall obtain permission of the Potentate of Morocco Shriners through the Oriental Guide to promote any fund raising program or any business activities outside of regular fraternal business. Detailed procedures for fund raising are in Chapter 4 of this manual. Fund raising requests shall be in writing, signed by the president or head of the association, club or unit and submitted the Oriental Guide at least two weeks prior to the announcement of the event. You can submit your request electronically by emailing them to info@moroccoshrine.org. Failure to obtain this permission shall be just cause for cancellation of the planned activity, a reprimand to the officers of the organization by the Potentate, revocation of the charter of that organization, suspension or such other actions as may be deemed appropriate by the Potentate and/or Board of Directors.

3.2 Officer's Responsibilities

The President, Captain, etc. - As the elected senior officer, he has assumed a large responsibility. He is the head of a business whether he realizes it or not. He is responsible for the action and activities of the organization's membership. A Shrine Club President is also responsible to the Potentate for the actions and activities of any sub units operating in his club. The Potentate must look to him for compliance of requests, laws and procedures imposed on his organization by the Morocco Shrine or Shriners International. He, in turn, must rely on the integrity, ability and talents of his officers to accomplish these actions.

His ability and skill in conducting the meeting of the organization *will* determine the success of that group. Long, unskillfully handled discussions get out of hand easily and extend the overall business session to a point that is boring. People lose interest fast and nothing can cause attendance loss quicker than long boring monotonous meetings.

He should conduct meetings in accordance with the Roberts Rules of Order, which are used by Shriners International and Morocco Shriners, unless otherwise specified by the organization's bylaws or the bylaws of Morocco Shriners.

When presiding at a meeting he should have available a copy of the organization's bylaws, charter, an agenda for that meeting and a list of business items to be accomplished during the meeting. By checking off these items as they are completed, the presiding officer will facilitate the program and prevent breaks in the proceedings looking for what to do next.

At meetings where ladies and non-members are present, try to keep the business matters down to the basic essentials and dispose of them with speed and finesse. Handling meetings in this manner will gain the presiding officer respect for his ability and will generate a friendlier mood for the attendees. These considerations will make the ladies and guests more amenable to coming back time after time when they know they are not going to be bore with a lot of dry talk. Remember, the ladies and guests are most important to our organization and can be a strong factor in helping our great Fraternity grow. Treat them accordingly.

A good Program Chairman is suggested. He should try to have speakers or other entertainment lined up several weeks in advance and has an adequate substitute program available in case something prevents the originally scheduled program from taking place.

Recognition of Masonic and Shrine dignitaries is important. Someone in the organization should be designated to greet dignitaries and visitors and make sure that they have a place to sit comparable to their position. This greeter should also note their names, position and their ladies' names. Give this to the presiding officer and point out where they are seated.

Those individuals and groups that helped put on the function should also be recognized. This is important to them and to the organization because they are more likely to take on the same similar operation at another time when they know that they are appreciated for doing a good job.

Never forget to open and close a meeting with a prayer and never forget the Pledge of Allegiance at the opening.

When a member of the Divan or Appointed Divan is present at your meeting, be sure that you afford him the honor of his office. If one of the Potentate's Aides or an Ambassador is sent to your organization to act for the Potentate, seat him so that he can get to the speaker's stand with minimum disturbance to other guests.

A President should rely on his officers. Let them know what is expected of them and what they can expect from the President. It should be remembered that the officers and members are Masons and all of the members and visitors should be treated with courtesy and respect.

The success of any organization depends upon the activity of its committees. The following techniques for effective committee functioning are provided and strongly recommended.

In considering the appointment of any members as chairman of a committee, the following qualifications should be considered: Willingness, Ability, Leadership, Experience and Interest in a specific task.

The qualifications for the appointment of committee members are much the same as those for the selection of a Chairman, but the President would do well to consult with the Chairman he has appointed.

A Committee Chairman will appreciate this consideration and his advice as to the Nobles with whom he would like to work will result in the formation of a strong committee, which will function as a team.

Most importantly ensure the Chairman understands the precise scope, objectives and goals of the committee, time allotted to complete the committee assignment, the budget, the authority of the committee and the reporting requirements of the committee. Regular committee meetings are recommended and the President should closely follow the progress of the committee.

Whenever a committee is not properly functioning, determine the cause for the lack of activity and suggest methods of correcting it. If, in spite of this assistance, the committee still fails to function or the chairman or member prove hopelessly inactive, a change of personnel should be made by the President. However, such a change requires great tact and firmness.

The Vice President(s), Lieutenant(s), etc. - it is the duty of the Vice President to preside at organization and board meetings in the absence of the President. Therefore, he would be in close touch with all phases of operations. The President will find many opportunities for the use of the Vice President in carrying out the administrative functions for the office of President. He may be used in an advisory capacity in committee work, as well as many other helpful roles. It is recommended that Vice President(s) become heavily involved with the activities of the organization in preparation for high office and more responsibility.

The Secretary - the relations between the President and the Secretary are of necessity almost constant. A delinquent or deficient secretary can seriously cripple an organization. The secretary is a vital point of contact between the organization, its members and Morocco Shrine officers. The Secretary should share with his President any communications that he receives so that the members may be fully informed on all administrative matters.

Nobles who have the position of secretary often have more tasks to perform than any of the other officers in the organization. He is the keeper of the archives, the continual written history of the activities of the organization. He must keep minutes of meetings and answer inquiries. The Secretary keeps an alphabetical membership file, which includes the members' names and contact information, and indicates receipt of their dues when paid. He must send to the Recorder a copy of this file by January 31st. Much of the correspondence with the Morocco Shrine officers and with other organizations originates from the Secretary. Correspondence sent from any other officer or members should be sent via the President and a copy must be provided to the Secretary for his files. Unless this is done, his records will be incomplete which can often be a disadvantage to the organization when proof of some action is required.

The Treasurer - records, deposits and disburses all funds. It is recommended that all disbursements require two signatures. The Recorder receives all monies and the Treasurer records monies derived from dues, donations, earnings and fund-raising activities. These monies are then deposited in the official

depositories.

The Treasurer maintains the general ledger. This should be a permanent ledger in which the daily transactions are recorded and available for review by the membership of the organization. The ledger will indicate receipts and disbursements categorized by the chart of accounts specified on the ledger provided by the Morocco Shriners Treasurer, Appendix E1. All transactions must be categorized into one of these accounts and all transactions are to be recorded. The general ledger should also indicate the deposits and disbursements of bank accounts. Appendix E2 is a filled-out sample of monthly ledger provided by the Morocco Shriners Treasurer to all organizations for use as a general ledger. If an organization uses off the shelf accounting software to keep their financial records and general ledger these organizations must use the revenue and expenditure account structure specified on Appendix E1. Organization checkbooks shall be reconciled monthly with the bank statements. All financial records shall be retained by the Treasurer for a minimum of seven (7) years.

The Treasurer will prepare a financial statement for presentation to his membership at stated meetings. The Treasurer will further prepare and submit certain reports listed in paragraph 3.7, Reporting Requirements, of this Section.

Audit Committee - one committee that is very important to an association, club or unit is an audit committee. It is the duty of the current president to appoint an audit committee to audit the books before the new officers take control. This should be done in November either before or immediately after elections and before any of the officers are sworn in. All books and records will be certified that they have been audited and are in good order before any officer for the new year is sworn in.

Board of Directors - A Board of Directors may be designated to govern the organization and usually consists of elected Nobles. When a Board of Directors governs the organization, only a minimum of business need be brought to a regular stated meeting, the elections of officers, directors and amendments by the bylaws, including change of dues, are some matters requiring such action. The board and committees, however, should can on the great bulk of the business, cooperatively. The specific duties of such a board should be delineated in the organization's bylaws. All By-laws must conform to the template as mandated by the Imperial Council.

3.3 Guidelines for a Good Meeting

Start on Time -- Shriners is busy men and nothing will destroy enthusiasm for attendance more than wasting time in getting started. Furthermore, always starting on time tends to create the habit of punctuality upon the part of the members.

Follow a standard opening procedure - After the President raps the gavel, the Pledge of Allegiance should follow the invocation. As the Members resume their seats, the meal or meeting should begin.

Preside with enthusiasm and snap - the general spirit of the meeting is determined by the manner of the President. He should create an atmosphere of authority, goodwill, courtesy and dignity in everything he does.

Make definite plans for developing fellowship during the meeting - plan occasionally to interject some good humor but keep it in good taste. Enlist the assistance of your committees on programs and hospitality.

Use other members to handle specific items of the agenda - consider introduction of guests, announcements, introduction of speakers or other feature entertainment. Keep their comments brief, supply just enough information to accomplish the task. Thanking the speaker or entertainment is always

appropriate. Consider a certificate of appreciation or a small gift.

Have a special feature - music or otherwise whenever possible - plan for such a feature and schedule it in the agenda. Allocate a specific time for it and hold to that time.

Close on time - Remember, many of your members may have other commitments following the meeting.

Be sure the meeting leaves a favorable impression upon all in attendance - the inspiration and knowledge gained from the program and the fun and fellowship of being together can be welcome relief from the normally busy routine of the day. Above all, keep everything in good taste and don't bore the members to death.

3.4 Protocol

General - Shriners International sets forth the specifics governing fraternal events. The suggestions on the following pages are compiled directly in accordance with Shriners International directives. Generally, protocol embraces the rules prescribing the social etiquette to be observed at all Shrine social events and functions.

Conformity with these rules minimizes the chance of being confronted with an awkward situation. Aside from the fraternal considerations, there is the important possibility of having a non-member or public visitor present. The Shrine will benefit if your visitor is convinced that he has been invited to a dignified and friendly occasion.

If the leaders of the Morocco Shriners organization become familiar with and apply the rules of Shrine Protocol, they will add to the Shrine tradition of dignity, elegance and decorum. There is no social event too small or hastily organized that would warrant departure from the fraternal courtesies outlined herein. A conscientious effort and a few moments of time will preserve and strengthen our tradition of exceptional fellowship and courtesy. The chairman of every major social event should have access to this outline so that he may properly plan those parts that require protocol attention.

Invitations - Unless otherwise directed by the Potentate, all invitations are to be sent directly to the home address of Divan members. The Potentate's social calendar often changes, and he should be contacted personally regarding his attendance at an event or any change in a scheduled event. Make sure to have the dress included for the event, (coat and tie, or casual) a phone number and address to RSVP.

You are the host - when an organization invites the Potentate or Divan members (and their ladies) to an official visit or a social event, the host group is expected to furnish dinner and refreshments.

A Shrine social event is not a conference or business occasion. Your guests have come to share a good time. Do not discuss activities or projects that are unrelated to the event at hand. Save the business matters for business meetings, conferences by appointments, correspondence or board meetings.

