

# **TECSI Special Grant Program Meeting**

## **July 13, 2019**

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Minutes and supporting documentation from board meetings where grant program was discussed and/or changed, 1999 to 2018.

\$250 donation to First Lady, Joyce Arnold. The motion was seconded and it passed with no opposition.

- F. Tractor Mower Request – Bill Hart, PSP, called attention to the handout regarding the tractor mower request. He explained the condition of the current mowers owned by TECSI. President Jim Arnold suggested that a mower with a box blade would be more advantageous than a front-end loader. After little discussion, Chairman Gregory suggested that James Christian continue to explore this topic to obtain information on a variety of tractors available and suitable for our needs. The information will be presented at the budget meeting in February.
- G. Invoice from Summit Global Partners of Texas – Bill Hart reiterated that our automobile insurance policy was obtained via a telephone binder. Summit Global Partners has just now sent a bill for coverage on the wrecked van in the amount of \$267.25. TECSI is unsure on why the bill was sent to us just recently. Also, disagreement arose with Summit Global as to why TECSI does not have a full policy in hand. The bill will be paid this week.

12. Sub-Committee Reports:

- A. Programs Committee – Dan Helms reported on the work completed to this point. In reference to the Prosthetic Device Grants program, this committee recommends that the prosthetic proceeds allocated should be put into two funds. He further explained that after prosthetic expenses are paid, the remaining monies should be split; 90% should go to the Lodges (based upon a per capita basis) and 10% should remain under control of the Board for extenuating circumstances. Each Lodge would then be required to submit and approve their own applications and have a final say. A cursory approval would be made with the Center to make sure forms were completed correctly, that there would be no potential for fraud, and that negotiations with the prosthetic device manufacturer were completed. This committee suggests that in order to use all monies efficiently, the Ottine staff should monitor the amounts. At some time in the latter part of the year, any funds not used by a Lodge would be taken and disbursed among Lodges that need it. Each Lodge should have the final approval for awarding their monies according to guidelines instituted by the Board and/or staff.

In reference to the Recreational Summer Camp program, this committee felt that it should basically remain the same, with only minor changes. One change would be the type of campers served. There would be two types of special needs – physical and emotional. By continuing to serve both groups for at least the next three years, TECSI would “keep its word” by allowing campers a maximum of 3 years attendance. The campers should be referred by the individual Lodges and not so much by schools, teachers, nurses, and counselors.

In regard to the education and paperwork process, there needs to be a flow of facts and information. Applications need to be available both electronically and on



paper. Educational guidelines need to be broken into education for Elks and education for the press and public at large. Professional aides such as brochures, video tapes, pre-cut television ads and radio spots need to be available.

TECSI or TESA should form a chain system similar to the Interlodge to handle the instructional process and even the supervisory process in the future. There should be a "chairmanship" where there is a Director or Chairman that sees after the state major project at the District level and one in each Lodge. These individuals should be someone other than the ER or Secretary of each Lodge, and the term of this individual should be for three years. This will take a lot of time and dedication.

There needs to be a realistic date on which to start the project in order to prepare for initial training. A feasible target date would be April 1, 2000, pending the outcome of the other four committees. Initial training could take place at the upcoming Officers Training that's usually held in February or March, with ongoing training through mailouts or directories.

Dan Helms reported that the following couple of issues were not part of his Committee's job to ponder but they wanted to provide their opinion. This committee feels that camp needs to be ACA accredited because: (1) it adds professional connotation to our efforts and (2) it provides extra protection, especially when facing instances such as the recent van accident. By being ACA accredited, we have done more than the State requires. This committee also feels that hiring an Executive Director is extremely important and plays a major role in determining when this project will get underway.

- B. Risk Management Committee – John Galvan, Jr., reported that the three Articles of Incorporation were looked through.

Management Methodologies – sets forth the mission of the project, describes the team management concept, sets forth the goals and establishes credibility of the project.

Deliverable #9 – Part A – Sets forth standards of Grant Process Methodologies. Part B – A recommendation from attorney Frank Riley indicating that the Articles of Incorporation need to be restructured. This restructuring must take place before the project can be implemented.

Deliverable #10 – State Licensing Requirement – Most state guidelines list "adequate" procedures and guidelines. What is adequate? Therefore, this committee recommends that camp should also be ACA accredited because ACA has higher qualification standards for Directors. They have extensive detail for healthplan criteria. Overall, following their guidelines makes a camp more than "adequate."



- C. Finance Committee – Frank Seddio mentioned that his committee has had discussions via telephone. This committee will meet today after the Trustees meeting.
- D. Personnel Committee – Chairman Gregory noted that this committee would be meeting after this meeting was adjourned.
- E. Facilities & Equipment Committee – Bob Bell, advisor of this committee, said that they also would be meeting after the adjournment of this meeting.

Les Reagan noted that a decision needs to be made on whether or not camp will be ACA accredited because the decision will have a direct effect on the Personnel Committee's search for a Director.

Pokey Matthies moved that the recreational summer camp program should be ACA accredited. Dan Helms seconded the motion and it carried with no opposition.

13. **Good of the Order:**

Interim Executive Director Bill Hart, PSP, mentioned that at a recent "called meeting" of this Board, there was a vote to transfer monies from the Reserve Fund to the Operating Fund. Actually, this did not have to be done since the monies were already labeled as Operating. He then introduced Truman Martin, who gave a brief report on what we have spent out of the TECSI money and what we have spent out of the TEEI money.

Dan Helms suggested that in order for sub-committees to continue with plans to institute the new project, a vote should be taken today on whether or not the Board accepts what has been presented thus far. After little discussion, Dan Helms made a motion to accept the reports as presented. The motion gained a second and passed without opposition.

John Johnson from the South District made a comment regarding the Homecoming Sunday noon meal. It seemed as though everyone was in a hurry to leave and therefore, not many plates were served. Mr. Johnson asked the Board to consider having the meal switched to Saturday and serving the hamburgers on Sunday. Chairman Gregory spoke in favor of this idea and mentioned that this topic would be discussed at the February 2000 board meeting.

Royce Butler mentioned the annual Golf Tournament taking place in May 2000.

Debbie Everett mentioned that the TECSI and TEEI annual reports are ready for distribution. Each Director has a box to take back and distribute among the Lodges in his District. PSPs, DDs, Trustees, etc., and anyone else interested should see Anita after this meeting to sign for and receive his or her copies.

A question arose regarding the status of facility leases. As of the end of September, \$1,596.25 had been received. Debbie Everett noted that many of those seeking to lease



**E. Consideration of the Process for Implementation of the Prosthetic Grant Program:**

Jack Shanks explained the process to be followed by the Lodges in implementing the New State Major Project. Concern was expressed regarding the process for defining the monetary allocations that each Lodge would receive. Chairman Gregory commented that perhaps another meeting should be held to look at these concerns and come up with a plan that would benefit those Lodges who have an active role in the financial support of TECSI and that would allow those districts who could band their Lodges together to meet the needs of a Lodge that had been granted a smaller allocation to do so. The consensus of the Board was that such a meeting would be beneficial to work out a better method for allocating the grant money. Jack Shanks also commented that a family income eligibility criterion was not in place, and that this could also be discussed at this special called meeting of the Board. It was agreed that in order to begin implementing the Prosthetic Grant Program that the Board would need to approve the present allocation plan and other aspects of the program as presented. Chris Massey motioned to approve the Prosthetic Grant Program process for implementation. Dan Helms seconded the motion, and the motion carried.

**F. Consideration of the 2000-2001 Operating Budget for Texas Elks Children's**

**Services, Inc.:** Chairman Gregory recognized Bill Hart who was instrumental in helping to prepare the budget and asked that the copy dated 6/02/00 be considered by the Board. Mr. Hart stated that the budget couldn't exceed the money on hand at the start of the new fiscal year. The money that was on hand as of midnight May 31, 2000 was \$858,737 that this totaled the 2000-2001 TECSI Operating Budget. Jack Shanks addressed the budget and repeated what Bill Hart noted about updating the Budget based on what TECSI would have "on-hand". He noted that two amounts were moved. These were \$5,000 placed into a contingency fund and \$25,000 that was placed in a non-project related expense fund. These changes from the original budget had been explained in a mailing that the Board members received prior to this meeting. Motion to approve the amended budget was made by Dan Helms and seconded by Chris Massey. The motion carried.

**G. Engage Auditor for the 2000-2001 Fiscal Year:** Dan Helms made the motion to engage the firm of Plummer and Plummer of Brenham, Texas to conduct the annual audit. Carl Bracewell seconded the motion and the motion carried.

**H. Proposed Change to Homecoming Standard 10:** Jimmy Yates motions to change the Homecoming Standard #10 because there are 9 districts now instead of 10. The new rotation was included in the book of reports for this meeting. Carl Bracewell seconded the motion, and it carried.

**VI. Items for Board Information**

**BENEVOLENT AND PROTECTIVE ORDER OF ELKS  
TEXAS ELKS STATE ASSOCIATION**

**AND**

**TEXAS ELKS CHILDREN'S SERVICES, INC.**

**OFFER**

**THE NEW STATE MAJOR PROJECT  
PROSTHETIC DEVICE GRANTS**

**APPROVED:**

**JUNE 7, 2000**

## ***HISTORY***

Beginning in January 1997, Texas Elks began a search for a State Major Project that would benefit Texas' children in need. Elks developed specific criteria to assist them as they selected the new project, and secured the services of a professional consulting firm (**Performance Strategies, Inc.**) to help evaluate suggestions as submitted by the membership, and to develop and refine selection criteria.

At the June 1999 State convention, the Elks of Texas voted to select the **Prosthetic Device Grant Program** as the State Major Project. At the same time, the membership voted to approve implementation criteria and approved a projected first year budget for the operation of the **Prosthetic Device Grant Program**, as well as the continuation of the Texas Elks Children's Services, Inc. Summer Camp Program.

Texas' Elks realized that children with special needs resulting from birth defects, accidents, or other trauma often face life-altering limitations. They also realized the fact that so often early intervention with prosthetic equipment, assistive and/or adaptive devices and technology would allow a child to lead a much more full and complete life. Unfortunately, so many of these very special children in need have no one or no where to turn for assistance. To that end, Texas' Elks have joined together to help these children live life to its fullest by offering grants to children in need of such specialized prosthetics.



Elks define prosthetics in its very broadest sense: a device to replace a missing part of the body, or a device or piece of equipment to restore a function to the body. In current terminology, these devices are classed into three primary categories: prostheses, orthotics, and adaptive/assistive aids.

Prostheses are used as actual replacements of affected body parts, such as, legs, arms and knees. Orthotics are used as bracing devices for supporting structures of the body, such as spines, legs, or feet. Adaptive aids are useful in those functional areas often overlooked, such as ambulatory equipment, positioning equipment and/or devices used to assist a child to compensate for any physical disability.

### ***ELIGIBILITY CRITERIA***

Eligibility criteria are written to be as inclusive as possible. All children having special needs will be considered for grant assistance providing the following criteria are met:

1. A resident of Texas, and,
2. 18 years of age or younger,
3. whose special needs are neither fully covered by a private or public insurance carrier,  
and,
4. whose special needs are not fully met by either a state and/or federal agency, and,
5. whose special needs are not fully met by another grant program, and,
6. whose financial needs justify assistance.

## *ELIGIBLE PROSTHETIC DEVICES*

Those devices eligible for consideration fall under three very broad categories:

1. Replace missing body parts, such as limbs or eyes,
2. Restore body part functions such as hearing aids, orthotics, telephonic equipment, bracing devices for spines or limbs, and,
3. Adaptive/assistive devices for health, safety of the basic functioning or enhancing the quality of life, such as seating equipment, positioning equipment, mobility equipment, integration equipment, and adaptive/and or assistive forms of technology.

## *APPLICATION PROCESS*

The application process is designed with two purposes in mind: first, to allow the local Lodge maximum flexibility to meet the needs of those in a particular area, and two, to streamline the process to ensure that assistance arrives in the briefest time period possible.

The application process follows:

1. All applications will be available at the local Lodge. The format will be a paper application. The design is intended to be user friendly, but at the same time provide all the necessary information to allow the Lodge to make an informed decision.
2. The local Lodge, under the direction of the Exalted Ruler, will form a committee of three persons to receive and evaluate all requests for grant assistance. It is the responsibility of the individual Lodge to write the local selection criteria it feels will best meet the needs of the local area.

3. Once the local Lodge committee has approved an application, it will be brought before the Lodge membership for approval. After approval from the Lodge, the application, the Lodge certification form, and the specific particulars regarding the grant will be forwarded to TECSI for processing, ordering, and proper crediting of the Lodge's account. The only oversight function the TECSI staff will perform is to determine that the Lodge has gotten the best buy to staff's knowledge.
4. To restate, once TECSI staff receives an approved application from a Lodge, TECSI staff will process the application submitted. All decisions concerning eligibility criteria and appropriateness of grant request will be made at the local Lodge level.
5. The TECSI staff will place the order for the equipment, and have it shipped directly to the grantee's address as it appears on the grant application, unless written instructions from the Lodge request an alternate shipping address.
6. The Executive Director will notify the Lodge once the processing of the application and the order has been placed.
7. The Director of Programs and Marketing will conduct regular checks with both the family being served and the individual Lodge for both quality assurance and to obtain an evaluation of services from the family being served. At six months after the grant has been awarded and one-year after the award of the grant, the Director of Programs and Marketing will conduct a written survey request from the served family to determine the outcomes of the grant.
8. *The TECSI Board will hold 10% of the total grant allocation for EXCEPTIONAL NEED GRANTS. These grants will be awarded directly by the TECSI Board. The grant application process will be the same as an application being made to a Lodge. The special three-member committee*



*selected of the TECSI Board (see REALLOCATION OF UNUSED GRANT FUNDS SECTION) will review the application and make a recommendation directly to the TECSI Board. Due to the distances involved and the infrequency of the TECSI Board meetings, this process may be carried out by fax, email, and telephone. This reserve fund may also be awarded to Lodges who have spent their allocation amount.*

### ***ALLOCATION OF FUNDS***

Funds for the Prosthetic Device Grant Program for the 2000-2001 grant year will be allocated based on a per capita share of membership vs. total dollars to expend (less the proposed 10% to remain at TECSI).

