

**November
2015**



**ASSURED LIFE
ASSOCIATION**

Camp/Lodge Officer Newsletter

the fraternal link

Marlin G "Moe" Nielsen 2015 Fraternalist of the Year

Marlin G. "Moe" Nielsen of DBIA Des Moines, IA Lodge 15 was named Assured Life Association's national Fraternalist of the Year for 2015. Moe has been a member for over 16 years and is heavily involved in his local lodge as well as the DBIA Heartland District; currently serving as its Treasurer.

Moe was presented the award at the 2015 DBIA Heartland District Convention in Ames, Iowa this past September. It was at this event, that his wife Charlotte was awarded the Great Dane award by the Heartland District. Harris Jorgensen of DBIA Lodge 144 in Dike, Iowa was the other recipient of the Great Dane award.



Moe Nielsen receives his award from Assured Life Vice President, Jerry Christensen



Pictured to the left is Moe and Charlotte Nielsen with their respective awards.

Please remember to honor one of your members by nominating them for the Fraternalist of the Year award. It is a great recognition program; take advantage of it. The deadline for nominations is June 1 every year.

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"I know you all take pictures of your social and service events; please share these pictures with the home office. Email them to jlc@assuredlife.org."

Inside Annual Camp/Lodge Reporting

Example of How to Report

Over the last few years, we have had some difficulty balancing the Annual Camp/Lodge Activity Report or Survey to the Camp/Lodge Financial Report; especially when it comes to total donations made by a Camp/Lodge. In many cases, the donations reported on the camp/lodge report/survey differed from the total donations reported on the financial report. So, this year, we have changed both the Camp/Lodge Annual Report/Survey and the Camp/Lodge Financial Report.

We have eliminated the reporting of any camp/lodge donations to charity from the annual report/survey and have included it only on the financial report. The only financial information we are asking for on the Camp/Lodge Report is the total camp/lodge funds spent to put on the event.

Join Hands Day Example

Let's look at an example and use DBIA Lodge 15's Join Hands Day beautification project.

As the description on the previous page indicates, 5 lodge members, 3 Girl Scout members and 3 other youth joined hands in this beautification project for the church. Other assumptions used in our example are as follows:

1. Lodge 15 purchased flowers and plants in the amount of \$113.45.
2. Lodge 15 purchased small garden tools in the amount of \$15.00.
3. All volunteers spent 4 hours planting flowers and plants.
4. Lodge 15 provided lunch for the crew which cost the lodge \$85.25.

Above shows how this project should be reflected on the Camp/Lodge Annual Report/Survey for 2015.

1. Did your camp/lodge do a **Join Hands Day** project in 2015? YES X NO _____
- If, So, describe your Join Hands Day project? Our lodge planted flowers in front of Luther Memorial Church.
 - If so, how many total members/non-members, including youth, helped with the project? 11
 - How many were youth? 6
 - How many volunteer hours were spent on the project (total of all members'/non-members' volunteer time, including organizing)? 44
 - **Other than donations**, what was the total Camp/Lodge funds spent to put on the event (do not include camp/lodge donations)? \$213.70

In the Join Hands Day section of the Camp/Lodge Report, you report your activity as above. For the total volunteer hours, you take the total number of members/non-members and youth involved (11) and multiply it by the number of hours the project took (4). So, the total volunteer hours is 44 (11 x 4).

There were no member or lodge donations in this example, but the lodge did spend funds to put on the event (purchased flowers, small garden tools and lunch). The total spent to put on the event is recorded above (\$113.45 + \$15.00 + \$85.25).

Member Food Drive Example

Now let's go through an example of a camp/lodge participating in the national member food drive. We will use DBIA Lodge 348 in Eugene, OR for our example.

Lodge 348 had a member food drive and an estimated 35 members contributed canned and other food items to the drive. In addition the lodge did a "Food Build" with 9 members working on the build. The lodge estimates that with pre-planning and construction of the food build a total of 35 volunteer hours were spent on the food drive. Other assumptions used in our example are as follows:

1. A total of 561 lbs of food was collected and donated to Food for Lane County.
2. Every pound of food collected was valued at \$2.14 per lb.
3. In addition to food items, members contributed \$35.00 in cash.
4. The lodge itself donated \$250.00 to Food for Lane County in addition to the food collected and member cash donations.

On page 4 we show how this project should be reported on the Camp/Lodge Annual Report/Survey and on the Camp/Lodge Financial Report.

Camp/Lodge Secretaries and Camp/Lodge Bankers/Treasurers should get together to make sure the reporting is done correctly.

Operation Santa's Elves—'Tis the Season



As the national member food drive winds down, it is time to prepare for Operation Santa's Elves. I hope your camp/lodge is planning an Operation Santa's Elves event this year to help bring the joy of Christmas and Santa to the lives of needy children right in our own neigh-

borhoods.

Seek out an established organization or program that provides toys to needy children at Christmas time and participate in it by having a member toy drive to support it. Easily done.

Since its inception in 2009, Assured Life Association, through its camps and lodges has contributed 779 Christmas gifts valued at over \$12,500 to needy children throughout the country. In addition, camps and lodges have contributed \$8,300 in cash donations to organizations and programs in support of Operation Santa's Elves. Let's keep it going and



see an increase in participation this

year!

If you need help finding a toy drive or program, the two best organizations to start your search are

The Salvation Army
and **Toys for Tots**.



DOING THE MOST GOOD™

Then all you have to do is tap into their networks and toy drives for Operation Santa's Elves.



DBIA Lodge 15 in Des Moines, Iowa Participates in Join Hands Day!