When receiving guests be sure to appoint someone to be on the lookout for your Divan, guest or guests when they arrive. Appoint or delegate someone who knows the visitors to escort them during the social hour and introduce them to others.

The same applies to a first-time visitor, a member of another association, club or unit, or a new member of your organization who has attended two or less meetings. He needs and deserves some "escort courtesy". Appoint a special Reception Committee that enthusiastically greets everyone. Not all Shriners are extroverts, and some may need more attention than others. The man who comes alone, sits alone, and leaves alone has probably made his first and last appearance. Make your club a warm, happy, enthusiastic

and friendly place for your visitors and members.

Seating Arrangements - Except as the Potentate directs, attempt to follow the diagrams on Appendices F1 and F2 for the proper seating sequence at occasions when the Divan visits. Shrine Protocol dictates that the Potentate is to be seated at the head table as well as the Elective Divan; if space permits. Place cards are recommended at the head table positions for all functions.

Introduction - when introduced the Potentate is referred to as Illustrious Potentate, then his name, the second time he is spoken of or referred to, he is addressed as "Illustrious Sir". Past Potentates are introduced as "Illustrious Sir John Doe, Past Potentate".

All Divan members are introduced as "Noble John Doe", title or office of the Morocco Shriners unless he is a Past Potentate than he is introduced as provided for above.

Potentate- when the Potentate is your visitor, he is introduced LAST and may be asked to introduce his official party. Only the Illustrious Potentate should be scheduled to address the gathering. He may be queried in advance and may decline or he may appoint another to speak. There should be no other speeches after the Potentate has been introduced except the introduction of the entertainment or scheduled program. When the Potentate, as his official representative, assigns a Divan member, the same protocol is followed as would be in effect for the Potentate.

When the Potentate is introduced, all Nobles should stand in respect for the office and be seated when he gives one rap of the gavel or requests those present be seated. Ladies remain seated at all times.

The Ladies -- Nobles are introduced as follows when accompanied by their ladies: "Noble John Doe, Past President of the Beaches Shrine Club and his Lady Betty". The Potentate or ranking Divan member will introduce the ladies accompanying the Divan members; Past Potentates and Aides.

Masonic Order Dignitaries - Grand Lodge officers (District Deputy Grand Masters, etc.), Scottish Rite officers, York Rite officers or other Masonic organization officers present should be brought to the Potentate's attention immediately. While such visitors are not necessarily head table guests, they should be recognized during introductions. Masonic dignitary visitors are introduced just before the ranking Divan member.

Time to go home - Your Divan visitors may be among the first to leave because more often than not they may be on their way to another event, may have attended or will be attending several other events or may have a long trip home. The officer or member appointed as an escort can help the visitors leave without apparent haste or urgency.

Other Basic Rules of Protocol - the Potentate and Elected Divan are members of all organizations by virtue of their office and should always be a guest of such an organization for the Official Visits, Officer Installation or special events they attend. Unless the Potentate states otherwise, invitation should be sent to the home address of the Divan members invited to these official events. However, it is understood that all organizations are not large enough to accommodate the entire Divan and may only invite Divan members in seniority order down to a certain level. In that case, any attending elected or appointed Divan member not officially invited would pay their own expenses.

Extend Past Potentates the courtesy of reserving seating for them and their guests as near the head table is possible.

Invitations, brochures or any other form of printed materials bearing the mention of "liquor, cocktails, and alcoholic beverages" and the like are prohibited. Refreshments, social or attitude adjustment hour or

similar phrases may be used.

Shriners International has adopted the Fez as the exclusive type of head covering to be worn by all Nobles when appearing as such. This means that all Nobles are encouraged wear their fezzes at stated sessions, ceremonials, Shrine parades, caravans, special Shrine events and any other Shrine related activity unless otherwise directed by the Potentate. The Shriner's fez **shall never** be worn in any company, public gathering or place in which you would decline to introduce your mother, wife, sister or daughter. Remember also, that part of your obligation that reminds us that when we place the red fez of a Shriner upon our heads we are symbolically tying the lambskin apron of a Master Mason around our waist. No other person is ever allowed to wear your fez at any time.

Suggested agenda for official visits and/or installation of officers:

- Call meeting to order punctually
- Invocation by Chaplain or previously selected person
- Pledge of Allegiance by previously selected person
- Introductory remarks by Presiding Officer
- Dinner (while guests are finishing their meal make any acknowledgements or announcements)

When meal is completed:

- Introductions of other visitors and dignitaries and their ladies (check with Potentate's Personal Aide to determine if he wishes to introduce any special visitors), officers and their ladies.
- Introduce Potentate who will introduce his official party.
- Conduct any organization business (organization business should be kept to a bare minimum)
- Presentations
- Turn meeting over to the Potentate for his comments
- Potentate installs officers (the Marshal, designated by the Potentate, will present the officers-elect for installation)

The Potentate will return the meeting to the Presiding Officer

- Award door prizes
- Closing announcements
- Close meeting with Benediction
- Dance or entertainment

Flag Protocol - at Shrine functions and meetings the American flag at the Potentate or speaker's right as he faces the audience. It doesn't matter whether the flag is behind, alongside, or in front of the speaker, on raised platform or not; it should always be to his right.

When in parade or precession, the flag of the country in which they are being paraded should be either on the marching right; that is, the flag's own right or, if there are a great number of other flags, it may be in front of the center of that line.

Other flags which the Shrine may wish to parade should be in a line immediately following national flag in the following marching order, beginning on the right: state or provincial flag, Morocco Shrine flag, Imperial Potentate's flag, Past Imperial Potentate's flag, other flags.

One of the most common violations of international flag usage is the dipping of national flags at reviewing stands, during the playing of the National Anthem and other occasions. **National flags should never be dipped to any person or thing.** However, all other flags should be dipped as a mark of honor.

When in front of Shrine buildings, the national flag is flown from separate staffs of the same height and the flags should be approximately equal size. The flag of the country in which they are being displayed should be in the position of honor on the extreme right, that is, a person's own right as he faces outward to the building's front entrance. When a nation in which the flag is displayed proclaims that its flag should be flown at half-staff, it would be improper to fly the other flags at full staff; therefore, the flags should not be flown during that period.

3.5 Procedures for the creation of Associations, Clubs and Parade Units

Units - The interested Nobles must make a written request to the Potentate. This request should also have a petition signed by all Nobles requesting to form the unit, along with their addresses and telephone numbers, a list of the proposed officers and a set of the proposed bylaws. **All proposed by laws must follow the template recommended by Shriners International (see the Recorder for details).** If motor vehicles are part of the proposed unit, the Colonel of the Motor Corps also will review the petition, inspect said vehicles and counsel prospective officers concerning insurance and parade rules. The Colonel will forward his recommendations to the Potentate. The Recorder and the Morocco Shriners legal counsel will also review these documents and make recommendations to the Potentate. Finally, the Board of Directors, as a regular order of business, will consider the matter.

Associations/Shrine Club Units - all of the above.

Associations/Shrine Club Parade Units - These Units use the same procedure used by an Association/Shrine Club plus written documentation of the Shrine Club or association's approval. The unit size shall be limited to not more than fifteen (15) percent of the association/club size and not less than five (5) members. Association/Club parade units must recognize they are subordinate to the Association/Shrine Club President and all their activities must be approved by the Association/Club President who, in turn, must get approval from the Potentate. Any requests for conducting fund raisers or non-sanctioned parade participation must be approved by the Association/Club President, have his signature and be forwarded to the Potentate for approval.

Association/Club parade units whose membership falls below the minimum requirement or who no longer actively participate in parades shall be dissolved. Any request to reactivate a parade unit must be submitted as an original request.

3.6 Motor Corps

The Motor Corps is comprised of all the riders of motorized equipment in Morocco Shriners. Their mission is to bring visibility to and promote the Morocco Shriners and Shriners International to the general public through parades, drills, and competitions. The Motor Corps promotes active membership in the group, promotes fraternalism, and good fellowship among the Nobles of the various motorized units. The Motor Corps coordinates and encourages joint cooperation between units in the exchange of ideas, fund raising projects, and other activities that add value to the member units, to the Morocco Shriners, and the Shriners Hospitals for Children.

The Colonel of the Motor Corps is in charge of all motorized units and equipment and will implement the wishes of the Potentate and the rules of Morocco Shrine concerning motorized units. He will advise units or individuals of directives of the Potentate or Parade Marshal concerning equipment, parade procedure, or infractions. He will assist units with matters concerning insurance requirements and he will assist with

units that are below strength to help them become a better and stronger unit.

3.7 Pilgrimage Committee

This committee is made up of members of the Morocco Shriners. They are responsible for raising funds for pilgrimages and administering approved pilgrimage of the Morocco Shriners. The committee operates under a set of committee rules approved by the Potentate which are available to its member through the Pilgrimage Committee. Funds raised by the Pilgrimage Committee are designated to be used only for pilgrimages of Morocco Shriners Pilgrimage members or specified purposes approved by the Potentate.

3.8 Reporting Requirements

Each Morocco Shriners association, club, and unit must submit a report to the Morocco Shriners Recorder of their elected officers for the ensuing year not later than **December 1st of the previous year**. Use Appendix G1 for this report. Officers of these organizations must be regular members of Morocco Shriners. Any Shriner in good standing with any temple can hold office with the approval of the Potentate

Each Morocco Shriners association, club and unit must submit the report of their revenues and expenditures monthly to the Morocco Shriners Recorder as delineated in paragraph 3.2. Monthly reports must be submitted even if there is no activity. Association/club parade units should submit their report via their association/club officers.

Each Morocco Shriners association, club and unit must submit a year-end financial summary report. Submission of this report is required as soon as possible after December 31st but no later than March 1st of each year. Associations/clubs parade units must submit their year-end reports to their club treasurer in time for him to incorporate the reports into one submission for the club. This timetable is required in order for the Morocco Shrine to meet its federal tax filing requirements. Use Appendix G2 for this report.

The Morocco Shriners association, clubs and units should keep financial records on file for seven years. It is also the responsibility of each Shrine association, club and unit to ensure that their bylaws are current in accordance with Morocco Shriners and Shriners International.

3.9 Parades and Appearances

Shriners in parades are one of the most important and useful public relations activities available to our fraternity and our charity. Therefore, the attendance of Morocco parading units in shrine and civic parades is highly encouraged. We must be aware that we are very visible to the public while on parade and must comply with the procedures set forth in this chapter. It is also recognized that parading units also promote the fun and fellowship we seek in our fraternity.

The Potentate designates a number of parades each year. These parades require all Morocco Shriners association, clubs and units to participate unless excused by the Potentate. Those units who fail to abide by this policy or who simply fail to attend other scheduled parades will be asked by the Potentate to explain their non-attendance to ascertain if they need assistance to improve their attendance. Continued non-attendance will be cause to consider revoking their charter as a parade unit of Morocco Shriners.