### ***REALLOCATION OF UNUSED GRANT FUNDS***

As with any project, the concern becomes, "What do we do with the unused money?" Hopefully, the state major project will be in such high demand that the operative question will become "How do we get more money?" However, should a Lodge, for whatever reason, find that it is not allocating its' grant money to families, a process must be in place to reallocate those funds. The following process will be utilized:

1. The TECSI staff will provide to each Lodge a monthly accounting of ALL funds allocated to ALL Lodges, and the status of each Lodge's activity. In this way the membership will know how well the state project is being received across the state.
2. The Chairman of the TECSI Board has appointed a special three-person committee to act in an over-sight capacity to monitor allocation of grant funds. At the end of the

second quarter, any Lodge that has not expended at least 40% of its allocation will be notified that its allocation will be redistributed to other Lodges if grant activity does not increase. If, at the close of the third quarter, a Lodge has not expended 70% of its total allocation, the remaining money, at the discretion of the special three-member committee, will reallocate all or part of the remaining balance to another Lodge who has expended its grant allocation, and has requested additional funds.

Over-sight committee members for 2000-2001 are:

Bob Bell, 12603 DeForest St., Houston, Tx 77066-2630

Jimmy Yates, 9705 Kanosha Ave., Lubbock, Tx 79423, and

Don Hamby, 1111 Georgetown St., Arlington, Tx 76015-3512.

### ***VENDOR RELATIONSHIPS***

There are numerous companies that provide prosthetic devices, adaptive and assistive devices, and technology. The TECSI staff will endeavor to have on hand a number of catalogues from as many vendors as possible to assist Lodges, when requested, to locate specific types of devices and/or technology. However, each Lodge is free to recommend purchase from any reputable vendor.

As a matter of course, all contracts between Lodges, TECSI staff, and vendors should be in writing. All warranties and guarantees will be forwarded to the family of the grantee, but TECSI will also retain a copy of warranties and guarantees by the vendor.

All purchases will be completed using a TECSI voucher.

All details of the purchase, including a copy of the voucher will be provided to the Lodge by the TECSI staff.

### ***EVALUATION AND RECORD KEEPING***

The Director of Programs and Marketing will conduct an evaluation with the recipient family on each grant received. At six months and one year, the recipient family will be asked to respond to an evaluation instrument designed to measure the client satisfaction with:

1. the grant application process,
2. the service from TECSI staff,
3. the service from the vendor and the quality of product provided, and
4. the difference the product has made in the life of the client.

Annually, the evaluations will be compiled and a written report will be provided to TECSI Board and Alternate members. A copy of the report will also be forwarded to all Elks Lodges in Texas.



### ***PROGRAM REVIEW***

A formal review of the Prosthetic Grant Program will be held at the regular February meeting of the TECSI Board. At that meeting, the TECSI Board will make any necessary alterations and modifications to the process it deems necessary in order to achieve a more effective and efficient program for clients and Lodges.

### ***LODGE ALLOCATIONS***

As soon as possible after the membership has approved the TECSI operating budget in June, Lodges will receive notification of the grant amount available to that Lodge for the fiscal year. Each Lodge will also be provided a sufficient number of application forms to provide to prospective recipients.

Attached to this document are the 2000-2001 allocations. The grant proposal is for \$257,331 less the 10% kept at TECSI for the special grants previously discussed in this document.

### ***TECSI SUPPORT***

While the focus of this program is at the local Lodge level, the TECSI staff is available to assist local Lodges in anyway possible. It is the intent of the TECSI staff to maintain a library of catalogues and other printed material that may assist Lodges as they endeavor to provide grants to children in need.

**B. Consideration of the Financial Statements of August and September 2000:**

Bob Bell moved to accept the statements as presented stating that TECSI was in solid financial shape. Camp was \$37,000 less than what was budgeted.

Jimmy Yates seconded the motion and the motion carried.

**C. Return Proceeds of the Pokey Matthies Disaster Relief Fund to TESA:**

Don Hamby made the motion to return \$3845 to TESA and to close the account at TECSI. Carl Bracewell seconded the motion and the motion carried.

**D. Budget Amendment:** Mike Cropp made the motion to accept the budget amendment. Dave Hill seconded the motion and the motion carried.**E. Salary Increases:** Mike Cropp made the motion to increase Nora Hardaway and Juan Flores' salary to \$8.50 per hour. Dave Hill seconded the motion and the motion carried.**F. Establish a Building and Maintenance Account:** Jimmy Yates made a motion to put \$12,000 into a maintenance account. We are adding \$12,000 to a new line item that was deleted in the Physical Plant Department. Bob Bell seconded the motion to put \$12,000 into a maintenance account and the motion carried.**G. Adding a Checking Account:** Truman Martin recommended adding a checking feature to our TECSI Operating Account at Dain Rauscher. There is no cost for this feature. We do not need to open a new account and the checks are free. This will allow us to transfer funds from TEEI to TECSI Operating Account therefore it allows us to earn more interest. Bob Bell made the motion to add the checking account and Gene Moore seconded the motion and the motion carried.**VI. Items for Board Information**

**A. Report from the TECSI Board Chairman:** Douglas Gregory said that he was hearing some real good reports about the prosthetic grant program. He also stated that the need for the grants is unreal. He made the comment that people are not going to come to you because they don't know that the lodges have the money. Don Hamby stated that if there is a question on a grant, go ahead and fill out the application and mail it to Jack Shanks and have him look at it. If there is still a question, then it will be forwarded to Bob Bell. Jack Shanks stated if the local lodge determines that this fits the guideline of the program, we are not here to question the lodge. Mr. Gregory said that each lodge will have to take each application as a case-by-case basis. Mr. Gregory also asked to please get out there and let people know what you have to offer at your lodge.

**B. Report from the TECSI Executive Director:** Jack Shanks passed out a handout that showed rental income that had been generated since June 1<sup>st</sup> and anticipated income from contracts that we have out and contracts that we may expect. The total you will see is about \$7,700. We have an opportunity for an organization that has a grant from a tobacco settlement and these folks have a grant to put on a camp for children to put on a



week camp for children with asthma. They want us to put on the camp for them. This would extend camp for a week. This camp would take place after Elks Camp.

- C. Report from the Texas Elks Endowment, Inc.:** Mr. McKinnon stated that the total liabilities and equity is \$7,409,133.13 and we have unofficially taken it on as a board item that we intend to increase this up to \$8,000,000.
- D. Check Registers:** Mr. Gregory told the board that this was to itemize all the checks.
- E. Prosthetic Grant Lodge Report:** Mr. Bell stated that there was \$263,000.00 available to the lodges in various amounts to allocate to help children in the state on Texas. Jack Shanks said that TECSI had processed several grants since the report. Mr. Bell states that this is over a quarter of a million of dollars that needs to be spent. There is also \$25,000.00 setting in a reserve fund waiting for someone to use it also. Mr. Bell went on to say that Jimmy Yates, Don Hamby, and himself were appointed to a committee to be the allocaters of the excess funds. Mr. Bell also said that they had not had time to set down and fully discuss how the funds would be distributed. Frank Denny made the comment that we need to spend the money that the lodges have first, before we start considering on how to distribute the reserve fund. David McKinnon stated that many of the members don't even know that the lodge has this money because they don't come to the meetings. He said that this is a program that will grow membership for Elks in Texas. Mr. Gregory asked that the lodges please let people know that they have this program.
- F. Results of Elks Camp Parent/Child Survey:** Jack Shanks reports that this report was generated by the parents that had children at Texas Elks Camp. We sent out a survey and had a 71% response rate. The report consisted on 35 questions to try and measure the job we are doing at camp. It has given us some opportunities for improvement. He also passed out the report and said that it was okay to take the report to any audience that you would like to take it to and share it with them about what goes on at Elks Camp.

## VII. Items for Board Discussion

- A. Distribution for Prosthetic Grant Money:** Bob Bell passed out a comparison of contributions and distributions. Don Wyatt suggested that we look at a 50/50 split. Mr. Bell wants to keep the money flowing directly to the lodges. He said that this program starts at the lodge level. He will ask the trustees for a report of the lodge contribution later this afternoon. Only funds that flow to TECSI are included in the comparison.
- B. Establish Guideline for Lodge Access to the State Major Project Special Fund:** Mr. Bell and his committee made the proposal that all lodges have special access to the special fund, but should the money become short, preference will be given to lodges that have actively taken part in children's services activities.

**VIII Benediction and Adjournment:** Don Hamby was asked to give the Benediction and Douglas Gregory adjourned the meeting of the TECSI Board.



- F. **Restraint Training:** Jack Shanks stated that we are now required to undergo restraint training. He is asking the board to allow staff at TECSI to use PMAB or MAB. Mike Cropp made the motion to allow TECSI staff to use PMAB or MAB as restraint technique and Bob Bell seconded the motion. Motion carried.
- G. **Set Texas Elks Camp 2002 Dates:** Jack Shanks asked that the following dates be set for Elks Camp 2002: June 2-7, Training Week, June 9-14, Session One, June 16-21, Session 2, June 23-28, Session 3, June 30-July 5, Session 4, July 7-13, No Camp, July 14-19, Session 5, July 21-26, Session 6. Bob Bell made the motion to accept the dates for Elks Camp 2002 and John Galvan seconded the motion. Motion carried.
- H. **Age Limit of Elks Campers:** Jack Shanks asked permission to change the age limit from 7-17 to 7-15. The reason is because rather larger kids have been attending camp, which do not know their own strength and they have hurt some of the counselors. Jack Shanks asked that the Board allow the Executive Director the authority to waive this requirement when the best interests of the child will be served. Jimmy Yates made motion to set the age for camper eligibility at 7-15 with the waiver provision. Mike Cropp seconded the motion and the motion carried.
- I. **Set Limit for the Prosthetic Grant Reserve Fund:** The Board determined that the committee was functioning well and no action was taken.
- J. **Reallocation of Unused Grant Funds:** The old policy stated that a Lodge may lose its money if 70% of it was not expended by the third quarter. Jack Shanks is asking that the policy change to a Lodge will lose its money if 70% has not been expended by the end of the third quarter. Mike Cropp made the motion to accept that if a Lodge has not expended 70% of its total allocation by the end of the third quarter, it will lose all its remaining funds and be redistributed to another Lodge. Roy Cruz seconded the motion and motion carried.
- K. **Adult Beverages:** Doug Gregory stated that in the past all alcoholic beverages have stayed over in the RV park. He asked that we make an exception to our standards that we allow alcoholic beverages at the pavilion. Bob Bell stated that we would be better off doing this on a one-time basis. Jimmy Yates made the motion to allow alcoholic beverages under the pavilion on a one-time basis. Mike Cropp seconded the motion and the motion carried.

## VI. Items for Board Information

- A. **Report from the TESCO Board Chairman:** No report was given.
- B. **Report from the TESCO Executive Director:** Jack Shanks reported the Panhandle district would be fixing burgers.
- C. **Report from the Texas Elks Endowment, Inc.:** No report was given.



**E. Approve Annual Operating TECSI Budget:**

The TECSI operation budget was approved as presented to the members of the Board. Roy Cruz made the motion. William Brady seconded the motion. Motion carried. (copy attached)

**VI. Items for Board Information:**

**A. Report from the TECSI Board Chairman:**

Douglas Gregory reported on the State Major Project and encouraged Lodges to get more involved. He also reminded everyone that the cut off date for Prosthetic Grants Program is February 28, 2003.

**B. Report from the TECSI Executive Director:**

Jack Shanks reported that the School Nurse letters have not been mailed out, but we have mailed out over 400 applications. Therefore camp will be full, and there will be a waiting list. He reported that we have received requests in excess of 100% of the funds that we have for the Prosthetics Grant Program. He also reported that TECSI has taken over the Web page.

**C. Report from the Texas Elks Endowment, Inc.:**

No report was given.

**D. Check Registers:** Douglas Gregory told the Board that a listing of all checks written through December has been included in their packets.

**E. Prosthetic Grant Lodge Report:**

Bob Bell suggested that TECSI put on the web site all the items that each Lodge purchased through the Prosthetic Grant Program. Jimmy Yates discussed making a video to show Lodges the items that were bought and the children receiving them. It was also discussed to have a video made and show it at the State Convention. **Praxedis De La Garza brought up the idea of changing the name of the Prosthetic Grant Program to a name that would cover all items rather than prosthetics, was suggested Special Needs Grants for Special Needs Children. The name would be voted on at State Convention.**

**V. Sickness and Distress:**

Jack Shanks reported on the death of Lou Barnett a former TECSI employee. She will indeed be missed. Jim Arnold reported that Ray Hill has been diagnosed with cancer.

**VI. Good of the Order:**

Gene Moore distributed a hand out giving an up date on the lawsuit. Jimmy Yates made a motion to follow the Lawyer's advice and hire the Fund Raising Expert. Motion was seconded by Joe Egly. Motion carried.

Don Pepper gave a report on the First Ladies project that Jim Plummer and Peggy Pepper has been working on. The money that has been raised was spent for the tables. He also reported on the money that was raised for the RV Park, the electricity, and the up and modifications.

**Agenda Item: III - E.**

**Date: June 5, 2003**

**Subject: Proposed Change to the Name of the State Major Project**

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**\*\* ACTION \*\***

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**Background Information:**

Currently the Texas Elks State Major Project is known as The Prosthetic Grant Program. While the program has become very successful, the name has generated some confusion as to those services Texas Elks actually provide. Many members of the public as well as Texas Elks are sometimes surprised to learn that the grant program offers all manner of equipment and technology to children in need. The program is NOT limited to prosthetic devices.

