



MEMO

To: Lodge Secretaries
From: Amanda Lovell, Fraternal Director
Date: March 30, 2020
Subject: Lodge Phone Tree; Lodge Recognition Program

Dear Lodge Secretary:

In order to keep in contact with your fellow lodge members during COVID-19 and hereafter, the Fraternal Committee has created the Lodge Phone Tree. This phone tree can be filled out in a way that works best for you and your lodge. You can receive points in the 2020 Lodge Recognition Program for filling out and using the Lodge Phone Tree. Stay tuned for more updates and details.

How to fill out the Lodge Phone Tree:

- Start out by filling out your Lodge President's name and phone number. The president is essentially the leader and begins the calling system. He or she may want to write out a brief script prior to making their call.
- Then fill out your Lodge Officers' contact information. They will each be contacted by the president.
- Each officer will call one member and pass on the president's information. Decide who each officer will call.
- Members will then begin to call other members and further pass on the message(s). Fill out the form at your discretion.

The goal of this document is to check in on members who you know are isolated, infirm, or who you haven't heard from in a while. You may also notify your members of lodge updates and change of plans. In the event that the COVID-19 outbreak is extended, you may even conduct a virtual meeting by phone call. Use this document in a way that works best for you all.

If you have any questions about this MEMO or the Lodge Phone Tree, please contact me by phone or email.

Fraternally yours,

A handwritten signature in black ink that reads 'Amanda Lovell'.

Amanda Lovell
Fraternal Director
alovell@csalife.com