The Potentate of Morocco Shriners is responsible for the action of all Morocco Shriners in all parades and public appearances. The uniform organizations of Morocco Shriners may appear on the street or in any public place only with the express approval of the Potentate. Under no circumstances shall the members of Morocco Shriners be rewarded or compensated for public appearances or participation.

The Parade Marshals and Provost Guard have been appointed by the Potentate to see that guidelines are enforced at all parades. They are also responsible to see that no vehicle is permitted in a parade that is not displaying the proper parade sticker and that all participating units abide by parade rules.

The Potentate, Parade Marshals and parade unit officers will be responsible for the conduct of their units. No movement or stops will be permitted that could create gaps longer than the specified distances between units.

All units shall proceed at all times in a straightforward manner. Circling will be permitted only if the circle will move forward. Most of our parade gaps are caused by a unit remaining stationary while circling, then dashing forward to catch up. This causes every unit behind has to speed up in order to catch up. There are many ways for a unit to cause a unsightly gap. So many times, it appears that a certain unit has caused a problem when it may not be true.

Sirens of every kind are prohibited. They cannot be mounted or attached to any motorized vehicle even if disconnected or covered. No colored or flashing lights except tum signals lights are permitted. The restriction on colored lights does not apply to floats or where they are used for signs or other similar uses.

Motorcycles, scooters, and other motorized vehicles shall obey local laws regarding speed, prudent operation and the use of helmets instead of fezzes. Nobles participating in parades shall wear fezzes except that two and three wheeled vehicle riders may wear helmets for safety. Any other headwear must be approved by the Potentate in writing with a copy provided to the Parade Marshal.

No association, club or unit in the jurisdiction of Morocco Shriners shall acquire, use or sponsor the use of any motor vehicles other than those of street legal design and properly insured without the written consent of the Potentate with a copy provided to the Parade Marshal.

When any vehicle is approved and being used by parade units, they must maintain formation and be kept within the line of march. They shall in no event be driven nearer than five feet off the curb or off onlookers observing the parade. This prohibition does not apply to vehicles engaged in maintaining open streets. The Parade Marshal has the authority to accept or reject a unit's participation in a parade. The Parade Marshall usually permits a motor vehicle to participate in a parade when it has a parade sticker and carries proper parade signs to make it a parade vehicle.

Unless approved by the Potentate, only the police escort, dignitaries and distinguished guests, and Shriners are permitted in Shrine parades.

No beverage, alcoholic or otherwise, is permitted to be consumed during a parade whether you are parading or watching the parade when dressed as a Noble with fez.

No impersonations of ethnic groups, females or political figures are allowed in parades. No animals or pets are permitted.

Conversation with the public is discouraged.

No demeaning display or discharges of firearms of any type, or other items that may be considered

in poor taste are permitted.

No motor vehicle shall be driven into the lobby of any hotel or other building, or part of a building where motor vehicles are not customarily driven.

Shrine Hospital patients may appear in Shrine parades only if they are in a vehicle that carries signs showing them to be Shrine Hospital patients.

Unit officers are admonished that the cruising on non-street legal vehicles, particularly at night, is not generally in the best interest of the Shrine.

When any parade unit is to perform in a scheduled parade at Imperial, Southeastern conventions, registration fees are required to be paid to the respective convention by each participant. If a member is not registered with the respective convention, he will be prohibited from participating in competition or participating in convention parades.

The Potentate will not allow individual Nobles, not a member of an established unit, to parade without prior authorization.

The Potentate may inform the Colonel of the Motor Corps of a minimum number of vehicles from a motorized unit that he wishes to be in a parade. If a unit does not have the minimum number they will be asked to participate by watching, not riding.

Non-sanctioned parades - if a parade is not listed in the Potentate's calendar it is a non-sanctioned parade. A written request must be submitted; at least two (2) weeks prior to the parade, using Appendix H1 to obtain permission to participate in the parade and the parade must not in any way conflict with any Morocco Shriners functions.

All requests will be reviewed and forwarded with a recommendation to the Potentate by a designated Divan member, normally the Oriental Guide.

Civic Parades - Units participating in non-Shrine parades may do so only with approval from the Potentate. These parades are usually also non-sanctioned and use the same request procedure. Should the parade requested be in another Shrine jurisdiction, the Unit would also need the permission of that Potentate via Morocco's Recorder. Practice good Shrine etiquette when parading in non-Shrine parades. Do not allow non-Shriners to participate with your group and follow the protocol set up by the host sponsor of the parade.

NOTE: At the Imperial Session in 2012, it was approved that: **In civic parades, Nobles, their ladies, and children may participate, WITH THE APPROVAL OF THE POTENTATE, so long as their ladies and children participate only as passengers in non-performing, non-competing vehicles with no less than four wheels.**

3.10 Shrine Association, Club and Unit Coordinators

The Potentate has designated several Nobles as Shrine Association, Club and Unit Coordinators. They will be the liaison between the Potentate the association, clubs and units. Their job is to assist the organizations to operate in a manner that conforms to the rules, guidelines and by-laws of Morocco Shriners, and of Shriners International. They will coordinate the flow of information between the Potentate and all association, clubs and units

The Shrine Association, Club and Unit Coordinator will endeavor to visit all association, clubs and

units during the year. In the event that any problem arises that cannot be resolved by the Shrine Association, Club and Unit Coordinator, he will refer the problem to the Potentate.

The Shrine Association, Club and Unit Coordinator is the advocate of all association/clubs/units of Morocco Shriners and should be involved in their activities and help them achieve their objectives and goals. He will maintain a list of all parading organizations of Morocco Shriners and he will report semi-annually to the Potentate the parade attendance record of the parading organization.

Chapter 4 – Fund-raising

4.1 General

It is natural to associate the fez with Shriners Hospitals for Children. Because of this, meticulous attention must be given to all fund-raising activities to make certain that such activities comply with the law of the land and that a contributor is not led to believe that his money will be used for the Hospitals when all or a portion thereof will be used otherwise. The integrity of our charity and of our fraternity must remain above reproach.

Your specific attention is called to the following paragraphs of Imperial Shrine Law:

§335.3 Use of the name "Shriners Hospitals for Children". The use of the name "Shriners Hospitals for Children" or reference to the Hospitals in connection with any fund-raising activity by a Shriners organization or Noble without the written consent of the Imperial Potentate and the Chairman of the Board of Trustees of Shriners Hospitals for Children is prohibited.

§503.10 Commercial use of the Name. The use of the name "Shriners Hospitals for Children" or reference to the Hospitals in connection with any commercial produce or business enterprise is prohibited unless the written consent of the Board of Trustees has been first obtained.

There are only two types of Shrine Fund Raisers - Charitable and Fraternal. Permission of the Potentate must first be obtained, in writing, to conduct any type of fundraiser. The Potentate will obtain the permission required by the above Shrine law to conduct charitable fundraisers. 100% of the net proceeds from charitable fund raisers must be given to Shriners Hospitals for Children.

4.2 Charitable Fund Raisers

Charitable fund-raisers are of two types.

- Shrine Charitable Fund-raisers –conducted by Shriner organizations or Nobles with the permission of the local Temple Potentate
- Third-party fund-raisers – conducted by individuals not associated directly with a Temple or other Shriner organization (e.g., a local business raising monies for Shriner’s Hospitals for Children)

Shrine Charitable Fund-raisers

Shriner Organizations or Nobles desiring to conduct a charitable fund raiser must request permission from the Potentate using Appendix I1 or I2. If the Potentate approves, he or his designee will submit the request to the Imperial Potentate. The Organization shall not proceed with the fund raiser until they have approval in writing from the Imperial Potentate and the Chairman of the Board of Trustees.

When charitable fund raisers are approved to solicit the public for funds, compliance with Shriners International, Florida law and local laws are required, thus both listed disclosure statements must be shown.

In compliance with Shriners International the following disclosure must be printed prominently on all literature, posters, tickets, newspaper advertising or any other means of

promoting the event.

First Statement

"Proceeds are for the benefit of Shriners Hospitals for Children"

In compliance with Florida Statutes for Solicitation, as it applies to raising funds for the Shriners Hospitals for Children, the following disclosure must also be printed prominently on all literature, posters, tickets, newspaper advertising or any other means of promoting the event.

Second Statement

"Morocco Shriners is registered in Florida to solicit contributions. The registration is No. SC01125. Further information may be obtained by calling 1-800-435-7352. Solicitation does not imply endorsement, approval or recommendation by the State".

NOTE: If any advertising is done on radio and/or television, then both of the above disclosure statements must be announced.

All financial reports must be filed with Morocco Shriners Recorder within 60 days after conclusion of the activity. All financial records must be maintained for seven (7) years.

Copies of advertising, tickets, promotion and any other printed material must be submitted with the financial report.

Third-party fund-raisers

Third party fund-raisers must follow the guidelines published by Shriner's International at <https://www.shrinershospitalsforchildren.org/tampa/third-party-fundraising> or <https://lovetotherescue.org/wp-content/uploads/2017/09/third-party-fundraising-guidelines-updated-09-19.pdf> and submit the request via this form:

<https://lovetotherescue.org/host-your-own-event/>

4.3 Fraternal Fund Raisers

Organizations desiring to conduct a fraternal fund raiser must request permission from the Potentate using Appendix II. The organization should not proceed with the fraternal fund raiser until they have permission in writing from the Potentate.

When fraternal fund raisers are approved they must comply with bylaws of Shriners International. The following disclosure must be printed prominently on all literature, posters, tickets, newspaper advertising or any other means of promoting the event.

Only statement required:

"Proceeds are for the benefit of _____ (Shrine Association, Club, Unit etc.) and are not tax deductible as a charitable contribution".

NOTE: If any advertising is done on radio and/or television, then the above disclosure statement

must be announced.

All financial reports must be filed with the Morocco Shriners Recorder 60 days after conclusion of the activity. All financial records must be maintained for seven (7) years.

Copies of advertising, tickets, promotional and any other printed material must be submitted with the financial report.

A study by the Shriners Headquarters found that Shriners conduct more than 1,800 fund-raising activities annually. Many of these fund-raisers are strictly for fraternal organizations and this is perfectly acceptable. However, the individual purchasing a ticket, product, etc., or the donor should always know, in advance, how the proceeds will be used. Compliance with the checklists provided below will help ensure trouble free fund raisers.

CHARITABLE FUND RAISER CHECK LIST

- Has written permission been obtained from current Potentate?
- Has the current Potentate reviewed and approved necessary contracts?
- Has appropriate insurance been obtained?
- Has current Potentate examined all solicitation and promotional material to assure compliance with Shrine bylaws?
- Have National, State and Local laws been complied with?
- Has a Statement of Purpose been included on all tickets?
- Has the Financial Report form been completed and returned within 60 days after the date of the activity?