**Item Addressed:**

At the February meeting, the Board discussed several names brought forth by districts and individuals. After much discussion, the Board tentatively decided to call the program Special Grants for Special Kids. The directors were going to discuss this recommendation with their respective districts and unless there was strong objection the Board would consider making a formal recommendation to the membership at this convention.

We offer one more suggestion to keep our program from being confused with any other similar program which may be out there or could come into being. We suggest a slight modification to the name and formally recommend to the Board for adoption: TEXAS ELKS SPECIAL GRANTS FOR SPECIAL KIDS.

**Recommended Action:**

Board Approval.



**D. Engage an Audit Firm for 2003-2004:**

Jimmy Yates made a motion for Plummer and Plummer to make arrangements for the annual audit. Motion was seconded by John Galvan, Jr.. Motion carried.

**E. Name Change:**

Jimmy Yates made a motion to change the project name to Texas Elks Grants for Special Children. John Galvan, Jr. seconded the motion. Motion carried.

**F. Approval of Revised Standard #10:**

Revised Standard #10 was approved with the exception of adding to Section 10.100.5 proceeds from individual Sweetheart sales will go to the Sweetheart, also delete from Section 10.100.2 proceeds from the Silent Auction will be distributed to participating Lodge Sweethearts in a manner directed by the President and the Director of the host District and was added to Section 10.100.5. A motion was made by Jimmy Yates to approve the Standard with the above changes, Bill Brady seconded the motion. Motion carried. The final Standard is approved by the Committee on Laws. Copies should be mailed to Jim Karels, Jim Plummer, Jim Arnold, Don Pepper, and Wayne Christopher, as per Jim Karels, Chairman of the Committee of Laws.

**VI. Items for Board Information:**

**A. Report from the TESCO Board Chairman:**

Douglas Gregory reported it has been a great year. He encouraged everyone to attend the camp awards ceremony. Also he getting ready to start the RV Park up grades, and we need as much help as we can get.

**B. Report from the TESCO Executive Director:**

Jack Shanks reported that all camp sessions were full and that we have a great group of counselors that are in training. Please come to the awards ceremony. TESCO was in charge of getting the TESA Directory done, and also TESCO took over the web site if anyone needs anything on it let us know. Jack also mentioned that he was in his 4<sup>th</sup> year of working for TESCO and thanked everyone for the privilege of working for TESCO.

**C. Report from the Texas Elks Endowment, Inc.:**

David McKinnon thanked everyone for attending the TEEI meeting and their support.

**D. Check Registers:** Douglas Gregory told the Board that a listing of all checks written were included in their packets.

**E. Prosthetic Grant Lodge Report:**

Douglas Gregory reported that a copy of the Grant Report is included in their packets. The entire amount that was budgeted to spend this year for grants was spent.

**IV. Items for Board Information:****A. Report from TECSI Board Chairman:**

Jimmy Yates talked about his and Billy's recent visit during our Summer Camp Program. He told members that everyone should make it a point to come down and see what goes on during summer camp. It was a wonderful experience for he and Billy. He spoke to the Board about some of his experiences during that week especially how important it is to Elks Camp that we have our nurses and that we could not afford the liability of not having them and that the recent purchase of a defibrillator was a necessary purchase. He also reported to the Board that the lawsuit was over and that it was time to move on. He reported that we didn't receive what we had hoped but we that had received a little over \$16,000.00 when all was said and done.

**B. Report from the TECSI Executive Director:**

Jack Shanks reported to the board that we had a great summer camp. We served some 300 kids. Our camp counselors were wonderful and that everyone should come down like Jimmy and Billie Yates and see what goes on during summer camp. It is a truly wonderful experience.

**C. Report from Texas Elks Endowment:**

TEEI Board Chairman, Pat Phelps reported he TEEI Board is working really hard to generate more funds for TECSI. The current market makes it very difficult but they are working very closely with Truman Martin to do so. He also stated that on behalf of his lodge they really support the Sweetheart Program and hoped all the lodges do so.

**D. Check Registers:**

Jimmy Yates reported that there were copies of the check registers in all of their packets for their review.

**E. Texas Elks Grants for Special Children Report:**

Jimmy Yates reported that the Special Grants program is a really wonderful program but that all lodges do not utilize their funds. He reported that all lodges had been sent information informing them of the



amounts allocated to each specific lodge. He reported that 50% of a lodges allocated funds is their per capita and 50% is from the Lodges support to the Endowment Fund through the PBC/HFC/Love/Memorial program and support to TECSI through the Sweetheart Program, Lodge Quota's and Summer Camp Donations. Those that support these programs receive a larger portion of the grant funds allocated. He asked everyone to go home and spend their lodges allocated funds and to continue to support all of the programs to insure that their lodge receives a large portion on the grants. He reported that some lodges had already spent their allocation and that some had not. Those that had not need to get out and try to find a child in their area that needs help. The money could be spend for almost anything the lodge approves as long as it improves the quality of life for that child.

**F. Cooper Tire Suit:**

Douglas Gregory reported to the Board that they had met at the office of the attorney for Cooper Tire. They met for about seven hours. They finally reached an agreement of \$33,000.00. The amount was accepted and after the attorney expenses our take home was \$16,835.00, thus ending the lawsuit.

**V. Sickness and Distress:**

Jimmy Yates reported to the Board that Jud Good's dad had passed away a few days earlier. There were no other sickness and distress to report.

**VI. Good of the Order:**

Douglas Gregory reported that when he and James had completed the R.V. Park he thought everything was in order. Apparently there are some problems with the electric panels. He reported that we would notify the local electric company to help determine what we need to correct the problem. When this is determined it would be fixed.

Roy Chambers mentioned the possibility of moving the cook-off area across the street so that we could utilize those RV spaces during Homecoming.

Robert Holmes reminded everyone that RV's are not to be brought down early and left unattended. He asked that everyone go to their lodges and make them aware of this and to read their Homecoming packets each year that includes the R.V. Park standard.

years instead of one year. The motion was seconded by Gene Moore, motion carried. Bob Bell then reported that he and Jack Shanks would work on the proposal to be submitted to the committee on laws.

**F. There is no Room at the Inn:**

**Setting the policy for assigning rooms for Homecoming and other events.**

Jimmy Yates reported that there were some recommendations on how the rooms should be assigned. We have had lots of suggestions. Since Rhonda Fleming was not present she asked Chairman Yates to report to the Board that she had someone request that the Board give the Sweethearts priority on the rooms. Other suggestions were to continue to assign rooms as they are requested as is currently done, or have everyone who wants a room send in their name and prior to Homecoming draw names out of a hat until all rooms are assigned or use the same method as in the RV Park. The first person in the door gets a room. The earlier you arrive, the better the room. Jim Cooney also submitted a proposal from the South District. There was considerable discussion but no decision was made. It was decided to table this until the next meeting. Jimmy Yates also noted that the reservations made for September 2006 would be honored.

**G. Grant Money Redistribution:**

Praxedis de la Garza reported to the Board that there is an accumulation of grants that have not been funded in the past three years. These un-funded grants have just rolled over to the new fiscal year. We now have \$192,000.00 of grants left in the system. We are quickly approaching the February 28<sup>th</sup> deadline for the lodges to spend their grant money. After February 28<sup>th</sup> the Grant Committee takes over and decides which of the remaining un-funded grants will be funded. Jack Shanks reported that as of this meeting we already have more grants on Misty's desk than we have funds to cover. So if more grants come in by the end of the year this will just add to the problem of having more un-funded grants at the end of the year. He also added that 100% of the grant money would be expended this year. Mr. De La Garza stated that each Board member should go back to their district at the end of the year and find out if the leftover grants are still needed. They may not need to be funded anymore. There was some discussion at this point. Gene Moore then made the motion that at the end of the fiscal year that the TECSI staff return the un-funded grants to the lodges to be revalidated and resubmitted or withdrawn. There was a second by Jim Cooney, motion carried.



Bob Bell then handed out a copy of the current year grant allocations. He explained to everyone the current formula for allocating the funds to each lodge. Mr. Bell asked that the current formula for grant allocations be reconsidered. As it stands now the allocation is 50% on membership and 50% on contributions. He then motioned that the formula be changed to 75% on contributions and 25% on membership. Thus those lodges raising the most money would receive the most money back in grants. The motion was seconded by Mike Cropp. Motion carried.

## VI. Items for Board Information:

### A. Report from TECSI Board Chairman:

Chairman Yates urged everyone to use the funds that are allocated to the lodges for their grants and that there are always children out there that could need some sort of assistance.

### B. Report from the TECSI Executive Director:

Jack Shanks passed out the new RV Park Brochures. He asked everyone to give them to RV dealers and anyone else in their area that might be interested in our RV Park. He also reported that we are gearing up for summer camp. Applications are coming in as fast as they are going out. We will be serving approximately 350 children this year with our seventh week of camp. He urged everyone to come down and visit during camp and to be sure to attend a Friday night awards ceremony. The awards ceremony will be at 5:00 p.m. this year.

### C. Report from Texas Elks Endowment:

TEEI Board Chairman, Pat Phelps, reported that their investments were \$8,123,262 as of the end of December 2005. He then read a report from Truman Martin, which said that it was a lackluster year for stocks in 2005 with very little gain in the DOW, S&P or NASDAQ. He also reported that TEEI was on track with their budget.



motion to table this project until such time that the Board receives a set of the actual plans for the project and a breakdown showing the itemized cost of everything included in its construction. The motion was seconded by Ronda Fleming-Hays. Motion carried.

**D. Executive Director Evaluation Revision:**

Chairman Pepper stated that as discussed in the last meeting, the way we evaluate our Executive Director has some pitfalls in it. For instance, the "N/K" or "NO KNOWLEDGE OF THIS INDICATOR" reads as such to mean that the evaluating Director has no knowledge of whether or not the Executive Director is performing this duty satisfactorily. However, when the evaluations are being scored, items that have been marked with "N/K" are actually lowering the Executive Director's score by tallying it with "N/K" meaning that the Executive Director is not knowledgeable about the task in question. This causes the score of the evaluation to be incorrect. This needs to be fixed in order to obtain an accurate evaluation of our Executive Director. Mr. Pepper then called upon TECSI Executive Director, Jennifer Anderson. Jennifer responded that there are a couple of options: either rewording a couple of the statements that are causing the confusion, or leaving the evaluation as is and when an average is compiled to leave out any statements that have been marked with "N/K" and not figure that into the equation that supplies the final score. Upon further discussion by the Board, it was decided to revise the wording on the statements that are causing confusion and to omit "N/K" from the current Rating Scale. No motion was needed.

**E. Grants Reserve Fund:**

Chairman Don Pepper stated that as of right now this Reserve Fund totals 10% of the total amount of grant allocation monies. The TECSI Grant Committee currently approves funds to be taken once per lodge from this fund to cover a grant when a lodge does not have enough money in their respective grant allocation to cover the entire cost of the grant if the amount is \$1,000.00 or less. He passed out documentation showing the amount of money left in the Grants Reserve Fund for the past 4 grant periods that was unspent prior to funding grants that were on the "Unfunded Grant List." After looking at these dollar amounts, he felt that he had come up with three options for fixing this. Option One: Do Nothing. Option Two: Raise the amount to be given once per lodge to \$1,500.00. Option Three: Cut the percent of money put into the Grant

Reserve Fund from 10% to 5%. Option Three would allow each lodge to have more money in its grant allocation. A motion was made by Mike Cropp to reduce the Reserve Fund from 10% to 5% of the total grant monies. The motion was seconded by Ronda Fleming-Hays. Motion carried.

**F. Final Approval of the 2013-2014 Operating Budget:**

Chairman Don Pepper stated that we need final approval of this budget. Mike Cropp then made the motion to approve the 2013-2014 Operating Budget. Ronda Fleming-Hays seconded the motion. Motion carried. Final approval of the budget will voted on by the membership on Saturday.

**IV. Items for Board Information:**

**A. Report from the TECSI Board Chairman:**

Chairman Pepper stated that the Board had heard him talk all morning so consider his report given.

**B. Report from the TECSI Executive Director:**

TECSI Executive Director, Jennifer Anderson reported the following:

As of the February 28<sup>th</sup> deadline for the Grants Program, lodges throughout the state used \$291,906.85 of the original \$326,270.00 in allocated funds to provide various types of equipment, therapies, and much more for special needs children. In addition, we received \$9,926.57 in rebates and refunds from various companies which brought the grant total of Grants money to \$337,181.27. After the February deadline, an unspent balance of \$45,274.42 was rolled over into the Reserve Account. The money in the Reserve Account was then used to fund additional grants with the exception of \$40.21. Any remaining unfunded grants were returned to the submitting lodges with a letter of encouragement and updated certification from in hopes that those applications be resubmitted on June 1<sup>st</sup> when the Grant money becomes available again. The



Royce Butler then made the motion to assess the 7<sup>th</sup> week of camp on a yearly basis at the Homecoming meeting and the cancel the 7<sup>th</sup> week for Camp 2016. The motion was seconded by Jim Daffern. Motion carried.

**D. Set Dates for Homecoming 2016 & Establish Host District:**

Chairman Cropp stated it is always the full 3<sup>rd</sup> weekend in September. That would be the 16<sup>th</sup> thru the 18<sup>th</sup>. Jim Daffern made the motion to make September 16 -18, 2016 the dates for Homecoming 2016. Royce Butler seconded the motion. Motion carried.

**E. Communication of Governance from Charles E. Reed & Associates, P.C.:**

Chairman Cropp stated that we have a regular audit every year and then we have a Communication of Governance. These are just letters from the auditing firm. No action is required by the Board. This is for information purposes only. TECSI Bookkeeper, Debbie Everett stated that it is just a letter that the auditor has to get out and make sure that the Board sees it. The auditor stated that it needed to be in the minutes.