Chapter 5 - Morocco Shrine Activities

5.1 Hospital Application Procedures

The procedures for making application to have a child accepted for admittance to a Shriners Hospital for Children are important. There are certain procedures and routines that must be rigidly followed. Procedures in handling applicants with emergency burns are particularly critical.

Every Noble should be aware of how to have a child reviewed for acceptance to Shriners Hospitals for Children. In general, an applicant child must be under the age of eighteen and have a reasonable possibility the child's condition can be helped at one of our hospitals.

When such a child is discovered, first and foremost, determine the name of the child and the parents or guardian, (particularly if the name of the child is different from that of the parent) the age of the child, the address and telephone number of the family, and the problem. Never make any promises or commitments to the family, because there may be reasons that would disqualify a particular child. Provide the parent or guardian with the Shriners Hospital for Children information number 1-800-237-5055 (United States) or 1-800-361-7256 (Canada) to the parents of the child.

This same information is necessary for both orthopedic and burns cases. However, in the event of an emergency burn case, in most instances, the injured child has been taken to the emergency room of a local hospital and much precious time can be saved if the name of the hospital, the attending physician's name and phone number can be furnished immediately.

With this information, it is then important to determine if the services of the Shrine are even needed. In any case the parents or guardian must request our help.

In most orthopedic cases, where referral of a child or his family is made by a Noble, or even a concerned acquaintance of the family, the family is aware of the referral and is eager to talk to a representative of Shriners Hospitals for Children. Ideally the referring Noble should be the child's sponsor. In many cases Shriners Hospital for Children will communicate directly with the parent or guardian of the prospective patient to complete the application and set up an appointment.

One must be reminded that the application embraces highly personal information. **The Health Insurance Portability and Accountability Act of 1996 (HIPAA)** is designed to insure the privacy and security of the personal health information of patients. Keep this in mind when completing an application and ask only those questions necessary to complete the application. For assistance in completing the application contact the Shriners Hospitals information number given above.

5.2 Procedure for Emergency Burns

IF YOU RECEIVE A CALL THAT A CHILD HAS JUST BEEN BURNED AND THE SERVICES OF OUR BURNS HOSPITAL ARE DESPERATELY NEEDED:

1. Verify that emergency service (Rescue, Fire, or Police) have been notified and emergency services have responded to the scene of the incident/ accident.

2. Obtain the full name of the child, his/her age, the full name and address of the parent or legal guardian. The child must be under the age of 18 as we cannot treat a child who has reached his/her 18th birthday, unless prior approval is obtained.

3. **Know where the child is hospitalized, the full name of the doctor attending the child and the telephone number where the doctor can be reached immediately.**

When you have obtained the above information, help the parents call the Shriners Hospital for Children information number or the Recorder whose telephone numbers, day and night, are listed on the Morocco website. If initial contact is made to 1-800-237-5055 also follow up with a call to the Recorder who will assist in making arrangements for obtaining a bed and transportation.

NOTE: area hospitals such as UFHealth have a direct contact line to the several Shriners Burn Hospitals and the hospitals will coordinate the need to transport the child.

Provide your name and a phone number where you can be contacted immediately with further instructions or if additional information is needed. **YOU ARE THE KEY TO THIS SMOOTH OPERATION.**

The following is a partial list of problems, complaints or diagnosis that may be treated by our Shriners Hospitals:

- Spinal deformities, spinal cord injuries, congenital deformities
- Cerebral palsy, club foot, scoliosis
- Spina bifida, rickets, skeletal growth abnormalities
- Neuromuscular disorders, metabolic bone disease, limb length discrepancies
- Juvenile R/A, amputees/prosthetics webbing hands and feet
- In toeing, cleft palate, burns, burn reconstruction
- Plastic surgery, dog bites, jaw reconstruction
- Facial deformities, microtia/no ear, brittle bone disease
- Hand/hip disorders, limb deficiencies, muscular dystrophy
- Multiple sclerosis, extra fingers/toes

5.1 Donor Relations

The Donor Relations Committee's purpose is vital to the everyday operation of the 22 Shriners Hospitals for Children. To provide some of the world's best medical care, at absolutely no cost to patients and their families, Shriners Hospital for Children will spend over \$1.5 million every day of the year. Raising funds to cover the operation of the hospitals is no small task and often not understood. Only 10% of the revenue to operate our hospitals comes from the Nobles' annual hospital assessments, outright gifts and Morocco Shriners charitable fund raisers. The Endowment Fund's earnings finance about 90% of the hospital's operating budget.

In order to keep up with the ever-increasing costs of modern medical care and to meet the construction costs required to keep our facilities in state-of-the-art levels of performance we must keep our endowment fund healthy. Throughout Shrinedom this committee is vital to the hospitals' operations and it is the job of all Nobles to contribute to this effort.

There are many giving programs available through the Donor Relations Committee. These

programs include the \$100 Million Dollar Club and Permanent Contributing Membership programs. The Donor Relations Committee also coordinates outright gifts from Nobles, Masons, former patients and their families and friends who give to the hospitals out of the kindness of their hearts. Many benefactors may give in the memory of a loved one. Every gift whether \$50 or \$50,000 is important in supporting Shriners Hospitals for Children.

In addition, there are the planned gifts, such as wills and trusts, pooled income funds, gift annuities and life insurance. Gifts of land, securities, either through a unitrust or other estate planning devices are welcomed.

Nobles encountering potential donors are encouraged to seek assistance from the Donor Relations Committee since there are many donor programs and many are somewhat technical. The Donor Relations Committee of Morocco Shriners has people with the kind of training to provide advice in such matters, as does the staff at our Headquarters in Tampa. The Donor Relations Committee can arrange a speaker to address the public and Morocco Shriners association, clubs and units .

All gifts for the specific purpose of Shrine Hospitals for Children and our Patient Transportation Fund are tax deductible, provided the donor itemizes deductions on their Federal Income Tax Return. Please contact the Temple Treasure for additional details or how to give.

5.2 Public Relations

Public awareness and perception are vital to the success of our fraternity and our hospitals. For this reason, the Potentate appoints a Public Relations Chairman to manage this vital program. In general, the PR Chairman is responsible for community and media relations, which provide the fraternity with a higher degree of visibility and a more positive image. He maintains contact with local media and seeks to place public service materials and Morocco Shriners activity information before the public.

The PR Chairman functions to make the public aware of all activities of the Shrine, its association, clubs and units and to notify and enlighten the general public about certain functions and important events. Each association, club and unit should appoint a public relations representative who coordinates their efforts with the Morocco Shriners PR Chairman. The PR Chairman has direct access to the Shriners International Public Relations organization, as well as all of the PR material they produce and distribute.

Further, the PR Chairman is available to assist other Morocco Shriners committees to reach their goals by making available public relations tools such as press releases, promotion of events, and public awareness programs. This committee serves as an integral part of creating and advising, both externally and internally, members and non-members and to help make more people aware and understand our philanthropy and the common goal our membership works toward. The responsibility of the committee involves the Moroccan public relations, photography and a Speakers' Bureau.

5.3 Speakers Bureau

The Speakers Bureau is an important component of Public Relations. It portrays the image of Morocco Shriners and Shrinedom at-large by working closely with Shrine leadership and the Shriners International Public Relations.

The Speakers Bureau develops and maintains prepared speeches suitable for membership motivation, for Shriners and general audiences, as well as non-Masons and non-Shriners. The Speakers Bureau is comprised of professional and non-professional volunteer Shriners who go out among the general public and talk, discuss or debate the attributes of our philanthropy. The Speakers Bureau will make guest appearances at Shrine, Masonic and other public and civil meetings to carry the message of Shrinedom. The Chairman will be appointed by the Potentate who, in turn, will recruit a sufficient number of members to fulfill the role of the Speakers Bureau. Members should be skilled in public speaking and the content of presentations should be informative and consist of factual information and not personal opinion or innuendo. A successful Speakers Bureau can have a tremendous effect on our fund raising and membership recruiting. Special packages of materials outlining the positive side of our work are available to any Shriner that has the desire to discuss our organization with others that might not be familiar with our work. Each Morocco Shriners association, club and unit should consider having a member as part of the Speakers Bureau.

5.4 The Moroccan

The deadline for receiving material is always the Friday following the Second Wednesday of the month. Material received after the deadline will not be published until the following month. Every care is used to ensure that the articles and photos contributed are used. Email all material to **Moroccan@rasjax.com**. Photos should be at 300 DPI for quality publishing in the Moroccan.

Advertising space is available in the Moroccan. The Morocco Shrine should be called for information regarding advertising in the Moroccan.

5.5 Shrine Hospital News Distribution Program

The annual Shrine Hospital News Distribution is one of the most important Shrine charitable fund raisers or events in which a Shriner can participate. It is the single largest, most rewarding charitable fund raisers conducted by our members. It has always been one of the most public supported fund raisers in the community.

The Potentate appoints a Shrine Hospital News Coordinator each year to coordinate this most important fund raiser. As officers of your association, club or unit you need to work closely with him and one another to see that all areas of our jurisdiction are effectively covered. In general, most of the metro organizations conduct this fund raiser at the same time in order to maximize our coverage in the Jacksonville area. Although some remote shrine clubs conduct their fund raiser at the same time, others elect to schedule a different time. At any rate, all association, clubs and units need to conduct this fund raiser at some time during the year and strive to have all their members participate. While most of the planning and details of the Shrine Hospital News Distribution is left up to the association, clubs and units, every Noble has an important role to play. This is a Morocco Shrine fund raiser that should involve every Noble of Morocco Shrine.

In planning for this event, each organization should appoint its own coordinator who will plan where the Nobility will distribute the Hospital News, in shop parking lots, but not in intersections, due to liability concerns, where necessary, obtain permission to distribute, ensure each station is properly manned, ensure newspapers and aprons are supplied to the Nobility, and ensure that donations are received and accounted for. Nobles should wear their fezzes when distributing the newspapers. **It is permissible for ladies to participate in this fund raiser.**

A successful Hospital News fund raiser requires a great deal of planning. Additional help may be obtained from the Shrine Hospital News Coordinator. He not only serves as liaison between the Potentate and Morocco association, clubs and units on matters relating to Hospital News Distribution but is also available for advice and assistance. More and more association, clubs and units are beginning to see the wisdom of appointing a vice coordinator who can serve as Hospital News Coordinator the following year. Continuity is thus provided and he doesn't have to start from scratch. It is never too early to begin planning.

All of the donations must be turned in to the Morocco Shrine office. If a check is written, it should be payable to Shriners Hospitals for Children. All of the money collected is pooled and turned into Shriners Hospitals for Children at the end of the year.

The more Nobles and fezzes we have handing out information and talking about our hospitals, the more we raise community awareness about our need for support of the Shriners Hospitals for Children.