**F. Adding Grants Criteria to the TECSI Bylaws:**

Chairman Cropp stated that it should not read as "Bylaws;" but rather "Operating Procedure." This should eliminate confusion. Mr. Cropp stated that sometime back, he had a question asked of him. Mike stated that he went into TECSI's bylaws and guidelines, and TESA's bylaws. He couldn't find a thing about Special Grants for Special Children. The Board needs to come up with the criteria for this: The Guidelines and Eligibility. It is very simply done actually. The information is out there. We just have to put it into "Us." In our bylaws it is stated that the Board, from time to time, shall obligate rules and operating procedures governing day to day procedures of the corporation. That is what we're doing here. This is just an operating procedure; it is not a bylaw. This operating procedure covers: Eligibility Criteria, Application Process, Deadline for Application and Processing Grants, and Reallocation of Unused Grant Funds.

Chairman Cropp thanked Mr. Don Pepper for bringing this to his attention. Mr. Pepper stated that what we are trying to accomplish here is trying to get everyone on the same page so that everyone knows these procedures and how the Grants Program works. This will relieve a lot of pressure in the lodges and in the office at Texas Elks Children's Services, Inc. Mr. Cropp then stated that Mr. Pepper suggested that these Guidelines be put on the TESA website. Mr. Cropp stated that he agreed

with Mr. Pepper. Sally DiPalma made the motion to accept the "Guidelines for TECSI Special Grants for Special Children Program" part of TECSI's Operating Procedures. B.F. Williams seconded the motion. Motion carried.

**G. R.V. Park Maintenance & Upgrades:**

Mr. Royce Butler stated that we are going to have to do some repairs on the wiring. The brakera are blowing constantly. He stated that he has collected a little over \$5,000.00 to put towards the R.V. repairs but that it was going to take about \$20,000.00 to get the repairs done. He then asked that anyone who was willing to please donate towards this project.

**IV. Items for Board Information:**

**A. Report from the TECSI Board Chairman:**

Chairman Cropp stated that he did not have a lot to report. Everything is swimming along that way it should down here. If you look at your 10 Year Plan, we were going to talk more about wiring at this meeting. Mr. Lou Watkins has been working on this but his sister passed away last week. Mr. Watkins will talk about the wiring at Fall Conference.

Most of the items on this 10 Year Plan are either complete or are in the process of being completed. The Generator has been ordered. We can start adding new items to this list.

If you look at the Financial Statements, they are excellent. Everything is in wonderful shape financially here.

**B. Report from the TECSI Executive Director:**

TECSI Executive Director, Jennifer Anderson reported the following:

**Camp Services-** Since our last meeting at State Convention we have completed a very successful camp program. Of the 329 available spots for camp, 307 special needs children attended and were able to participate in a fun filled week of excitement. Activities this year included arts and crafts, swimming, trips to Morgan's Wonderland and indoor amusement centers, magic shows, movies, and bowling, as well as a special trip during week three to Sea World San Antonio; all at no costs to their families due to the hard work and generosity of the Elks.



Updated  
Sept 2015

# GUIDELINES FOR TECSI SPECIAL GRANTS FOR SPECIAL CHILDREN PROGRAM

## TEXAS ELKS GRANTS FOR SPECIAL CHILDREN PROGRAM

Texas' Elks realized that children with special needs resulting from birth defects, accidents, or other trauma often face life-altering limitations. They also realized the fact that so often early intervention with prosthetic equipment, assistive and/or adaptive devices and technology would allow a child to lead a much fuller and complete life. Unfortunately, so many of these very special children in need have no one or nowhere to turn for assistance. To that end, In June of 1999, Texas' Elks joined together and formed a State major project to help these children live life to its fullest by offering grants to children in need of such specialized equipment and services.

Original said prosthetics, this is much more broad.

### ELIGIBILITY CRITERIA

Eligibility criteria are written to be as inclusive as possible. All children having special needs will be considered for grant assistance providing the following criteria are met:

1. A resident of Texas, and,
2. at the approving lodges discretion for individuals up to age 18 or extended to 21 years of age if still enrolled in school, and, ← extended to age 21
3. whose special needs are neither fully covered by a private or public insurance carrier, and,
4. whose special needs are not fully met by either a state and/or federal agency, and,
5. whose special needs are not fully met by another grant program, and,
6. whose financial needs justify assistance.



# GUIDELINES FOR TECSI SPECIAL GRANTS FOR SPECIAL CHILDREN PROGRAM

## APPLICATION PROCESS

The application process is designed with two purposes in mind: first, to allow the local Lodge maximum flexibility to meet the needs of those in a particular area, and two, to streamline the process to ensure that assistance arrives in the briefest time period possible.

### The application process follows:

1. All applications will be available at the local Lodge. The format will be a paper application. The design is intended to be user friendly, but at the same time provide all the necessary information to allow the Lodge to make an informed decision.
2. The local Lodge, under the direction of the Exalted Ruler, will appoint a committee to receive and evaluate all requests for grant assistance. It is the responsibility of the individual Lodge to write the local selection criteria it feels will best meet the needs of the local area.
3. Once the local Lodge committee has approved an application, it will be brought before the Lodge membership for approval. After approval from the Lodge, the application, the Lodge certification form, and the specific particulars regarding the grant will be forwarded to TECSI for processing, ordering, and proper crediting of the Lodge's account. The only oversight function the TECSI staff will perform is to determine that the Lodge has gotten the best buy to staff's knowledge.
4. To restate, once TECSI staff receives an approved application from a Lodge, TECSI staff will process the application submitted. All decisions concerning eligibility criteria and appropriateness of grant request will be made at the local Lodge level.
5. The TECSI staff will place the order for the equipment, and have it shipped directly to the grantee's address as it appears on the grant application, unless written instructions from the Lodge request an alternate shipping address.
6. TECSI will notify the Lodge, the vendor and the applicant, once the processing of the application and the order has been placed.

removed #  
of committee  
members

removed from responsibility  
of EO

GUIDELINES FOR TECSI SPECIAL GRANTS FOR SPECIAL CHILDREN PROGRAM

Added

DEADLINE FOR APPLICATION AND PROCESSING GRANTS

1. At the beginning of February, any Lodge that has not expended 100% of their allocated funds will be notified that their allocation will be redistributed to other Lodges if grant activity does not increase.
2. If, on the last day of February, a Lodge has not expended all of their allocation, the remaining money, will be reallocated to other Lodges who have expended their grant allocation, and have requested additional funds. (*See reallocation of funds for explanation of process*)
3. Unspent money is transferred to the reserve account on March 1<sup>st</sup>. At this time these funds are no longer considered to be allocated money for any one specific lodge no matter what they had left as of the February deadline. If an approved grant request is received after the last day of February, based on the discretion of the appointed committee, it may be considered for funding from the reserve funds or returned to the submitting lodge. In order for a lodge to ensure processing of an approved grant from the lodges available, allocated funds, the approved grant MUST be received on or before the last day of February.



# GUIDELINES FOR TECSI SPECIAL GRANTS FOR SPECIAL CHILDREN PROGRAM

## REALLOCATION OF UNUSED GRANT FUNDS

Should a Lodge, for whatever reason, find that they have not allocated their grant money to families; a process must be in place to reallocate those funds.

### The following process will be utilized:

1. The Chairman of the TECSI Board has appointed a special committee to act in an over-sight capacity to monitor allocation of grant funds.
2. The TECSI Board will hold an amount not to exceed ~~10%~~ <sup>5% approved in June 2013</sup> of the total grant allocations in a reserve account fund. These funds along with any unspent Grant money are pooled and used after the February deadline to process selected grants that were received from submitting Lodges that did not have the necessary allocated funds available to process them. The special committee, selected by the TECSI Chairman will review a list of unfunded Grants and will determine which applications can be funded from these left over funds. Due to the distances involved and the infrequency of the TECSI Board meetings, this process may be carried out by fax, email, or telephone.
3. Once all funds have been expended through this process, any Grant that has not been funded is then returned to the submitting lodge with a letter of explanation. If the lodge determines that the applicant is still in need of the requested grant funds, they may resubmit the lodge approved grant application in June so that the funds may be taken from their new allocated amount.

*original approved June 2000*

**BENEVOLENT AND PROTECTIVE ORDER OF ELKS  
TEXAS ELKS STATE ASSOCIATION**

**AND**

**TEXAS ELKS CHILDREN'S SERVICES, INC.**

**OFFER**

**THE NEW STATE MAJOR PROJECT  
PROSTHETIC DEVICE GRANTS**

**APPROVED:**

**JUNE 7, 2000**



## *HISTORY*

Beginning in January 1997, Texas Elks began a search for a State Major Project that would benefit Texas' children in need. Elks developed specific criteria to assist them as they selected the new project, and secured the services of a professional consulting firm (**Performance Strategies, Inc.**) to help evaluate suggestions as submitted by the membership, and to develop and refine selection criteria.

At the June 1999 State convention, the Elks of Texas voted to select the **Prosthetic Device Grant Program** as the State Major Project. At the same time, the membership voted to approve implementation criteria and approved a projected first year budget for the operation of the **Prosthetic Device Grant Program**, as well as the continuation of the Texas Elks Children's Services, Inc. Summer Camp Program.

Texas' Elks realized that children with special needs resulting from birth defects, accidents, or other trauma often face life-altering limitations. They also realized the fact that so often early intervention with prosthetic equipment, assistive and/or adaptive devices and technology would allow a child to lead a much more full and complete life. Unfortunately, so many of these very special children in need have no one or no where to turn for assistance. To that end, Texas' Elks have joined together to help these children live life to its fullest by offering grants to children in need of such **specialized prosthetics**.

↖ changed

Elks define prosthetics in its very broadest sense: a device to replace a missing part of the body, or a device or piece of equipment to restore a function to the body. In current terminology, these devices are classed into three primary categories: prostheses, orthotics, and adaptive/assistive aids.

Prostheses are used as actual replacements of affected body parts, such as, legs, arms and knees. Orthotics are used as bracing devices for supporting structures of the body, such as spines, legs, or feet. Adaptive aids are useful in those functional areas often overlooked, such as ambulatory equipment, positioning equipment and/or devices used to assist a child to compensate for any physical disability.

### ***ELIGIBILITY CRITERIA***

Eligibility criteria are written to be as inclusive as possible. All children having special needs will be considered for grant assistance providing the following criteria are met:

1. A resident of Texas, and,
2. **18 years of age or younger** ← *changed*
3. whose special needs are neither fully covered by a private or public insurance carrier, and,
4. whose special needs are not fully met by either a state and/or federal agency, and,
5. whose special needs are not fully met by another grant program, and,
6. whose financial needs justify assistance.

removed

## *ELIGIBLE PROSTHETIC DEVICES*

Those devices eligible for consideration fall under three very broad categories:

1. Replace missing body parts, such as limbs or eyes,
2. Restore body part functions such as hearing aids, orthotics, telephonic equipment, bracing devices for spines or limbs, and,
3. Adaptive/assistive devices for health, safety of the basic functioning or enhancing the quality of life, such as seating equipment, positioning equipment, mobility equipment, integration equipment, and adaptive/and or assistive forms of technology.

## *APPLICATION PROCESS*

The application process is designed with two purposes in mind: first, to allow the local Lodge maximum flexibility to meet the needs of those in a particular area, and two, to streamline the process to ensure that assistance arrives in the briefest time period possible.

The application process follows:

1. All applications will be available at the local Lodge. The format will be a paper application. The design is intended to be user friendly, but at the same time provide all the necessary information to allow the Lodge to make an informed decision.
2. The local Lodge, under the direction of the Exalted Ruler, will form a committee of three persons to receive and evaluate all requests for grant assistance. It is the responsibility of the individual Lodge to write the local selection criteria it feels will best meet the needs of the local area.

changed →



3. Once the local Lodge committee has approved an application, it will be brought before the Lodge membership for approval. After approval from the Lodge, the application, the Lodge certification form, and the specific particulars regarding the grant will be forwarded to TECSI for processing, ordering, and proper crediting of the Lodge's account. The only oversight function the TECSI staff will perform is to determine that the Lodge has gotten the best buy to staff's knowledge.
4. To restate, once TECSI staff receives an approved application from a Lodge, TECSI staff will process the application submitted. All decisions concerning eligibility criteria and appropriateness of grant request will be made at the local Lodge level.
5. The TECSI staff will place the order for the equipment, and have it shipped directly to the grantee's address as it appears on the grant application, unless written instructions from the Lodge request an alternate shipping address.
6. ~~The Executive Director~~ will notify the Lodge once the processing of the application and the order has been placed.
7. ~~The Director of Programs and Marketing will conduct regular checks with both the family being served and the individual Lodge for both quality assurance and to obtain an evaluation of services from the family being served. At six months after the grant has been awarded and one-year after the award of the grant, the Director of Programs and Marketing will conduct a written survey request from the served family to determine the outcomes of the grant.~~
8. *The TECSI Board will hold 10% of the total grant allocation for EXCEPTIONAL NEED GRANTS. These grants will be awarded directly by the TECSI Board. The grant application process will be the same as an application being made to a Lodge. The special three-member committee*

*selected of the TECSI Board (see REALLOCATION OF UNUSED GRANT FUNDS SECTION) will review the application and make a recommendation directly to the TECSI Board. Due to the distances involved and the infrequency of the TECSI Board meetings, this process may be carried out by fax, email, and telephone. This reserve fund may also be awarded to Lodges who have spent their allocation amount.*

### ***ALLOCATION OF FUNDS***

Funds for the Prosthetic Device Grant Program for the 2000-2001 grant year will be allocated based on a per capita share of membership vs. total dollars to expend (less the proposed 10% to remain at TECSI).

### ***REALLOCATION OF UNUSED GRANT FUNDS***

As with any project, the concern becomes, "What do we do with the unused money?" Hopefully, the state major project will be in such high demand that the operative question will become "How do we get more money?" However, should a Lodge, for whatever reason, find that it is not allocating its' grant money to families, a process must be in place to reallocate those funds. The following process will be utilized:

1. The TECSI staff will provide to each Lodge a monthly accounting of ALL funds allocated to ALL Lodges, and the status of each Lodge's activity. In this way the membership will know how well the state project is being received across the state.
2. The Chairman of the TECSI Board has appointed a special three-person committee to act in an over-sight capacity to monitor allocation of grant funds. At the end of the

removed

**second quarter**, any Lodge that has not expended at **least 40%** of its allocation will be notified that its allocation will be redistributed to other Lodges if grant activity does not increase. If, at the close of the **third quarter**, a Lodge has not expended **70%** of its total allocation, the remaining money, at the discretion of the special three-member committee, will reallocate all or part of the remaining balance to another Lodge who has expended its grant allocation, and has requested additional funds.

removed

Over-sight committee members for 2000-2001 are:

Bob Bell, 12603 DeForest St., Houston, Tx 77066-2630

Jimmy Yates, 9705 Kanosha Ave., Lubbock, Tx 79423, and

Don Hamby, 1111 Georgetown St., Arlington, Tx 76015-3512.

### ***VENDOR RELATIONSHIPS***

There are numerous companies that provide prosthetic devices, adaptive and assistive devices, and technology. The TECSI staff will endeavor to have on hand a number of catalogues from as many vendors as possible to assist Lodges, when requested, to locate specific types of devices and/or technology. However, each Lodge is free to recommend purchase from any reputable vendor.

As a matter of course, all contracts between Lodges, TECSI staff, and vendors should be in writing. All warranties and guarantees will be forwarded to the family of the grantee, but TECSI will also retain a copy of warranties and guarantees by the vendor.

All purchases will be completed using a TECSI voucher.



All details of the purchase, including a copy of the voucher will be provided to the Lodge by the TECSI staff.

### ***EVALUATION AND RECORD KEEPING***

The Director of Programs and Marketing will conduct an evaluation with the recipient family on each grant received. At six months and one year, the recipient family will be asked to respond to an evaluation instrument designed to measure the client satisfaction with:

1. the grant application process,
2. the service from TECSI staff,
3. the service from the vendor and the quality of product provided, and
4. the difference the product has made in the life of the client.

Annually, the evaluations will be compiled and a written report will be provided to TECSI Board and Alternate members. A copy of the report will also be forwarded to all Elks Lodges in Texas.

## ***PROGRAM REVIEW***

A formal review of the Prosthetic Grant Program will be held at the regular February meeting of the TECSI Board. At that meeting, the TECSI Board will make any necessary alterations and modifications to the process it deems necessary in order to achieve a more effective and efficient program for clients and Lodges.

## ***LODGE ALLOCATIONS***

As soon as possible after the membership has approved the TECSI operating budget in June, Lodges will receive notification of the grant amount available to that Lodge for the fiscal year. Each Lodge will also be provided a sufficient number of application forms to provide to prospective recipients.

Attached to this document are the 2000-2001 allocations. The grant proposal is for \$257,331 less the 10% kept at TECSI for the special grants previously discussed in this document.

## ***TECSI SUPPORT***

While the focus of this program is at the local Lodge level, the TECSI staff is available to assist local Lodges in anyway possible. It is the intent of the TECSI staff to maintain a library of catalogues and other printed material that may assist Lodges as they endeavor to provide grants to children in need.

**IV. Items for Board Information:****A. Report from the TECSI Board Chairman:**

Chairman Butler began his report by stating that as everyone knows by now, James Christian will be retiring at the end of September. We are looking to have someone come in to train under James in July. Royce then asked James if he thought that training period would be long enough. James responded by saying that if the Board hires someone that knows mechanics and repair and has done this type of work before, this should be a sufficient amount of time. Royce stated that these 3 months of training have already been incorporated into the Budget that goes before the membership at the June Board Meeting.

Royce then said that he along with James Christian, Sandi Kennedy, and TESA Photographer; Gordon Daniels will be working over the next 6 months to make a film of the history of our facility. He then asked James what was his date of hire. James answered October 15, 1979.

**B. Report from the TECSI Executive Director:**

TECSI Executive Director, Sandi Kennedy reported that since she started she has revised the Head Counselor and staff training and the weekly camp schedule. She has hired one Head Counselor and next week she has 12 candidates set up for interviews. She has confirmed and booked all of the vendors for camp which includes SeaWorld, Splashway, and those types of activities. She will have a 2018 Camp T-shirt and a 2018 Camp pin. She has been talking to local people within the community to help sponsor meals for our summer camp to help with cost.

She has attended two Interlodges; one in Paris and one in Irving. She is currently scheduled to attend some vendor fairs in San Antonio and Round Rock. She has been active on our Texas Elks Children' Services Facebook page and we have gotten a lot of response. She has been working with Gordon Daniels to update our website.

Currently, we still have \$147,238.30 left in Grants. What that shows her is that we are not working our program as it is written. That's a lot of money that we still have left. We have 27 days left to get all of that spent. Her challenge to the Board is to take that information back with you to your respective Districts and Lodges and talk to whoever is coordinating grants at the Lodge level and really push to get that money spent. There are tons of children who could use that money.



**E. Remarks from the President-Elect:**

TESA President-Elect, Fred Adams stated that he wanted to echo what John said. Fred said that he couldn't thank everyone enough for their hard work and leadership. Children's Services is a high priority for everyone. Anything you need just let him know.

**F. Remarks from TECSI Advisor:**

TECSI Advisor, Jim Arnold stated that he was very impressed with the professionalism in which all of the meetings this weekend have been handled. You have the dedication needed to move forward and he hopes to see that carried on down the road. He further stated that he is proud to be able to help in any way that he can. He then stated that he had one question. It has been mentioned that a State Highway Patrol Officer is currently staying across the street at the R.V. Park. I think we all realize that this is only going to be temporarily. Is the officer offering any compensation for this stay? TECSI Executive Director, Sandi Kennedy responded by saying that the officer is wanting to stay at the park permanently and while she will not pay for the use of the park she is offering compensation by way of security for the facility. She will stay at the R.V. Park until she is reassigned to a different patrol area. We will move her trailer out of the R.V. Park during Homecoming festivities.

**G. Check Registers:**

Chairman Royce Butler reported that there were copies of the check register in all of their packets for review.

**H. Texas Elks Grants for Special Children & Explanations:**

Chairman Butler stated that he has been preaching and preaching this. He asked if the Grants could be discussed during part of V.P. Training. Royce said he was going to visit with the incoming Vice Presidents and ask them to make sure that this happens. John Oswalt stated that the Directors need to make sure that they request every clinic to put this topic on the agenda or it's not going to happen. Royce stated that he would be present for the V.P. Training at the facility in Ottine during the first weekend in March. The money that is left over after the February grant deadline is lost by the lodges. The TECSI Grant Committee then has to sit down and look at every application that we have received that was not funded in order to determine where this money goes. This happens every year. If we're not going to spend it, then we need to look at taking some of that money and put it on our building down here. The facility needs a

new roof and that's going to cost approximately \$85,000.00. Now everybody may say that the money is to go towards the kids, but the center is for the kids. This is just something we need to think about.

TECSI Administrative Assistant, Janet Person stated that she would like to point one thing out. It sort of happens every year. When it's crunch time, we are flooded with grants. She said that she may receive as many as 20 grants on the day of the deadline. Anyone who shops knows that prices go up and prices go down. An item requested may have cost \$1,000.00 at the time that the application was completed but may in fact cost \$2,000.00 at the actual time of purchase. Or she may contact the parent after having received a grant application only to be informed that the child has received the requested item/service from another source and no longer needs it.

Sometimes it is mid March before she can finish processing those grant applications. She just has to have the applications in hand by the February deadline. If they have been turned in by the deadline she can still process them. This process takes a while. She further stated that she didn't know if we would have a bottom line figure by the first weekend in March. When we have that figure, don't forget that there is a list of unfunded grants. Lodges that have worked the program who have already received money from the Reserve for a previous grant and/or Lodges that did not have enough money to begin with sometime leave us with unfunded grants that can total more than \$30,000.00. This is when the TECSI Grant Committee comes in to try and fund as many of these unfunded grants as possible. It is a bit of a time consuming process when we come to the end of the grant period.

Royce responded that he would leave it up to Janet to let him know when she is ready to do this. When she was ready, he and the Grant Committee could drive down to the center. He then asked her if she thought she would have that final figure by the end of March. She responded that she thought so based on past years' experience. She then stated that what she normally did in order to save everyone that long drive was simply to email the list of unfunded grants to the TECSI Grant Committee so they could vote as to which grants they wanted to be funded.

Royce then asked everyone who was staying at the facility for the weekend to please strip their beds before leaving and to put those linens down the laundry chute.

# Articles of Incorporation and Amendments



FILED  
In the Office of the  
Secretary of State of Texas

**ARTICLES OF INCORPORATION  
OF  
TEXAS ELKS CHILDREN'S SERVICES, INC.**

OCT 19 1989

Corporations Section

ARTICLE ONE

NAME

The name of the corporation is Texas Elks Children's Services, Inc.

ARTICLE TWO

NONPROFIT CORPORATION

The corporation is a nonprofit corporation.

ARTICLE THREE

DURATION

The period of its duration is perpetual.

ARTICLE FOUR

PURPOSES

The corporation is organized and shall be operated exclusively for charitable, religious, scientific and educational purposes; to engage in activities relating to the aforementioned purposes; and to invest in, receive, hold, use and dispose of all property, real or personal as may be necessary or desirable to carry into effect the aforementioned purposes; including but not limited to:

- (1) providing diagnostic and consultative services to Texas children who are affected by disabling diseases or afflictions and subject to physical and/or psychological infirmities or disabilities; and
- (2) establishing and maintaining facilities for the purposes of diagnosing, treating, caring for, and rehabilitating Texas children who are affected by disabling diseases or afflictions and subject to physical and/or psychological infirmities or disabilities.

ARTICLE FIVE

POWERS

The corporation shall have all powers conferred upon non-profit corporations under Art.1396-2.02 of the Texas Non-Profit Corporation Act so long as the same do not disqualify said organization under Sec. 501(c) of the Internal Revenue Code or other law as an exempt organization.

The powers of the corporation, however, shall be limited in that:

- (1) No part of the net earnings of the corporation shall inure to the benefit of any director of the corporation, officer of the corporation, or any private individual (except that reasonable compensation may be paid for services rendered to or for the corporation affecting one or more of its purposes), and no director or officer of the corporation, or any private individual shall be entitled to share in the distribution of any of the corporate assets on dissolution of the corporation. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting, to influence legislation, and the corporation shall not participate in, or intervene in (including the publication or distribution of statements) any political campaign on behalf of any candidate for public office.
- (2) The corporation shall distribute its income for each taxable year at such time and in such manner as not to become subject to tax on undistributed income imposed by Section 4942 of the Internal Revenue Code of 1954, or corresponding provisions of any subsequent federal tax laws.
- (3) The corporation shall not engage in any act of self-dealing as defined in Section 4941(d) of the Internal Revenue Code of 1954, or corresponding provisions of any subsequent federal tax laws.
- (4) The corporation shall not retain any excess business holdings as defined in Section 4943(c) of the Internal Revenue Code of 1954, or corresponding provisions of any subsequent federal tax laws.
- (5) The corporation shall not make any investments in such manner as to subject it to tax under Section 4944 of the Internal Revenue Code of 1954, or corresponding provisions of any subsequent federal tax laws.
- (6) The corporation shall not make any taxable expenditures as defined in section 4945(d) of the Internal Revenue Code of 1954, or corresponding provisions of any subsequent federal tax laws.
- (7) Notwithstanding any other provision of these Articles of Incorporation, the corporation shall not conduct or carry on any activities not permitted to be conducted or carried on by an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended, or by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code and Regulations as they now exist or as they may hereafter be amended.
- (8) Upon dissolution of the corporation or the winding up of its affairs, the assets of the corporation shall be distributed exclusively to charitable, religious, scientific, testing for public safety, literary, or educational organizations which would they qualify under the provisions of Section 501(c)(3) of the Internal Revenue Code and its Regulations as they now exist or as they may hereafter be amended.

**ARTICLE SIX**

**MEMBERSHIP**

The corporation shall have no members; however, there is a mutual interest in its philanthropic purposes by all the members of the Texas Elks State Association who are represented by members elected to the Board of Directors.

**ARTICLE SEVEN**

**BOARD OF DIRECTORS**

The management of the affairs of the corporation is to be vested in its Board of Directors. The number of directors shall be set in the bylaws, which in no event shall be less than three nor more than fifteen in number. The initial Board of Directors and their respective addresses are as follows:

- |                |  |
|----------------|--|
| Al Frazier     | 1017 Wick Street<br>San Benito, Texas 78586  |
| Wayne Spivey   | 1013 Bazzell<br>Longview, Texas 75604        |
| John C. DuBose | 1726 Gardien Street<br>Gonzales, Texas 78629 |

**ARTICLE EIGHT**

**INITIAL REGISTERED AGENT AND OFFICE**

The initial registered agent of the Corporation is John C. DuBose. The registered office of the corporation is 826 Sarah DeWitt Drive, Gonzales, Texas 78629.

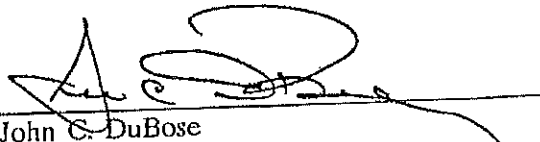
**ARTICLE TEN**

**INCORPORATOR**

The name and address of the incorporator is John C. DuBose, 826 Sarah DeWitt Drive, Gonzales, Texas.