Communication to your membership is often the key to maximum participation and a successful Shrine Hospital News Distribution fund raiser. The Nobility cannot be expected to be enthusiastic or help in something about which they know very little. Keep your members informed. Bear in mind that not every member comes to each meeting and may not always have an opportunity to read each newsletter. Find ways to get the work to every member and encourage them to pitch in this most rewarding and worthwhile event.

5.6 Auditing Committee

The Potentate will appoint an auditing committee made up of the Treasurer and an appointee, preferably one who is knowledgeable with accounting procedures. The purpose of this committee is to insure that all associations/clubs/units are in compliance with all reporting procedures and forms pertaining to money received and disbursed by them, assist them to insure that all reports are turned in on time and that all federal, state and city laws have been met.

Chapter 6 - Recognition Programs

6.1 Ambassadors

Webster defines an Ambassador as an official representative of a sovereign or state, a minister of the highest rank; and authorized or appointed representative or messenger. The Potentate appoints Nobles who have distinguished themselves to this highly honored and esteemed position to assist him in the programs of Morocco Shriners. These Nobles come to the attention of the Potentate from his personal observation, nominations from association, clubs and units and nominations from individual Nobles. The consistent traits of nominees are listed below. The Potentate and future Potentates will often call upon Ambassadors and Ambassadors-at-large to assist in the many important tasks necessary to Morocco Shriners.

It has been the practice to first appoint a Noble to Ambassador when a Potentate is confident that the appointee has and will continue to consistently demonstrate superior service to Morocco Shriners. When the Noble continues to consistently demonstrate the below listed traits over the years, after his initial appointment, he is considered for appointment to Ambassador-at-large.

6.2 Ambassador/Ambassador-at-Large

Requirements for being appointed an Ambassador/Ambassador-at-Large:

- Is a leader, a valuable asset to the Potentate and Morocco Shrines, he is a respected citizen and member of his community and a God-fearing individual.
- Is aware of Morocco Shriners affairs and can especially assist the Potentate and the Morocco Shriners with those situations affecting the Nobility and Morocco Shriners membership.
- Can assist any appendage Masonic Order by coordinating information concerning Morocco Shriners affairs and/or welfare, between the Masonic Order and the Potentate.
- Should offer assistance to any Noble and his family who is ill or hospitalized, make recommendations concerning physical and financial needs and convey the well wishes of the Potentate for a speedy recovery.
- Should work closely with Morocco Shriners Membership Chairman to recruit novices for Ceremonials.
- Will work with the Morocco Hospital Committee and the Morocco Donor Relations Committee.
- Will assist Morocco Shriners officers, associations, clubs and units to promote attendance at Shrine functions when Morocco is the host.
- Will assist and encourage newly created and visiting Nobles to attend Morocco functions and encourage affiliation and membership into Shrine associations, clubs or units.
- Should ever be alert to those Nobles who may need assistance afforded by the Florida Masonic Home.
- Will assist at Morocco Shriners functions by being present, shaking hands, providing concern and assistance to the Nobility, walking tall with a smile and wearing his fez proudly.
- Will assist the Potentate and Divan with any other projects or activities as may be requested of him from time to time.

6.2 Standing Tall Awards

Each year the Potentate recognizes those individuals, both Shriners and non-Shriners and organizations that are responsible for raising \$1,000.00 or more for the Shriners Hospitals for Children or the Patient Transportation Fund. An individual can qualify for this award with an outright donation or personally raising the funds while participating in approved charitable fund raisers.

The award period is from October 1st of one year through September 30th of the next year.

Association, club and unit committees, or Nobles having knowledge of anyone qualifying for this award should notify the committee not later than September 30th of each year in order to have the awards ready for presentation at the Morocco Shriners Awards Night normally held in November. It is recognized that there are a number of scenarios and rationalizations used in qualifying someone for this award. Recommenders are asked to use discretion in identifying members for these awards so as not to diminish the meaning and prestige of the award. For example, should a person participate in the Hospital News Distribution and personally collect \$1,000.00 he can qualify. However, if an association, club or unit collects \$5,000.00 during the Hospital News Distribution, it does not necessarily qualify five members for an award unless each person personally collected \$1,000.00. Questions about whether an individual should qualify for this award can be answered by completing the Form A-20 Qualifications to Receive Standing Tall Awards. This form must be completed and signed before approval.

6.3 Public Relations Awards

The Morocco Shriners Public Relations organization administers awards to Nobles, non-Shriners and organizations for special recognition for their service to our fraternity and our charity. These awards are normally presented at the Morocco Shriners Awards Night conducted annually in November. Nominations for these prestigious awards come from the Public Relations organization, Shrine associations, clubs, units and individual Nobles. The period of service considered is October 1st through September 30th. Too often potential awardees go unnoticed because no one takes the time to write up a nomination and forward it to Public Relations. It is incumbent on the leaders to submit these nominations when warranted.

Among the annual awards administered by Public Relations for presentation by a Potentate are:

Shriner of the Year for the unsung Shriner who best demonstrates the qualities of a Noble. It has been generally accepted that no Noble is awarded Shriner of the Year more than once unless extraordinary circumstances prevail.

Spirit of Shrinedom Award for superior contributions to Morocco Shriners.

Special Service Award recognizing members of the public who contribute an outstanding service to our fraternity and charity.

Special Potentate's Award is recognizing outstanding service to our fraternity or charity. This award is not based on a monetary contribution but on a commitment of time and/or talent.

Example: Arts and Crafts workers, Fun Days, Christmas Bonanza, Special projects.

There are no guidelines or point systems to be used for the judging of the above award categories, unlike 6.2, Standing Tall, and 6.4, Spirit of Shrinedom, which make direct reference on how the awards shall be judged.

6.4 Spirit of Shrinedom Awards

In order to equalize each organization's eligibility for these awards, the total points accumulated by organization will be divided by the number of members. Thus, the awards are based on a point's per member basis. There are three levels of annual awards.

1. 20 points per member – Silver Award
2. 40 points per member – Gold Award
3. 60 points per member – Diamond Award

The first time an organization wins one of these awards, the base plaque will be presented with a place attached signifying the level of the award with the year and points-per-member engraved on this plate.

1. For each member of the "100 million Dollar Club" turned in during the current year. 15
2. For each new Morocco Shriners member that an association, club or unit is responsible for obtaining. 25
3. For each Official Visit to a Blue Lodge by an association, club or unit. 10
4. For each Masonic youth organization sponsored by an association, club or unit. 20
5. For each participation in a parade by an association, club or unit (maximum points per parade) regardless of number of units. 25
6. For each Official Visit to a Shriners Hospital by an association, club or unit. 20
7. Any association, club or unit with a 10% increase in membership during the current year. 25
8. For each \$100 donated to Morocco Shriners Special Account. 25
9. For each \$100 donated to the Patient Transportation Fund. 25
10. For each \$100 collected for annual Shrine Hospital News Distribution. 25
11. For each \$100 donated to the Shriners Hospital for Children. 25

Appendix A – Parade Forms

Appendix A1 – Parade Decal Example



Appendix A2 – Parade Decal Request Form

MOROCCO SHRINERS

3800 St Johns Bluff Rd South, Jacksonville FL 32224

PARADE DECAL REQUEST FORM

2018

\$ 30.00 payable with application

ASSOCIATION/CLUB/UNIT NAME: _____ DATE: _____

Year, Make, Model of Vehicle _____	
Licensed for road use <input type="checkbox"/>	Not licensed for road use <input type="checkbox"/>
Owner's Name _____	Member # _____
Driver's Name _____	Member # _____
Drivers License # _____	
Address _____	
City _____	State _____ Zip _____
Phone (_____) _____	Decal # _____ Amount _____

Year, Make, Model of Vehicle _____	
Licensed for road use <input type="checkbox"/>	Not licensed for road use <input type="checkbox"/>
Owner's Name _____	Member # _____
Driver's Name _____	Member # _____
Drivers License # _____	
Address _____	
City _____	State _____ Zip _____
Phone (_____) _____	Decal # _____ Amount _____

Year, Make, Model of Vehicle _____	
Licensed for road use <input type="checkbox"/>	Not licensed for road use <input type="checkbox"/>
Owner's Name _____	Member # _____
Driver's Name _____	Member # _____
Drivers License # _____	
Address _____	
City _____	State _____ Zip _____
Phone (_____) _____	Decal # _____ Amount _____

Appendix B – Membership Forms

Appendix B1 – Petition for Original Membership

Ceremonial Date(s): _____

To the Potentate, Officers and Nobles of _____ Shriners, situated in the city of _____, state of _____;

I, the undersigned, hereby declare that I am a Master Mason in good standing in _____ Lodge # _____, located in _____,

which is a Lodge recognized by or in amity with the Conference of Grand Masters of North America.

Furthermore, I have resided at my current address for not less than six months, as required by the Bylaws of Shriners International. I hereby make application to become a Noble of the Order, and a member of your temple. If granted membership, I promise to conform to the Articles of Incorporation and Bylaws of Shriners International and the Bylaws and Ceremonies of your temple.

Birthplace _____, **Date of Birth** ____ / ____ / ____

Occupation _____

Have you previously applied for admission to any temple of the Order? Yes No

If yes, what Temple? _____ When? _____

Residence _____
(Street Address) (City)

(State) (Zip) (County) **Lady's Name** _____
Lady's e-mail _____

Home Phone (____) ____ - ____ **Cell Phone** (____) ____ - ____

Business Phone (____) ____ - ____ **e-mail** _____

(Print name in FULL - initials are not sufficient) (Date) ____ / ____ / ____

Recommended and vouched for on the Honor of:

(Noble's PRINTED Name) (Signature) (Member #)

(Noble's PRINTED Name) (Signature) (Member #)

Official Use: Fee: \$ _____ Paid: _____ (Cash/Check/CC) Fez Size: _____

Appendix B2 – Petition for Affiliation

To the Potentate, Officers and Nobles of Morocco Shriners,

Situated in the Oasis of Jacksonville, Desert of Florida

I, the undersigned, a Noble of the Mystic Shrine, initiated in _____

Located in _____ on _____

And a member of _____ on _____

Which granted the attached Certificate of Demit, respectfully pray that I may be admitted a Member of Morocco Shriners. I furthermore state that I have not been suspended or expelled in the Order prerequisite to membership in the Shrine, since the date of issuing the Demit presented herewith. I furthermore state that I have resided within the jurisdiction of Morocco Shriners not less than six months, as required by the By-laws of the Shriners International.