IN WITNESS WHEREOF, I have hereunto set my hand this the 16 day of

OCTOBER, 1989.

  
John C. DuBose



SUBSCRIBED AND SWORN TO BEFORE ME by the said John C. DuBosc, this  
16 day of OCTOBER, 1989, to certify which witness my hand and official seal.



*Katherine Kaiser*  
KATHERINE KAISER

NOTARY PUBLIC,  
STATE OF TEXAS  
My Commission Expires: 1/15/93  
Printed Name of Notary:

KATHERINE KAISER

ARTICLES OF AMENDMENT  
OF THE  
TEXAS ELKS CHILDREN'S SERVICES, INC.

\*\*\*

FILED  
In the Office of the  
Secretary of State of Texas  
OCT 02 2012  
Corporations Section

Pursuant to the provisions of the Texas Business Organizations Code, the undersigned corporation adopts the following articles of amendment.

1. The name of the Corporation is the Texas Elks Children's Services, Inc., and the file number issued to the Company by the Secretary of State is 11300434.
2. The following amendments to the certificate of incorporation, deleting all contrary provisions, were adopted on March 12, 2011.

Article Six "Membership" is amended to read as follows:

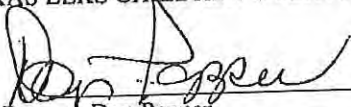
The Corporation shall have members.

3. This amendment has been approved in the manner required by the Texas Business Organizations Code and governing documents of the entity.
4. This document becomes effective when filed by the Secretary of State.

The undersigned signs this document subject to the penalties imposed by law for the submission of a material false or fraudulent document.

TEXAS ELKS CHILDREN'S SERVICES, INC.

Date: March 12, 2011

  
By: Don Pepper  
Its: Board of Directors Chairman

RECEIVED  
SECRETARY OF STATE  
OCT 02 2012  
CLK 48  
AUSTIN, TEXAS

APR 29 2013

ARTICLES OF AMENDMENT  
OF THE  
TEXAS ELKS CHILDREN'S SERVICES, INC. Corporations Section

Pursuant to the provisions of the Texas Business Organizations Code and a resolution of the Board of Directors dated 04/25/13, the undersigned corporation adopts the following articles of amendment.

1. The name of the corporation is the Texas Elks Children's Services, Inc., and the file number issued to the corporation by the Secretary of State is 11300434.
2. The following amendments to the certificate of incorporation, deleting all contrary provisions, were adopted 04-25-2013

Article Four, "Purposes" is amended to read as follows:

ARTICLE FOUR  
PURPOSES

- 1) To benefit the public through charitable means, which include but are not limited to providing recreation, services and equipment to better the lives of the children of Texas with special emphasis on special needs, under the rules and regulations governing a 501(c)(3) organization.
  - 2) To raise and hold funds and/or property essential to the successful operation thereof.
  - 3) To perform all other lawful acts consistent with its mission as a "charitable organization."
4. This amendment has been approved in the manner required by the Texas Business Organizations Code and by the governing documents of the entity.
  5. This document becomes effective when filed with the Texas Secretary of State.

The undersigned signs this document subject to the penalties imposed by law for the submission of a false or fraudulent document.

Date: 04-25-2013

TEXAS ELKS CHILDREN'S SERVICES, INC.

By: Don Pepper  
Its: Chairman of the Board



**Board of Directors  
Manual – Special  
Grants Program Section**

# *TEXAS ELKS GRANTS FOR SPECIAL CHILDREN PROGRAM*

Texas' Elks realized that children with special needs resulting from birth defects, accidents, or other trauma often face life-altering limitations. They also realized the fact that so often early intervention with prosthetic equipment, assistive and/or adaptive devices and technology would allow a child to lead a much fuller and complete life. Unfortunately, so many of these very special children in need have no one or nowhere to turn for assistance. To that end, In June of 1999, Texas' Elks joined together and formed a State major project to help these children live life to its fullest by offering grants to children in need of such specialized equipment and services.

## *ELIGIBILITY CRITERIA*

Eligibility criteria are written to be as inclusive as possible. All children having special needs will be considered for grant assistance providing the following criteria are met:

1. A resident of Texas, and,
2. Up to age 18 or extended to age 21 if still enrolled in school or at the approving lodges discretion, and,
3. whose special needs are neither fully covered by a private or public insurance carrier, and,
4. whose special needs are not fully met by either a state and/or federal agency, and,
5. whose special needs are not fully met by another grant program, and,
6. Whose financial needs justify assistance.

## *APPLICATION PROCESS*

The application process is designed with two purposes in mind: first, to allow the local Lodge maximum flexibility to meet the needs of those in a particular area, and two, to streamline the process to ensure that assistance arrives in the briefest time period possible.

### *The application process follows:*

1. All applications will be available at the local Lodge. The format will be a paper application. The design is intended to be user friendly, but at the same time provide all the necessary information to allow the Lodge to make an informed decision.
2. The local Lodge, under the direction of the Exalted Ruler, will form a committee of three persons to receive and evaluate all requests for grant assistance. It is the responsibility of the individual Lodge to write the local selection criteria it feels will best meet the needs of the local area.
3. Once the local Lodge committee has approved an application, it will be brought before the Lodge membership for approval. After approval from the Lodge, the application, the Lodge certification form, and the specific particulars regarding the grant will be forwarded to TECSI for processing, ordering, and proper crediting of the Lodge's account. The only oversight function the TECSI staff will perform is to determine that the Lodge has gotten the best buy to staff's knowledge.
4. To restate, once TECSI staff receives an approved application from a Lodge, TECSI staff will process the application submitted. All decisions concerning eligibility criteria and appropriateness of grant request will be made at the local Lodge level.



5. The TESCOI staff will place the order for the equipment, and have it shipped directly to the grantee's address as it appears on the grant application, unless written instructions from the Lodge request an alternate shipping address.
6. TESCOI will notify the Lodge, the vendor and the applicant, once the processing of the application and the order has been placed.

### **DEADLINE FOR APPLICATION AND PROCESSING GRANTS**

1. At the beginning of February, any Lodge that has not expended 100% of their allocated funds will be notified that their allocation will be redistributed to other Lodges if grant activity does not increase.
2. If, on the last day of February, a Lodge has not expended all of their allocation, the remaining money, will be reallocated to other Lodges who have expended their grant allocation, and have requested additional funds. *( See reallocation of funds for explanation of process )*
3. Unspent money is transferred to the reserve account on March 1<sup>st</sup>. At this time these funds are no longer considered to be allocated money for any one specific lodge no matter what they had left as of the February deadline. If an approved grant request is received after the last day of February, based on the discretion of the appointed three member committee, it may be considered for funding from the reserve funds or returned to the submitting lodge. **In order for a lodge to ensure processing of an approved grant from the lodges available, allocated funds, the approved grant MUST be received on or before the last day of February.**

## ALLOCATION OF FUNDS

4. Funds for the Texas Elks Grants for Special Children Program for the grant year will be allocated based on a formula of 25% per capita share of membership and 75% total donations within each lodge (less the proposed 5% to remain in the grant reserve fund). Of note: All donations to Texas Elks Children's Services and also Texas Elks Endowment are included in the calculation of the grant money allocations as well.
5. As soon as possible after the membership has approved the TECSI operating budget in June, Lodges will receive notification of the grant amount available to that Lodge for the fiscal year. Each Lodge will have access to the application form on the TESA website to provide to prospective recipients.
6. The TECSI staff will provide accounting of ALL allocated Lodge funds, and the status of each Lodge's activity throughout the year. Once the allocations have been determined, the grant allocation report is mailed to all Lodges and the TECSI Board of Directors as well as posted on the TESA website for viewing by all members. Following the beginning of the grant year in June, a monthly report is generated thereafter and emailed to the TECSI Board of Directors with exception to the 2 weeks prior to any scheduled Board meeting in which case the report is mailed out in the Board meeting packet. Generating this updated information on a monthly basis is done so that Directors may keep all Lodges in their district informed of how much of the Lodge allocations have been spent and what remains available. However, a Director or Lodge member may call TECSI at any given time if deemed necessary and receive a verbal update on the phone. TECSI strives to keep the membership informed of how well the state project is being received across the state during the entirety of the grant year.

## **REALLOCATION OF UNUSED GRANT FUNDS**

Should a Lodge, for whatever reason, find that they have not allocated their grant money to families; a process must be in place to reallocate those funds.

### **The following process will be utilized:**

1. The Chairman of the TECSI Board has appointed a special three-person committee to act in an over-sight capacity to monitor allocation of grant funds.
2. As stated the TECSI Board holds 10% of the total grant allocations in a reserve account fund. These funds along with any unspent Grant money are pooled and used after the February deadline to process selected grants that were received from submitting Lodges that did not have the necessary allocated funds available to process them. The special three-member committee, selected by the TECSI Chairman will review a list of unfunded Grants and will determine which applications can be funded from these left over funds. Due to the distances involved and the infrequency of the TECSI Board meetings, this process may be carried out by fax, email, or telephone.
3. Once all funds have been expended through this process, any Grant that has not been funded is then returned to the submitting lodge with a letter of explanation. If the lodge determines that the applicant is still in need of the requested grant funds, they may resubmit the lodge approved grant application in June so that the funds may be taken from their new allocated amount.



# Grant Brochure



## GRANT PARAMETERS

Those devices eligible for consideration fall under four categories:

1. Replace missing body parts, such as limbs or eyes,
  2. Restore body part functions such as hearing aids, telephonic equipment, bracing devices for spines or limbs, and,
  3. Adaptive/assistive devices for health, safety of the basic functioning or enhancing the quality of life, such as seating equipment, positioning equipment, mobility equipment, integration equipment, and adaptive/assistive forms of technology.
- Other items/services deemed appropriate by local lodges.

## ELIGIBILITY

Eligibility criteria are written to be as inclusive as possible. All children having special needs will be considered for grant assistance providing the following criteria are met:

- A resident of Texas.
- Up to 18 years of age or extended to 21 years of age, if still enrolled in school.
- Whose special needs are neither fully covered by a private or public insurance carrier,
- Whose special needs are not fully met by either a state and/or federal agency,
- Whose special needs are not fully met by another grant program, and,
- Whose financial needs justify assistance.

## APPLICATION PROCESS PROCEDURE

Application for these grants begin at the local Lodge and is evaluated by a Special Committee led by the Lodge's leadership. The applications are approved by the Lodge. After approval, the Lodge forwards the applications to TECSI for final processing, verification and fund certification.

## GRANT AWARD NOTIFICATION

Application feedback will be routinely given in a timely manner to all appropriate parties, and specifically to the referring Lodge. All Lodges will be notified of the results of the application process.



If you do not know the location of the Elks Lodge nearest you, call or write:

**Texas Elks Children's Services, Inc.**

1963 F.M. 1586

Gonzales, Texas 78629

830-875-2425

or check our website at

[www.texaselks.org](http://www.texaselks.org)



Texas Elks Children's Services also offers the Texas Elks Summer Camp for special needs children.

Inquiries or additional information may be obtained by visiting [www.texaselkscamp.org](http://www.texaselkscamp.org) or calling Texas Elks Children's Services at 800-880-7561. An application may be downloaded at [www.texaselkscamp.org](http://www.texaselkscamp.org).



# Grant Applications



Currently Using

Applicant's Name: \_\_\_\_\_

APPLICATION  
SPECIAL GRANT PROGRAM  
BENEVOLENT AND PROTECTIVE ORDER OF ELKS

ATTENTION: Applications must be submitted to the Lodge nearest your residence. Please call Texas Elks Children's Services, Inc. (830) 875-2425 if you need help in locating the nearest Elks Lodge.

SECTION I:

ALL QUESTIONS MUST BE ANSWERED      PLEASE TYPE OR PRINT CLEARLY

*If a question does not pertain to your child, please write "NA".*

Applicant's Date of Birth \_\_\_\_\_ Applicant's Social Security Number \_\_\_\_\_

Last Name                      First Name                      Middle Name                      Sex                      Age

Mailing Address                      City                      State                      Zip                      Home Phone ( )

Custody Status (please check) \_\_\_\_\_ Both Parents \_\_\_\_\_ Father \_\_\_\_\_ Mother \_\_\_\_\_ Other: \_\_\_\_\_

Guardian's Name                      Address                      City/State/Zip                      Day Phone ( )                      Night Phone ( )

Father's Name                      Address                      City/State/Zip                      Day Phone ( )                      Night Phone ( )

Mother's Name                      Address                      City/State/Zip                      Day Phone ( )                      Night Phone ( )

Father's Place of Employment: \_\_\_\_\_

Mother's Place of Employment: \_\_\_\_\_

Guardian's Place of Employment: \_\_\_\_\_

Name, Address and Telephone Number of Child's School, Rehabilitation Program, and/or other agency assisting the child: \_\_\_\_\_

How did you hear about this grant? \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

**Section II**

The questions below will assist us in fully evaluating your grant application.