MASONIC LODGE AFFILIATION: _____

(Lodge Name & Number/City/State)

Birthplace _____ Date of birth _____

Profession or Occupation _____

Residence _____

Number & Street

Town

State/Zip Code

Business Address _____

Number & Street

Town

State/Zip Code

E-mail Address _____ Wife's name _____

Date _____

Telephone (home) _____ (work) _____ (cell) _____

Signature _____

(Name in full, initials not sufficient)

Print full name here _____

Recommended by:

Noble _____ Member # _____

Noble _____ Member # _____

Appendix B3 – Application for Demit

**MOROCCO SHRINERS
3800 ST JOHNS BLUFF RD SOUTH
JACKSONVILLE, FL 32224**

APPLICATION FOR DEMIT

TO THE RECORDER OF _____ SHRINERS

LOCATED IN _____

HAVING MADE MY HOME WITHIN THE JURISDICTION OF MOROCCO SHRINERS,
JACKSONVILLE, FLORIDA, I RESPECTFULLY REQUEST THAT A DEMIT BE
ISSUED IN ORDER THAT I MAY AFFILIATE WITH MOROCCO SHRINERS.

YOURS IN THE FAITH,

NAME (PRINT) _____

SIGNATURE _____

STREET _____

CITY _____ STATE/ZIP _____

TELEPHONE _____

PLEASE SEND DEMIT TO: RECORDER
 MOROCCO SHRINERS
 3800 ST JOHNS BLUFF RD SOUTH
 JACKSONVILLE FL 32224

Appendix B4 – Petition for Associate Membership

**PETITION FOR ASSOCIATE MEMBERSHIP
MOROCCO SHRINERS
3800 ST JOHNS BLUFF RD SOUTH
JACKSONVILLE FL 32224**

Associate Membership \$110

To the Potentate, Officers and Nobles of Morocco Shriners, situation in the Oasis of Jacksonville, Desert of Florida.

I, the undersigned, a Noble of the Mystic Shrine, initiated in _____
Shriners, located at _____, on _____ (date)
And presently a member of _____ Shriners located at _____
_____, being eligible under §323.10(a) for a demit,
With §323.7. I furthermore state that I have resided within the jurisdiction of your Center not
less than six months, as required by the By-laws of the Shriners International.

I am currently a member in good standing in Lodge _____ No. _____
Located at _____.

Wife's Name _____

Birthplace _____ Date of Birth _____

Profession or Occupation _____

Residence _____
Number and Street City State Zip

Business Address _____
Number and Street City State Zip

Home Phone _____ Work Phone _____ Cell _____

Email Address _____

Date _____

Signature _____
(Name in full, initials not sufficient)

Print Full Name here _____

Recommended by:

Noble _____ Member # _____

Noble _____ Member # _____

Appendix B5 – Petition for Restoration

PETITION FOR RESTORATION

_____ **SHRINERS**

TO THE POTENTATE, OFFICERS AND NOBLES OF _____
SHRINERS, SITUATED IN THE CITY OF _____ STATE OF _____ ;

I, the undersigned, as a member of _____ SHRINERS, was suspended for non-payment of dues _____
years ago, and I respectfully request that I be restored to membership in _____ SHRINERS.

If my request is granted, I promise to conform to the articles of incorporation and bylaws of Shriners International,
together with those of this temple. I furthermore declare that I am a Master Mason in good standing in _____
Lodge, _____ No., located at _____ or have otherwise
met the prerequisites for membership under the bylaws of Shriners International.

Birthplace _____ **Date of Birth** _____

Occupation _____

Residence _____
(Street Address, City, State, Zip, County)

Business Address _____
(Street Address, City, State, Zip, County)

Mail Address _____
(Street Address, City, State, Zip, County)

Home Phone _____ - _____ - _____ **Cell Phone** _____ - _____ - _____

Business Phone _____ - _____ - _____ **e-mail** _____

Lady's Name _____ **Lady's e-mail** _____

Name _____
(Printed name in FULL - initials are not sufficient)

Signature _____ / ____ / ____
(Date)

Appendix C – Activity Building

Appendix C1 – Activity Building Guidelines

ACTIVITY BUILDING
MOROCCO SHRINE CENTER
3800 ST JOHNS BLUFF RD SOUTH
JACKSONVILLE FL 32224
904-642-5200

GENERAL GUIDELINES

1. It is the responsibility of the group using the auditorium, meeting area or reception area to make certain that upon completion of the event the area is put back to the layout posted on the outer lobby bulletin board. Failure to do so will result in forfeiting your cleaning deposit.
2. If you take down or remove tables and chairs from any area you must put them in the 1st floor storage area or the 2nd floor storage area and replace them when your event is over. Do not lean tables and/or chairs against the walls in the hallways, as that is in violation of the fire code and the building could be shut down by the Fire Marshall if discovered. This also mars and marks up the walls.
3. The air conditioning/heat and lights are on timers and will turn off automatically, but if your event is over and there is still time left on the timer, manually turn the timer off. Do not turn the air/heat on more that one hour prior to your event.
4. If you have requested the use of microphones and the PA system make sure that the unit is unplugged and the batteries are turned off in the handset. Please place these items in the metal cabinet on the stage. Make certain you lock the cabinet. You will be charged for any damaged or missing items. If you had a problem with the use of the system please leave a not letting us know of the problem.
5. All trash must be collected and taken out to the dumpster at the conclusion of your event.
6. Clean all floors by vacuuming and/or mopping as required.
7. Our cleaning service maintains all of our restrooms with paper products, etc. There is a small supply of products in the supply closet in each restroom. The small vacuum and mop, plus a small supply of extra trash bags can be found inside the closet in the Ladies Room. There are a couple of trash bags in the bottom of each of the can to replace the bag taken out.
8. The glass automatic sliding door is to be turned off and locked from the inside. The lights in the outer lobby and portico are manually turned off. The parking lot lights are on a timer and will go off automatically.

PLEASE NOTE!

If you do not know the location of or how to operate any of the afore mentioned items and/or need the code to get into the building you may contact the business office and arrange a time to meet with you prior to your event.

Appendix D – RV Park

Appendix D1 – RV Park Rules

MOROCCO SHRINE CENTER

MOTORHOME PARK RULES

- Please park straight on your side.
- Outside structures, equipment, appliances, excessive clotheslines, ect. are not permitted.
- Quiet hours are from 11:00 p.m. to 8:00 a.m.
- No more than 2 pets are permitted per site. You must clean up after your pet. Pets must be leashed at all times.
- Open ground fires prohibited.
- To insure a litter free site, please deposit your refuse in the dumpsters located adjacent the south side of the Morocco Shrine Auditorium.
- All guests must register at the office. If the office is closed for the day, register the next morning.
- No recreational riding of any motorized vehicles allowed.
- No generators during quiet hours.
- One camping unit per site.
- Adults are responsible for their children.
- Check in time is 2:00 p.m. Check out time is 11:00 a.m.
- Discharging of sewer, gray water, or hazardous materials on the site or adjacent grounds is not permitted.
- Guests are responsible for the cleanliness of their sites and must keep their area free litter and maintained (mowed, weeds cleared out, etc.) within 15 feet of your vehicle.
- Motor homes must be licensed, have insurance, and be in good running order. No JUNK!
- Utility trailers, boats, and motorcycle trailers are not permitted on site. They must be stored in designated dry storage area.
- All guests MUST provide a telephone number in case of an emergency.
- Parking passes showing the effective date(s) of stay must be displayed on the lower front window on all recreational vehicles.
- Annual passes will be pro-rated to the end of the year. In no case will annual passes extend into the next year.
- The RV Park is available to Shriners and vendors only. It is a recreational vehicle park and intended for short stays only, not as a permanent place of abode.

IF YOU CANNOT ABIDE BY MOTORHOME PARK RULES LISTED ABOVE, PLEASE BE AWARE THAT YOU WILL BE SUBJECT TO A FINE AND/OR REMOVAL FROM THE PARK.

Please contact the Recorder's Office at 904-642-5200 ext. 23 for current rates.

Appendix D2 – RV Park Registration

RV LOT MOROCCO SHRINE

SPACE #

NAME		
ADDRESS		
CITY	STATE	ZIP
TELEPHONE	EMAIL	
TYPE OF VEHICLE		
PLATE NUMBER		
DATES OF STAY		
PAYMENT		

By registration and payment of a fee, and in consideration for privileges extended by Morocco Shriners, the parties agree that LICENSE is created to park one recreational vehicle or motor home for the time period for which the fee is collected and that NO BAILMENT is created or intended. Further, the parties agree that Morocco Shrine is not responsible for any personal injury, property loss or any other casualty or loss occurring on or about Morocco Shrine grounds and that the undersigned Licensee agree to acquire and maintain policies of insurance providing coverage for any such losses at his or her own expense. Further, the undersigned acknowledges that he or she is aware that no security personnel or devices are provided by the Morocco Shrine and that he or she will be absolutely responsible for his or her own personal safety, the safety of his or her guests, and the safety and security of his or her own property. Further, the parties agree to pay for any damages to the Morocco Shrine property.

OVERNIGHT OCCUPANCY LIMITED.

SIGNATURE

Appendix E – Financial Guidelines

Appendix E1 – Financial Ledger Guidelines

FINANCIAL GUIDELINES FOR ORGANIZATIONS

REVENUES

Column D – CONTRIBUTIONS, GIFTS AND DONATIONS

Requests (Donations)
100 Million Dollar Club
Donations to Shrines Hospital for Children
Donations to Morocco Temple Transportation Fund

Column E – SOCIAL ACTIVITIES AND MEALS

Meals/Drinks
Dances

Column F – FRATERNAL MEETINGS AND VISITATIONS

Official Visits

Column G – DUES, INITIATIONS, FEES AND ASSESSMENTS

Dues
Initiation Fees
Assessments (late charges, etc.)

Column H – INVESTMENT INCOME

Interest Income (Checking, Savings, CD's, etc.)

Column I – FUND RAISING – FRATERNAL

Income from any event held to raise money strictly to benefit Morocco Temple Organization
(Example: Dances/RHG Chicken Dinner, Candy, Circus, Commissions)

Column J – FUND RAISING – CHARITABLE

Income from any event to raise money strictly to benefit the Shrines Hospitals for Children
And/or Morocco Temple Patient Transportation Fund (Dinners/Dances/Chili Cook-off, etc.)

Column K – SALES TAX COLLECTED

Column L – OTHER REVENUES

Refunds
Items that do not fit into above categories

EXPENDITURES

Column 1a – TELEPHONE AND UTILITIES

Telephone
Electric
Gas

Column 1b – OFFICE EXPENSE AND SUPPLIES

Stamps/Postage
Bank Service Charges
Printing/Stationery

Column 1c – TAXES, LICENSES AND PROFESSIONAL FEES

License Tags
Parade Decals
Insurance

Column 1d – INTEREST EXPENSE ON INDEBTEDNESS

Interest Paid

Column 2 – BUILDING OPERATION AND MAINTENANCE

Repairs to Building and/or Equipment (Truck Repairs, etc.)
Lawn Maintenance, etc.
Upkeep to Building and/or Equipment

Column 3 – SOCIAL ACTIVITIES AND MEALS

Cost of Meals/Drinks/Snacks

Column 4 – FRATERNAL MEETINGS AND VISITATIONS

Expenses for Imperial/NSA/PSA, etc.
Expenses for Official Visits

Column 5 – DUES PAID

Dues paid to other organizations

Column 6 – PROMOTION AND PUBLICITY

Advertising (Moroccan/Circus Ads/Strine Bowl ads, etc.)