Estimated annual income: \_\_\_\_\_ Less than \$20,000 \_\_\_\_\_ \$20,000-\$40,000 \_\_\_\_\_ \$40,000-\$60,000  
\_\_\_\_\_ \$60,000-\$80,000 \_\_\_\_\_ \$80,000-\$100,000 \_\_\_\_\_ Over \$100,000

Number of members in the household? \_\_\_\_\_

Other information concerning your financial status which would assist the Lodge in evaluating your application: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION III**

**Insurance Coverage:**

Is your child is currently covered by private or public insurance? \_\_\_\_\_ yes \_\_\_\_\_ no

List the company or agency providing insurance coverage:

Name	Address	City/State/Zip	Telephone	Fax Number
------	---------	----------------	-----------	------------

What percent of the cost of the prosthetic device will insurance (or other agency) cover? \_\_\_\_\_ %

Have all insurance benefits been exhausted? \_\_\_\_\_ yes \_\_\_\_\_ no

**SECTION IV**

**Prosthetic Device Requested:**

Please describe in detail the specific device requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have a preferred vendor for this equipment? \_\_\_\_\_ yes \_\_\_\_\_ no

Applicant's Name: \_\_\_\_\_

If **yes**, please provide the following:

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Contact Person: \_\_\_\_\_

Estimated cost of device: \$ \_\_\_\_\_

Are you requesting the full amount? \_\_\_\_\_ yes \_\_\_\_\_ no

If **yes**, have other agencies or organizations been contacted for assistance prior to contacting the Texas

Elks? \_\_\_\_\_ yes \_\_\_\_\_ no.

If **yes**, please specify which agencies/organizations \_\_\_\_\_

\_\_\_\_\_

If you **have** contacted other agencies or organizations for assistance in purchasing the device, please list that agency or organization.

Name of agency or organization: \_\_\_\_\_

Amount of participation: \$ \_\_\_\_\_



Applicant's Name: \_\_\_\_\_

**APPLICATION  
SPECIAL GRANT PROGRAM  
BENEVOLENT AND PROTECTIVE ORDER OF ELKS**

**SECTION V**

A physician or other professional person having knowledge concerning the request for an assistive device must complete the following information:

Name and Title of person completing this form:

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

Title: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Please specify the device requested: \_\_\_\_\_

\_\_\_\_\_

Why is this particular device being requested: \_\_\_\_\_

\_\_\_\_\_

Please describe the child's functional limits and a statement as to how this device will improve the child's limitations. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Vendor Recommendation: Do you recommend a preferred vendor for the device?

\_\_\_\_\_ yes \_\_\_\_\_ no. If yes, please provide the information on the following page:

Applicant's Name: \_\_\_\_\_

Name of Vendor: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Please include any additional information, which will assist us in evaluating this application. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

**SECTION VI**

**Parent/Child Information**

If the child is of sufficient age and is able to, he/she should complete the following. If not, the parent(s) or guardian may complete this section.

Why do you believe you need this device: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How will this device help you live a more complete life? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What goals have you set for your life? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**The following is to be completed by the parent or guardian:**

Please describe your child's current condition, prognosis for the future, and the short-term and long-term goals you have for your child. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Specifically, how will this device improve your child's quality of life? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant's Name: \_\_\_\_\_

If this grant is approved, do you agree to participate in a follow-up evaluation that will be conducted in 6 months and at one year.    \_\_\_\_\_ yes    \_\_\_\_\_ no

(This evaluation is designed to measure the results of this grant, and the impact that it has had on the life of your child.)

Is there any other information you can provide which will assist the Lodge as we consider your request? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature of the Child**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of the Parent/Guardian**

\_\_\_\_\_  
**Date**



Applicant's Name: \_\_\_\_\_

**APPLICATION  
SPECIAL GRANT PROGRAM  
BENEVOLENT AND PROTECTIVE ORDER OF ELKS  
ELKS LODGE APPROVAL FORM**

Approved application must be submitted for processing to:

Texas Elks Children's Services, Inc.  
1963 F.M. 1586  
Gonzales, TX, 78629

email address: txelks@gvec.net  
Fax #: (830) 875-5455

**CERTIFICATION**

The BPO Elks Lodge No. \_\_\_\_\_ located at \_\_\_\_\_

Telephone no. \_\_\_\_\_ has studied the attached application and certifies

it meets the grant criteria. We are forwarding this application for \_\_\_\_\_  
(Applicant's name)

to Texas Elks Children's Services, Inc. for final processing, ordering and payment.

1.) Type of prosthetic device approved: \_\_\_\_\_

2.) Suggested Vendor:

Company Name: \_\_\_\_\_

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

Telephone No.: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

3.) Total amount of Grant approved: \$ \_\_\_\_\_

**We the undersigned, by our signatures, acknowledge the correctness of all the above stated information.**

Exalted Ruler: \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson of Grant Committee: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Please address all correspondence concerning this grant to:

Lodge Representative: \_\_\_\_\_

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

Telephone: \_\_\_\_\_  
(Home) (Office) (Fax)

**FOR TECSI OFFICE USE ONLY:**

Grantee's Name: \_\_\_\_\_

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

Date received from Lodge: \_\_\_\_\_

Date device ordered: \_\_\_\_\_ Ordered by: \_\_\_\_\_

Purchased from: \_\_\_\_\_

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

Date of payment: \_\_\_\_\_ Check # Amount: \$ \_\_\_\_\_

Copies of Warranties/Guarantees attached: \_\_\_\_\_

Date of Notification to the Lodge: \_\_\_\_\_

Disposition: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

June 2001 Revision - pg. 8 is different

Applicant's Name: \_\_\_\_\_

**APPLICATION  
SPECIAL GRANT PROGRAM  
BENEVOLENT AND PROTECTIVE ORDER OF ELKS**

**Texas Elks Children's Services  
1963 FM 1586  
Gonzales, Texas 78629-9613  
Telephone 830-875-2425**

**SECTION I:**

**ALL QUESTIONS MUST BE ANSWERED      PLEASE TYPE OR PRINT CLEARLY**

*If a question does not pertain to your child, please write "NA".*

Applicant's Date of Birth \_\_\_\_\_ Applicant's Social Security Number \_\_\_\_\_

\_\_\_\_\_  
Last Name                      First Name                      Middle Name                      Sex                      Age

\_\_\_\_\_  
Mailing Address                      City                      State                      Zip                      Home Phone ( )

Custody Status (please check)     Both Parents     Father     Mother     Other: \_\_\_\_\_

\_\_\_\_\_  
Guardian's Name                      Address                      City/State/Zip                      Day Phone ( )                      Night Phone ( )

\_\_\_\_\_  
Father's Name                      Address                      City/State/Zip                      Day Phone ( )                      Night Phone ( )

\_\_\_\_\_  
Mother's Name                      Address                      City/State/Zip                      Day Phone ( )                      Night Phone ( )

Father's Place of Employment: \_\_\_\_\_

Mother's Place of Employment: \_\_\_\_\_

Guardian's Place of Employment: \_\_\_\_\_

Name, Address and Telephone Number of Child's School, Rehabilitation Program, and/or other agency assisting the child: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How did you hear about this grant? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant's Name: \_\_\_\_\_

**Section II**

The questions below will assist us in fully evaluating your grant application.

Estimated annual income: \_\_\_\_\_ Less than \$20,000 \_\_\_\_\_ \$20,000-\$40,000 \_\_\_\_\_ \$40,000-\$60,00  
\_\_\_\_\_ \$60,000-\$80,000 \_\_\_\_\_ \$80,000-\$100,000 \_\_\_\_\_ Over \$100,000

Number of members in the household? \_\_\_\_\_

Other information concerning your financial status which would assist the Lodge in evaluating your application: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION III**

**Insurance Coverage:**

Is your child is currently covered by private or public insurance? \_\_\_\_\_ yes \_\_\_\_\_ no

List the company or agency providing insurance coverage:

Name	Address	City/State/Zip	Telephone	Fax Number
------	---------	----------------	-----------	------------

What percent of the cost of the prosthetic device will insurance (or other agency) cover? \_\_\_\_\_ %

Have all insurance benefits been exhausted? \_\_\_\_\_ yes \_\_\_\_\_ no

**SECTION IV**

**Prosthetic Device Requested:**

Please describe in detail the specific device requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have a preferred vendor for this equipment? \_\_\_\_\_ yes \_\_\_\_\_ no



Applicant's Name: \_\_\_\_\_

If yes, please provide the following:

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Contact Person: \_\_\_\_\_

Estimated cost of device: \$ \_\_\_\_\_

Are you requesting the full amount? \_\_\_\_\_ yes \_\_\_\_\_ no

If yes, have other agencies or organizations been contacted for assistance prior to contacting the Texas

Elks? \_\_\_\_\_ yes \_\_\_\_\_ no.

If yes, please specify which agencies/organizations \_\_\_\_\_

\_\_\_\_\_

If you have contacted other agencies or organizations for assistance in purchasing the device, please list that agency or organization.

Name of agency or organization: \_\_\_\_\_

Amount of participation: \$ \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

**APPLICATION  
SPECIAL GRANT PROGRAM  
BENEVOLENT AND PROTECTIVE ORDER OF ELKS**

**Texas Elks Children's Services  
1963 FM 1586  
Gonzales, Texas 78629-9613  
Telephone 830-875-2425**

**SECTION V**

A physician or other professional person having knowledge concerning the request for an assistive device must complete the following information:

Name and Title of person completing this form:

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

Title: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Please specify the device requested: \_\_\_\_\_

\_\_\_\_\_

Why is this particular device being requested: \_\_\_\_\_

\_\_\_\_\_

Please describe the child's functional limits and a statement as to how this device will

improve the child's limitations. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Vendor Recommendation: Do you recommend a preferred vendor for the device?

\_\_\_\_\_ yes \_\_\_\_\_ no. If yes, please provide the information on the following page:

Applicant's Name: \_\_\_\_\_

Name of Vendor: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Please include any additional information, which will assist us in evaluating this application. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Title Date

Applicant's Name: \_\_\_\_\_

**SECTION VI**

**Parent/Child Information**

If the child is of sufficient age and is able to, he/she should complete the following. If not, the parent(s) or guardian may complete this section.

Why do you believe you need this device: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will this device help you live a more complete life? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What goals have you set for your life? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The following is to be completed by the parent or guardian:**

Please describe your child's current condition, prognosis for the future, and the short-term and long-term goals you have for your child. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Specifically, how will this device improve your child's quality of life? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Applicant's Name: \_\_\_\_\_

If this grant is approved, do you agree to participate in a follow-up evaluation that will be conducted in 6 months and at one year.    \_\_\_\_\_ yes    \_\_\_\_\_ no

(This evaluation is designed to measure the results of this grant, and the impact that it has had on the life of your child.)

Is there any other information you can provide which will assist the Lodge as we consider your request? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Signature of the Child**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of the Parent/Guardian**

\_\_\_\_\_  
**Date**

Applicant's Name: \_\_\_\_\_

**APPLICATION  
SPECIAL GRANT PROGRAM  
BENEVOLENT AND PROTECTIVE ORDER OF ELKS**

**ELKS LODGE APPROVAL FORM**

*Please call the Texas Elks Children Service's, Inc. (830-875-2425) if you need help in locating the nearest Elk Lodge. A copy of this form will be returned to the Lodge with appropriate approval marked below.*

**Applications must be submitted to the Lodge nearest your residence. Call the local Elks Lodge for an appointment to present your application.**

***CERTIFICATION***

The BPO Elks Lodge No. \_\_\_\_\_ located at \_\_\_\_\_

Telephone no. \_\_\_\_\_ has studied the attached application and certifies

it meets the grant criteria. We are forwarding this application for \_\_\_\_\_  
(Applicant's name)

to Texas Elks Children's Services, Inc. for final processing, ordering and payment.

1.) Type of prosthetic device approved: \_\_\_\_\_

2.) Suggested Vendor:

Company Name: \_\_\_\_\_

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

Telephone No.: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

3.) Total amount of Grant approved: \$ \_\_\_\_\_

**We the undersigned, by our signatures, acknowledge the correctness of all the above stated information.**

Exalted Ruler: \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson of Grant Committee: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Please address all correspondence concerning this grant to:

Lodge Representative: \_\_\_\_\_

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

Telephone: \_\_\_\_\_  
(Home) (Office) (Fax)

**FOR TECSI OFFICE USE ONLY:**

Grantee's Name: \_\_\_\_\_

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

Date received from Lodge: \_\_\_\_\_

Date device ordered: \_\_\_\_\_ Ordered by: \_\_\_\_\_

Purchased from: \_\_\_\_\_

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

Date of payment: \_\_\_\_\_ Check # \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Copies of Warranties/Guarantees attached: \_\_\_\_\_  
\_\_\_\_\_

Date of Notification to the Lodge: \_\_\_\_\_

Disposition: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# August 2018 Revision - Not Implemented

Applicant's Name: \_\_\_\_\_

## APPLICATION SPECIAL GRANT PROGRAM BENEVOLENT AND PROTECTIVE ORDER OF ELKS

**ATTENTION:** Applications must be submitted to the Lodge nearest your residence. Please call Texas Elks Children's Services, Inc (TECSI) at (830) 875-2425 if you need help in locating the nearest Elks Lodge. ALL applications must have the Lodge Approval and signatures before it is sent to TECSI.

### Eligibility Criteria

Eligibility criteria are written to be as inclusive as possible. All children having special needs will be considered for grant assistance providing the following criteria are met:

1. Child is an American citizen who resides in Texas,
2. Child is 0- 18 years of age or extended to age 21 if still enrolled in school or at the approving lodges discretion,
3. Child's special needs are neither fully covered by a private or public insurance carrier, and,
4. Whose special needs are not fully met by either a state and/or federal agency, and,
5. Whose special needs are not fully met by another grant program, and,
6. Whose financial needs justify assistance.

### SECTION I

**ALL QUESTIONS MUST BE ANSWERED PLEASE TYPE OR PRINT CLEARLY**

*If a question does not pertain to the child, please write "NA".*

Applicant's Date of Birth \_\_\_\_\_

_____	_____	_____	_____	_____
Last Name	First Name	Middle Name	Sex	Age
_____	_____	_____	_____	( )
Mailing Address	City	State	Zip	Home Phone
_____	_____	_____	( )	( )
Guardian's Name	Address	City/State/Zip	Day Phone	Night Phone
_____	_____	_____	( )	( )
Father's Name	Address	City/State/Zip	Day Phone	Night Phone
_____	_____	_____	( )	( )
Mother's Name	Address	City/State/Zip	Day Phone	Night Phone
_____	_____	_____	( )	( )

Name, Address and Telephone Number of Child's School, Rehabilitation Program, and/or other agency assisting the child: \_\_\_\_\_

How did you hear about this grant? \_\_\_\_\_



Applicant's Name: \_\_\_\_\_

**SECTION II**

The questions below will assist us in fully evaluating your grant application.

Estimated annual income: \_\_\_\_\_ Less than \$20,000 \_\_\_\_\_ \$20,000-\$40,000 \_\_\_\_\_ \$40,000-\$60,00  
\_\_\_\_\_ \$60,000-\$80,000 \_\_\_\_\_ \$80,000-\$100,000 \_\_\_\_\_ Over \$100,000

Number of members in the household? \_\_\_\_\_

Other information concerning your financial status which would assist the Lodge in evaluating your application: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION III**

**Insurance Coverage:**

Is your child is currently covered by private or public insurance? \_\_\_\_\_ yes \_\_\_\_\_ no

List the company or agency providing insurance coverage:

Name	Address	City/State/Zip	Telephone	Fax Number
------	---------	----------------	-----------	------------

What percent of the cost of the equipment/specialized service will insurance (or other agency) cover? \_\_\_%

Have all insurance benefits been exhausted? \_\_\_\_\_ yes \_\_\_\_\_ no

**SECTION IV**

**Equipment/Specialized Service Requested:**

Please describe in detail the specific equipment/specialized service requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you have a preferred vendor/company for this equipment/specialized service? \_\_\_\_\_ Yes \_\_\_\_\_ No

Applicant's Name: \_\_\_\_\_

If **YES**, please provide the following:

Name of Company/Vendor: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Contact Person: \_\_\_\_\_

Estimated cost of equipment/specialized service: \$ \_\_\_\_\_

Are you requesting the full amount? \_\_\_\_\_ Yes \_\_\_\_\_ No

If **YES**, have other agencies or charities, non-profit organizations, Go Fund Me Accounts, or any other financial resource been contacted for assistance prior to contacting the Texas Elks?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If you **have** contacted other agencies or organizations for assistance in purchasing the equipment/specialized service, please list that agency or organization.

1. Name of agency or organization: \_\_\_\_\_

Amount awarded: \$ \_\_\_\_\_

2. Name of agency or organization: \_\_\_\_\_

Amount awarded: \$ \_\_\_\_\_

3. Name of agency or organization: \_\_\_\_\_

Amount awarded: \$ \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

**APPLICATION  
SPECIAL GRANT PROGRAM  
BENEVOLENT AND PROTECTIVE ORDER OF ELKS**

**SECTION V**

This section **MUST** be completed by a *physician, therapist or other medical professional person* having knowledge concerning the request for the equipment/specialized service.

Name and Title of person completing this form:

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

Title: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Please specify the equipment/specialized service requested: \_\_\_\_\_

\_\_\_\_\_

Why is this particular equipment/specialized service being requested:

\_\_\_\_\_

Please describe the child's current functional limitations without the equipment/specialized service **AND** a statement as to how this equipment/specialized service will improve the child's overall quality of life.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Vendor/Company Recommendation: Do you recommend a preferred vendor/company for the device?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If **YES**, please provide the information on the following page. The more information you include the easier it is for the TECSI staff to get in touch with the appropriate person for the exact equipment/specialized service.

Applicant's Name: \_\_\_\_\_

Name of Vendor/Company/Therapist: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Please include any additional information, in which this equipment/specialized service will assist in improving the child's overall quality of life.

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Signature

Title

Date



Applicant's Name: \_\_\_\_\_

**SECTION VI**

**Parent/Child Information**

If the child is of sufficient age and is able to, he/she should complete the following. If not, the parent(s) or guardian must complete this section.

Why do you believe you/your child is in need of this equipment/specialized service?

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---

How will this equipment/specialized service help you/your child live a more complete life?

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---

---

What goals have the child/parents set for their over quality life?

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---

---

**The following MUST be completed by the Parent or Gnardian:**

Please describe your child's current condition, prognosis for the future, and the short/term, long/term goals you have for your child.

---

---

---

How will this equipment/specialized service improve your child's overall quality of life?

---

---

---

Applicant's Name: \_\_\_\_\_

If this grant is approved, do you agree to complete a follow-up evaluation? \_\_\_\_\_ Yes \_\_\_\_\_ No

This evaluation is designed to measure the results of this grant, and the impact that it has had on the life of your child.

Is there any additional information you can provide which will assist the Lodge as we consider your request?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of the Child

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the Parent/Guardian

\_\_\_\_\_  
Date

Applicant's Name: \_\_\_\_\_

**APPLICATION  
SPECIAL GRANT PROGRAM  
BENEVOLENT AND PROTECTIVE ORDER OF ELKS  
ELKS LODGE APPROVAL FORM**

Approved application must be submitted for processing to:

Texas Elks Children's Services, Inc.  
1963 F.M. 1586  
Gonzales, TX, 78629

Email address: txelks@gvec.net  
Fax #: (830) 875-5455

***CERTIFICATION***

The BPO Elks Lodge No. \_\_\_\_\_ located at \_\_\_\_\_

Reviewed and approved the attached application on: \_\_\_\_\_ (date) and certifies that it meets the grant criteria.

We are forwarding this application for \_\_\_\_\_ (Child's name) to Texas Elks Children's Services, Inc. for final processing, ordering and payment.

1.) Type of equipment/specialized service approved: \_\_\_\_\_

2.) Size, shape, color, diameter: \_\_\_\_\_

3.) Suggested Vendor/Company/Therapist:

Company Name: \_\_\_\_\_

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

Telephone No.: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

3.) Total amount of Grant approved: \$ \_\_\_\_\_

**We the undersigned, by our signatures, acknowledge the correctness of all the above stated information.**

Exalted Ruler: \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson of Grant Committee: \_\_\_\_\_ Date: \_\_\_\_\_

Lodge Secretary: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Please address all correspondence/questions concerning this grant to:

Exalted Ruler: \_\_\_\_\_

Telephone: \_\_\_\_\_  
(Home) (Office) (Fax)

**FOR TECSI OFFICE USE ONLY:**

Grantee's Name: \_\_\_\_\_

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

Date received from Lodge: \_\_\_\_\_

Date device ordered: \_\_\_\_\_ Ordered by: \_\_\_\_\_

Purchased from: \_\_\_\_\_

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

Date of payment: \_\_\_\_\_ Check # Amount: \$ \_\_\_\_\_

Copies of Warranties/Guarantees attached: \_\_\_\_\_

Date of Notification to the Lodge: \_\_\_\_\_

Disposition: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



December 2018 Revision  
Fillable PDF, Not implemented

Applicant's Name: \_\_\_\_\_

changes highlighted

APPLICATION  
SPECIAL GRANT PROGRAM  
BENEVOLENT AND PROTECTIVE ORDER OF ELKS

ATTENTION: Applications must be submitted to the Lodge nearest your residence. Please call Texas Elks Children's Services, Inc. (830) 875-2425 if you need help in locating the nearest Elks Lodge.

SECTION I:

ALL QUESTIONS MUST BE ANSWERED      PLEASE TYPE OR PRINT CLEARLY

*If a question does not pertain to your child, please write "NA".*

Applicant's Date of Birth \_\_\_\_\_ Applicant's Social Security Number \_\_\_\_\_

\_\_\_\_\_  
Last Name                      First Name                      Middle Name                      Sex                      Age

\_\_\_\_\_  
Mailing Address                      City                      State                      Zip                      Home Phone (\_\_\_\_\_) \_\_\_\_\_

Custody Status (please check)  Both Parents  Father  Mother  Other: \_\_\_\_\_

\_\_\_\_\_  
Guardian's Name                      Address                      City/State/Zip                      Day Phone (\_\_\_\_\_) \_\_\_\_\_  
Night Phone (\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Father's Name                      Address                      City/State/Zip                      Day Phone (\_\_\_\_\_) \_\_\_\_\_  
Night Phone (\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Mother's Name                      Address                      City/State/Zip                      Day Phone (\_\_\_\_\_) \_\_\_\_\_  
Night Phone (\_\_\_\_\_) \_\_\_\_\_

Father's Place of Employment: \_\_\_\_\_

Mother's Place of Employment: \_\_\_\_\_

Guardian's Place of Employment: \_\_\_\_\_

Name, Address and Telephone Number of Child's School, Rehabilitation Program, and/or other agency assisting the child:

How did you hear about this grant?

Applicant's Name: \_\_\_\_\_

**Section II**

The questions below will assist us in fully evaluating your grant application.

Estimated annual income:  Less than \$20,000     \$20,000-\$40,000     \$40,000-\$60,00  
 \$60,000-\$80,000     \$80,000-\$100,000     Over \$100,000

Number of members in the household? \_\_\_\_\_

Other information concerning your financial status which would assist the Lodge in evaluating your application:

**SECTION III**

**Insurance Coverage:**

Is your child is currently covered by private or public insurance?     yes     no

List the company or agency providing insurance coverage:

\_\_\_\_\_  
Name                      Address                      City/State/Zip                      Telephone                      Fax Number

What percent of the cost of the equipment/specialized service will insurance (or other agency) cover? \_\_\_%

Have all insurance benefits been exhausted?     yes     no

**SECTION IV**

**Equipment/Specialized Service Requested:**

Please describe in detail the specific equipment/specialized service requested:

Do you have a preferred vendor/company for this equipment/specialized service?     Yes     No

Applicant's Name: \_\_\_\_\_

If YES, please provide the following:

Name of Company/Vendor: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Contact Person: \_\_\_\_\_

Estimated cost of equipment/specialized service: \$ \_\_\_\_\_

Are you requesting the full amount?  Yes  No

If YES, have other agencies or charities, non-profit organizations, Go Fund Me Accounts, or any other financial resource been contacted for assistance prior to contacting the Texas Elks?

Yes  No

If YES, please specify which agencies/organizations:

If you have contacted other agencies or organizations for assistance in purchasing the device, please list that agency or organization.

1. Name of agency or organization: \_\_\_\_\_

Amount of participation: \$ \_\_\_\_\_

2. Name of agency or organization: \_\_\_\_\_

Amount of participation: \$ \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

**APPLICATION  
SPECIAL GRANT PROGRAM  
BENEVOLENT AND PROTECTIVE ORDER OF ELKS**

**SECTION V**

This section **MUST** be completed by a physician, therapist or other medical professional person having knowledge concerning the request for equipment/specialized service.

Name and Title of person completing this form:

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

Title: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Please specify the **equipment/specialized service requested:**

Why is this particular **equipment/specialized service being requested:**

Please describe the child's current functional limitations without the **equipment/specialized service** AND a statement as to how this **equipment/specialized service will** improve the child's overall quality of life.

Vendor Recommendation: Do you recommend a preferred vendor for the device?

yes

no

If yes, please provide the information on the following page:

Applicant's Name: \_\_\_\_\_

Name of Vendor: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Please include any additional information, which will assist us in evaluating this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



Applicant's Name: \_\_\_\_\_

**SECTION VI**

**Parent/Child Information**

If the child is of sufficient age and is able to, he/she should complete the following. If not, the parent(s) or guardian may complete this section.

Why do you believe you need this device:

How will this device help you live a more complete life?

What goals have you set for your life?

**The following is to be completed by the parent or guardian:**

Please describe your child's current condition, prognosis for the future, and the short-term and long-term goals you have for your child.

Specifically, how will this device improve your child's quality of life?

Applicant's Name: \_\_\_\_\_

If this grant is approved, do you agree to participate in a follow-up evaluation that will be conducted in 6 months and at one year.       yes       no

(This evaluation is designed to measure the results of this grant, and the impact that it has had on the life of your child.)

Is there any other information you can provide which will assist the Lodge as we consider your request?

\_\_\_\_\_  
**Signature of the Child**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of the Parent/Guardian**

\_\_\_\_\_  
**Date**

Applicant's Name: \_\_\_\_\_

**APPLICATION  
SPECIAL GRANT PROGRAM  
BENEVOLENT AND PROTECTIVE ORDER OF ELKS  
ELKS LODGE APPROVAL FORM**

Approved application must be submitted for processing to:

Texas Elks Children's Services, Inc.  
1963 F.M. 1586  
Gonzales, TX, 78629

email address: txelks@gvec.net  
Fax #: (830) 875-5455

***CERTIFICATION***

The BPO Elks Lodge No. \_\_\_\_\_ located at \_\_\_\_\_

Telephone no. \_\_\_\_\_ has studied the attached application and certifies

it meets the grant criteria. We are forwarding this application for \_\_\_\_\_  
(Applicant's name)

to Texas Elks Children's Services, Inc. for final processing, ordering and payment.

1.) Type of prosthetic device approved: \_\_\_\_\_

2.) Suggested Vendor:

Company Name: \_\_\_\_\_

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

Telephone No: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

3.) Total amount of Grant approved: \$ \_\_\_\_\_

**We the undersigned, by our signatures, acknowledge the correctness of all the above stated information.**

Exalted Ruler: \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson of Grant Committee: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Please address all correspondence concerning this grant to:

Lodge Representative: \_\_\_\_\_

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

Telephone: \_\_\_\_\_  
(Home) (Office) (Fax)

**FOR TECSI OFFICE USE ONLY:**

Grantee's Name: \_\_\_\_\_

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

Date received from Lodge: \_\_\_\_\_

Date device ordered: \_\_\_\_\_ Ordered by: \_\_\_\_\_

Purchased from: \_\_\_\_\_

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

Date of payment: \_\_\_\_\_ Check # Amount: \$ \_\_\_\_\_

Copies of Warranties/Guarantees attached: \_\_\_\_\_

Date of Notification to the Lodge: \_\_\_\_\_

Disposition:

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