Column 7 – CHARITABLE CONTRIBUTIONS

Donations for Paper Sale to Morocco Temple
Paper Sale Expenses/Plaques
100 Million Dollar Club
Donations to Morocco Temple Patient Transportation Fund

Column 8 – FUND RAISING FRATERNAL (GROSS)

All Expenses connected with Fund Raiser for the benefit of Shrines
Hospitals for Children and/or Patient Transportation Fund

Column 10 – OTHER EXPENSES

Flowers
Miscellaneous Club and/or Unit Expenses

Appendix E2 – Financial Ledger Example

SAMPLE

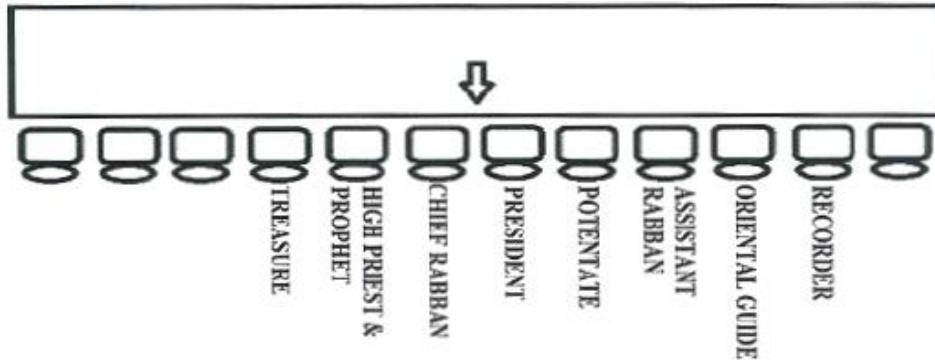
2012

DATE	DESCRIPTION	GENERAL LEDGER			PROPERTY			EQUIPMENT			OTHER ASSETS			LIABILITIES			EQUITY		
		DEBIT	CREDIT	BALANCE	DEBIT	CREDIT	BALANCE	DEBIT	CREDIT	BALANCE	DEBIT	CREDIT	BALANCE	DEBIT	CREDIT	BALANCE	DEBIT	CREDIT	BALANCE
1	1/1 Balance																		
2	1/15 DEPOSIT		1000.00																
3	1/20 WITHDRAWAL	500.00																	
4	1/25 DEPOSIT		750.00																
5	1/31 DEPOSIT		250.00																
6	2/1 DEPOSIT		1500.00																
7	2/15 DEPOSIT		800.00																
8	2/28 DEPOSIT		1200.00																
9	3/1 DEPOSIT		900.00																
10	3/15 DEPOSIT		600.00																
11	3/31 DEPOSIT		400.00																
12	4/1 DEPOSIT		300.00																
13	4/15 DEPOSIT		200.00																
14	4/30 DEPOSIT		100.00																
15	5/1 DEPOSIT		50.00																
16	5/15 DEPOSIT		25.00																
17	5/31 DEPOSIT		12.50																
18	6/1 DEPOSIT		6.25																
19	6/15 DEPOSIT		3.12																
20	6/30 DEPOSIT		1.56																
21	7/1 DEPOSIT		77.00																
22	7/15 DEPOSIT		13.67																
23	7/31 DEPOSIT		23.89																
24	8/1 DEPOSIT		42.00																
25	8/15 DEPOSIT		7.67																
26	8/31 DEPOSIT		13.89																
27	9/1 DEPOSIT		24.75																
28	9/15 DEPOSIT		4.44																
29	9/30 DEPOSIT		8.12																
30	10/1 DEPOSIT		14.67																
31	10/15 DEPOSIT		2.67																
32	10/31 DEPOSIT		5.00																
33	11/1 DEPOSIT		9.17																
34	11/15 DEPOSIT		1.67																
35	11/30 DEPOSIT		3.00																
36	12/1 DEPOSIT		5.50																
37	12/15 DEPOSIT		1.00																
38	12/31 DEPOSIT		1.83																
39	TOTAL		14000.00																
40	Year To Date Totals		14000.00																

Appendix F – Protocol

Appendix F1 – Optional Official Visit Seating – Head Table

DINNER SEATING ARRANGMENT POTENTATE AND DIVAN INCLUDED

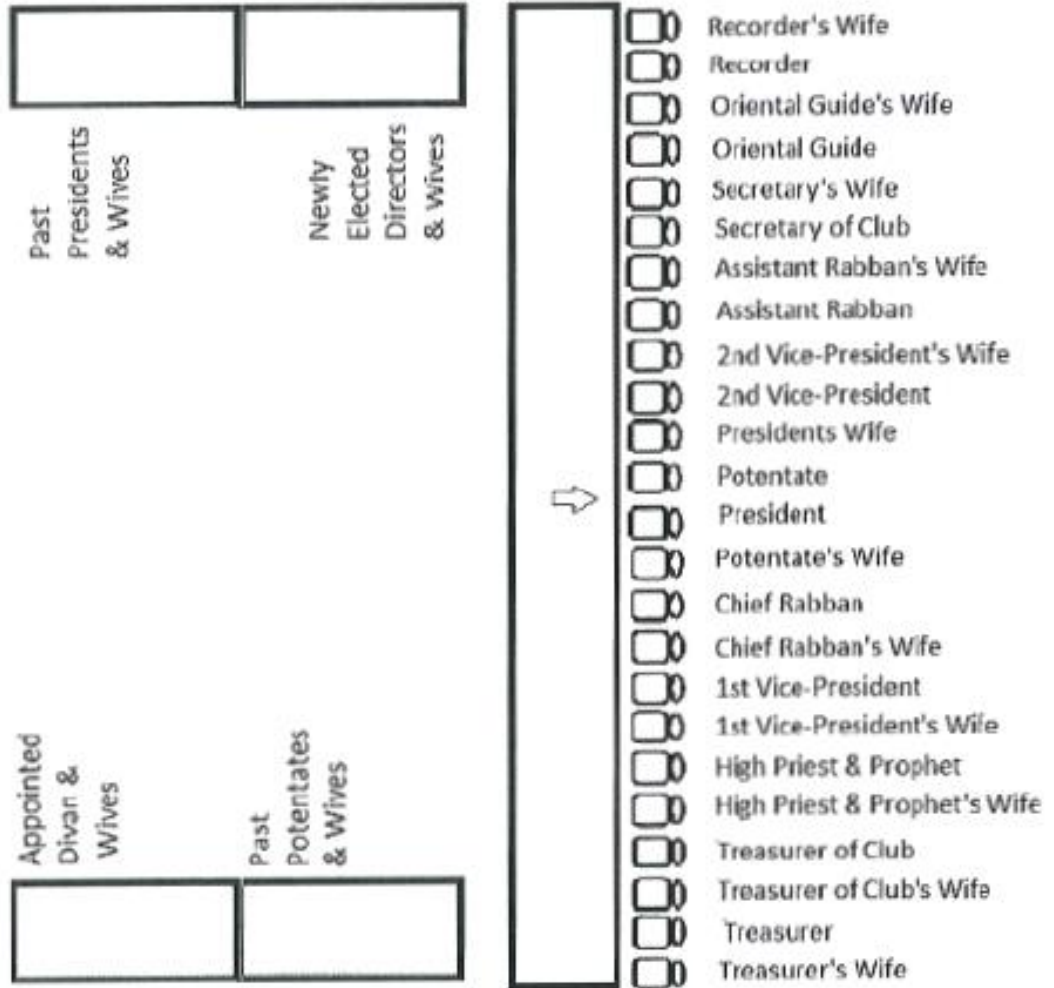


Note: Other vacant seats at the head table may be occupied by members of the Appointed Divan and other Officers alternated by rank. Guest speakers may be placed to the left of the President.

At times adequate seating is not available for all Divan members and officers. In this case the Potentate and Divan will be seated at the head table with only the President. Other officers will be seated elsewhere.

Appendix F2 – Optional Official Visit Seating

DINNER SEATING ARRANGEMENTS FOR POTENTATE. DIVAN. OFFICERS & WIVES



Appendix G – Required Forms

Appendix G1 – Anticipated Officers (Post Election)

Anticipated Officers

PLEASE FILL OUT COMPLETELY AND SUBMIT TO:
MOROCCO SHRINERS - RECORDER
3800 ST JOHNS BLUFF ROAD S.
JACKSONVILLE FL 32224-2620
TELEPHONE (904) 642-5200 FAX (904) 642-5203

Name of Organization _____

President
Name _____ Wife's Name _____
Address _____
City, State, Zip _____
E-mail _____
Preferred Telephone # _____

1st Vice President
Name _____ Wife's Name _____
Address _____
City, State, Zip _____
E-mail _____
Preferred Telephone # _____

2nd Vice President
Name _____ Wife's Name _____
Address _____
City, State, Zip _____
E-mail _____
Preferred Telephone # _____

Treasurer
Name _____ Wife's Name _____
Address _____
City, State, Zip _____
E-mail _____
Preferred Telephone # _____

Secretary
Name _____ Wife's Name _____
Address _____
City, State, Zip _____
E-mail _____
Preferred Telephone # _____

Membership Committee Representative
Title _____
Name _____ Wife's Name _____
Address _____
City, State, Zip _____
E-mail _____
Preferred Telephone # _____

Appendix G2 – End of Year Financial Report

INSTRUCTIONS FOR PREPARING REPORT

.. All information on this report complies with the Internal Revenue Service requirements for maintaining Shriners International group exemption, in addition to, complying with the statement of financial position per Shrine Law Section 337.B. The report is an EXCEL spreadsheet and is available online via Shriners Village or the Shriners International websites. If you complete the report online it will automatically calculate totals. Mail the original to the temple office sponsoring the Club or Unit by February 1st and keep a copy for your records. NOTE: Please disregard the line # references to Form 990 as they are for the tax preparer's use only.

2. The financial statements should be prepared on a modified accrual basis. See "Temple Financial Manual" (B.A.T.S.), Section 2, Pages 38-41, for detailed instructions.

3. Check the following items:

- Be sure additions and subtractions are correct and are in agreement with the underlying records.
- The amount entered for "Balance, beginning of year" in Net Assets section, **must agree** with the amount reported for "Balance, end of year" in the prior year's Financial Statements.
- When the surplus (deficit) in the Statement of Activities is added to or deducted from the Net Assets "Balance, beginning of year," the result represents the Net Assets, end of year. Total Assets must equal Total Liabilities & Net Assets.

4. Revenue accounts: (report all applicable line items)

- There are two types of Shrine fundraisers: Charitable and Fraternal. Fundraising gross revenues must be identified by type. Include on the line "Fundraising (Gross) – Charitable (Code J)" the total of all revenues reported on the Shrine Charity Activity Forms completed during the year. Total revenues from fundraisers for the benefit of the club or unit should be reported on the line "Fundraising (Gross) – Fraternal (Code I)". The associated expenses to sponsor the fundraiser are to be reported on the appropriate lines in the EXPENSES section (Codes 8 & 9).
- Social activities and visitation (Codes E & F) reimbursements include the gross receipts from sale of tickets for trips, dances, etc., not held for fundraising purposes.
- Investment income (Code H) should include dividends and interest actually received during the year plus the amount of interest credited to the account as of December 31.

5. Expense accounts: (report all applicable line items)

- Fundraising (Codes 8 & 9) expenses include the cost of holding activities listed under 4 (a).
- Social activities and visitation (Codes 3 & 4) expenses include all costs of entertainment, transportation, lodging, meals, etc., incurred in connection with the activities listed under 4 (b).
- Member's relations (Code 10) include gifts to Nobles such as flowers.
- Transfer to temple (Code 11) represents donations to Temple's operating and designated funds.

6. A detailed list of activity should be attached for the accounts requested on the Statement of Financial Position. For each checking and saving account, attach a copy of December 31 year end and following January 31 bank statements. Any unusual amounts should be supported by a detailed list or explanation.

7. General Order No. 1 does not allow net proceeds from charitable fundraisers to be held by a club or unit. General Order No. 1 states that up to 1/2 net proceeds may be requested to be held by a temple to be used exclusively for hospital patient transportation expenses. The results of the charitable fundraising activity must be reported to the Temple Potentate on the Charity Activity Form and submitted to the Executive Vice President – Shriners International within sixty days of the activity. A club or unit is not permitted to maintain a separate hospital patient transportation fund.

8. Underlying accounting records, bank statements, receipt books and invoices should be kept available for inspection and audit for at least seven (7) years.

I hereby declare under the penalties of perjury that this authorization (including any accompanying schedules and statements) has been examined by me and to the best of my knowledge and belief is true, correct and complete and made in good faith.

A 16

Sign

Here:

Signature of Officer Preparing Form Date Title Phone Number

Chairman of Audit Committee Date Phone Number

REPORT OF SHRINE CLUBS AND TEMPLE UNITS

(File with Temple Office)

Name of Shrine Club or Unit	Employer Identification Number(Shrine Clubs only)
Address	Temple Having Jurisdiction
Place of Meetings	Charter or Organization Date
Membership End of Year	Dates Regular Meetings Held

FINANCIAL STATEMENTS

Statement of Activities Year Ended December 31st (line # on Part VIII, pg 9, Form 990)				Statement of Financial Position Year Ended December 31st (Part X, pg 11, Form 990)	
REVENUES				ASSETS	
Line	Code				
1b	D	Contribution, Gifts & Donations	_____	Cash: on hand	_____
2	E	Social Activities & Meals	_____	Cash: in checking*	_____
2	F	Fraternal Meetings & Visitations	_____	Cash: savings flex account*	_____
2	G	Dues, Initiation Fees & Assessments	_____	Certificates of Deposits	_____
3	H	Investment Income*	_____	Accounts receivable*	_____
8a	I	Fundraising* (Gross) - Fraternal	_____	Inventories for sale or use	_____
2	J	Fundraising* (Gross) - Charitable	_____	Prepaid expenses*	_____
11	K	Sales Tax Collected	_____	Investments*	_____
11	L	Other Revenues*	_____	Land, buildings & equipment @ cost (attach schedule of property)	_____
	**	TOTAL REVENUES	_____	Minus accumulated depreciation	(_____)
(line # on Part IX, pg 10, Form 990)					
EXPENSES					
Line	Code			LIABILITIES	
	1	<u>Administrative Cost:</u>			
24f	1a	Telephone and Utilities	_____	Other assets*	_____
24f	1b	Office Supplies and Expenses	_____	a Total Assets	_____
24f	1c	Taxes, Licenses & Professional Fees	_____		
24f	1d	Interest Expense on Indebtedness	_____	LIABILITIES	
		Building Operations & Maintenance (excludes depreciation reported below)		Accounts payable & accrued expenses	_____
24f	2		_____	Mortgages & other notes payable*	_____
24f	3	Social Activities & Meals	_____	Other liabilities*	_____
24f	4	Fraternal Meetings & Visitations	_____	b Total Liabilities	_____
21	5	Dues Paid (pymts to affiliates)	_____		
24f	6	Promotion & Publicity	_____	NET ASSETS	
24f	7	Charitable Contributions*	_____	Balance, beginning of the year	_____
8b, Part VIII, pg 9)	8	Fundraising* (Gross) - Fraternal	_____	Surplus (Deficit)	_____
24f	9	Fundraising* (Gross) - Charitable	_____	Balance, end of year	_____
24f	10	Member's Relations	_____	c Total Liabilities & Yearend Balance	_____
24f	11	Transfer to Temple	_____	d Net Assets	_____
24f	12	Other Expenses*	_____		
		TOTAL EXPENSES	_____		
		(1 through 12)	_____		
		Excess of Revenues/(Expenses)	_____		
24f	13	Depreciation	_____		
	14	Surplus (Deficit)	_____		
<p>** If amount is greater than \$50,000 for a club, the temple's accountant must include this financial report with annual 990 group return for this year. All unit information must be included on the temple return regardless of the amount.</p>				<p>*Attach detailed list of activity.</p>	

Updated NOV 2010

2-37a

Appendix H – Parades

Appendix H1 – Non-sanctioned Parade Request

REQUEST FOR PERMISSION TO PARTICIPATE IN A NON-SANCTIONED PARADE

Date _____

To: Potentate, Morocco Shriners
 3800 St Johns Bluff Road S
 Jacksonville, FL 32224-2620

Via: Oriental Guide info@moroccoashrine.org

Illustrious Sir:

Our parade unit requests your permission to participate in a parade not sanctioned by Morocco Shriners. This parade does not in any way conflict with any Morocco Shriners functions. It is understood that permission to participate must be requested at least two (2) weeks prior to the parade. The following information is provided concerning the parade:

NAME OF PARADE _____

LOCATION OF PARADE _____

DATE OF PARADE _____

BRIEF DESCRIPTION OF PLANS FOR PARTICIPATING IN PARADE _____

UNIT NAME _____ UNIT HEAD & TITLE _____

ADDRESS _____ CITY/ZIP _____

TELEPHONE NUMBER DAY _____ NIGHT _____

 (SIGNATURE OF UNIT HEAD)

DATE RECEIVED _____

_____ APPROVED _____ DISAPPROVED BY ORIENTAL GUIDE

 (SIGNATURE & DATE)

_____ APPROVED _____ DISAPPROVED BY POTENTATE

 (SIGNATURE & DATE)

 REASON FOR DISAPPROVAL

Appendix I – Fund-raising

Appendix I1 – Fund-raising Activity Approval Form

FUNDRAISING ACTIVITY APPROVAL FORM

TO: Potentate, _____ Shriners, Shriners International

RE: Approval to Conduct a Shrine Fundraiser

We respectfully request permission to hold the following fundraising activity:

Fraternal Purpose The statement of purpose and disclosure published on its solicitation material, tickets, programs and documents, including all electronically transmitted material, regarding the use of the proceeds shall read:
 Proceeds are for the benefit of (_____ Shriners) (_____ Shrine Club) activities. Payments are not deductible as charitable contributions.

Charitable Purpose The statement of purpose published on its solicitation material, tickets, programs and documents, including all electronically transmitted material, regarding the use of the proceeds shall read:
 Proceeds are for the benefit of Shriners Hospitals for Children.

Sponsor of the activity: _____
 (Temple, Unit, or Shrine Club)

Type of activity: _____

Date(s) of activity: _____

Where held: _____

Requested by President or Chairman: _____

Mailing Address: _____

Phone: (Business) _____ (Home) _____

The completion of the above questions follows the Shrine Fundraising policy and procedures as defined in General Order No. 1 under the Fundraising Activities section. Do not use this form for third party fundraising events benefiting Shriners Hospitals for Children. A separate letter must be submitted stating the event coordinator's name, mailing address and phone number.

*******Checklist for Temple Use Only*******

Request Number _____ Request Received _____
Date

Approved by Committee _____ Date _____ Potentate's Approval _____ Date _____

Financial results received _____ File closed _____
Date Date

For a charitable fundraiser, assigned Charity Activity Event No. _____

Charitable net proceeds transmitted to Shriners International Headquarters _____
Date

Appendix I2 – Shrine Charity Activity Form

SHRINE CHARITY ACTIVITY FORM

Event No. _____ issued _____ Whereby, 100 Percent of
Net Proceeds to be Distributed to Shriners Hospitals for Children

Activity Sponsored by _____
(Temple/Association) (Unit/Shrine Club)

Type of Activity _____ If athletic event # spectators? _____

Date(s) of Activity _____ through _____

Permission to engage in this charitable fundraising activity and to use the name, 'Shriners Hospitals for Children' is authorized by:

Chairman, Board of Directors _____

Chairman, Board of Trustees _____

FINANCIAL REPORT

1. Prior Year Activity Number _____ and Reserve Amount \$ _____

RECEIPTS:

2. Cash Collected \$ _____
3. Checks Sent Directly to Hospital/General Office \$ _____
4. Other receipts (See Note): \$ _____
\$ _____
5. Interest of Activity Cash Reserve Balance \$ _____
6. TOTAL GROSS RECEIPTS (Total items 2 thru 5) \$ _____ 0.00

EXPENSES:

7. Direct Fundraising Expenditures (See Note):
\$ _____
\$ _____
\$ _____
Total Direct Expenses \$ _____ 0.00
8. Indirect Fundraising Expenditures (See Note):
\$ _____
\$ _____
\$ _____
Total Indirect Expenses \$ _____ 0.00

9. TOTAL EXPENSES (Total of items 7 and 8) \$ _____ 0.00

10. NET PROFIT* (Line 6 less line 9) \$ _____ 0.00

11. TOTAL AVAILABLE FOR DISTRIBUTION (Line 1 plus line 10) \$ _____ 0.00

*Any loss must be absorbed as a Temple expense.

HOW DISTRIBUTED

DISTRIBUTION TO:
12. Shriners Hospitals for Children/Burns Insitute \$ _____
13. Checks Sent Directly to Hospital/General Office (same as line 3) \$ _____
14. Request to be Retained for Hospital Transportation Fund \$ _____
15. Cost of Van Purchased for Hospital Transportation \$ _____
16. Current Reserve (may not exceed amount on line 9) \$ _____
17. TOTAL DISTRIBUTION (must equal amount on line 11) \$ _____ 0.00

Financial Report Prepared by: _____
Title _____ Date _____

Note: Attach detailed list if additional space is needed.