According to our records, no camp or lodge has participated in a Join Hands Day project since 2011. After a 3 year void, DBIA Lodge 15 in Des Moines, Iowa steps up!

The Lodge and its youth partners decided to plant flowers at Luther Memorial Church. Five lodge members, 3 Girl Scout members and 3 other youth joined hands in this beautification project for the church.

Way to go, DBIA Lodge 15! See additional pictures of their event on page 5.



Food Drive Example on the Camp/Lodge Annual Report

Excerpt from Camp/Lodge Reporting Form

6. Did your camp/lodge participate in the Society's **National Member Food Drive** in 2015 (Please report here even if you submitted a report of your activity on a National Member Food Drive reporting form)? YES X NO _____
- If so, how many pounds of food were collected? 561
 - Approximate value of food collected? \$ 1,200
 - Approximate value of clothing or other items were collected? 0
 - How many volunteer hours were spent (total of all members' volunteer time including organizing)? 35
 - **Other than donations**, what was the total Camp/Lodge funds spent to put on the event (do not include camp/lodge donations)? \$ 0.00
 - Description of program or event? Our lodge had a member food drive and members brought and donated canned and other food items. 9 members then constructed our food build entry. We made Danish Nisse out of the food items donated.

From the information provided on page 2, we are able to complete the national member food drive section of the Camp/Lodge Annual Report above. The approximate value of food collected is determined by taking the total pounds of food collected (561) and multiplying it by the assumed value of

each pound of food (\$2.14) for a total of \$1,200.54 which we just rounded to \$1,200.

Since the lodge had no expenses for putting on the event, we record \$0.00 for this question on the annual report.

Member cash donations and the lodge's donation are reported on the financial report (see below). This example assumes that there were no other donations to charity to account for on this report.

Members contributed \$35 in cash along with the food items. This amount is recorded as income for the lodge under "Member Donations to Charity Received Through Local Camp/Lodge" (**a new line item in the financial report**).

This same \$35 is also reported as an expense under "Donations to Non-Profit Organizations." The \$35 plus the \$250 donation made by the lodge itself represents \$285 in total donations to non-profit organizations.

If you have any questions as you complete your annual reporting, please contact Jerry Christensen. You can call him at 800.777.9777 or email at jlc@assuredlife.org.

Excerpt from Camp/Lodge Financial Reporting Form

INCOME		EXPENSES	
Income from Camp/Lodge Dues	\$	Total Donations to Non-Profit Organizations	\$ <u>285.00</u>
Income from Fund-Raising	\$	Total Camp/Lodge Operating Expenses (meeting space rental, postage, utilities, insurance, etc.)	\$
Member Donations to Charity Received Through Local Camp/Lodge	\$ <u>35.00</u>	Total Scholarships Awarded	\$
		---Number of Scholarships	
All Other Income		All Other Expenses	\$
TOTAL INCOME	\$	TOTAL EXPENSES	\$

Hospitality - Service - Loyalty - Protection

Join Hands Day 2015

DBIA Lodge 15 in Des Moines, Iowa



Join Hands Day is the only national volunteer day on the "Seasons of Service" calendar that specifically targets and develops relationships between young people and adults through neighborhood volunteering. Youth and adults work together on an equal basis to plan, organize and implement the day's activities. Join Hands Day is always held on the first Saturday in May, making planning each year easy.

DBIA Lodge 15 in Des Moines, IA decided 2015 was their year to do a Join Hands Day project. And they make it look easy! They connected with some grandchildren and a Girl Scout troop and decided to plant flowers and other plants in front of Luther Memorial Church in Des Moines. Great idea and great event!

We have a Join Hands Day Planning Guide on the Society website to help you organize your own event. Start with your grandchildren and branch out from there. That is what Des Moines Lodge 15 did!

**Join Hands Day 2016 is
May 7, 2016. Put it on your
Camp/Lodge calendar.**

Easy Steps:

- 1. Establish a Committee**
- 2. Identify a Youth Group**
- 3. Choose a Project**
- 4. Plan**
- 5. On May 7—Do Your Project**

What's on the Road Ahead for 2016?

National Service Campaigns

Remember to include our National Member Service Campaigns in your 2016 Camp/Lodge Calendars.

January & February 2016—Operation Purple Campaign:

We need your help with the National Military Family Association's "Operation Purple" summer camp program! Funds raised will help to send the children of our nation's military families to "Operation Purple" summer camps in the summer of 2016. Let's honor our military families by sending their kids to camp.

May 7, 2016—Join Hands Day:

Join Hands Day is always held on the first Saturday in May, making planning each year easy. Youth and adults work together on an equal basis to plan, organize and do a community service project; just like DBIA Lodge 15 in Des Moines, IA did.

Summer – Fall 2016—National Member Food Drive:

For 1 in 6 people here in the United States, hunger is a reality. Take part and help us feed the hungry! Whether its donating money to a local food bank or pantry, organizing a food drive, putting together a scavenger hunt food drive, or participating in our Food Build event, we need your support.

November – December 2016—Operation Santa's Elves:

It's easy to participate! Just seek out a local organization or program that assists in providing Christmas gifts to kids that would not otherwise receive anything for Christmas. For many camps/lodges, these are projects that we do every year. However, when we compile them into a nationwide report of service, the impact that we make as a Society can be shared by all of us. Regardless of the program or its name, we want to count it towards Operation Santa's Elves.



Other Important Dates to Remember

March 15, 2016 – College Scholarship Application Deadline

The application and guidelines for our college scholarship program can be found on our website. Hover your mouse over the Member Benefits link at the top of the homepage and select "College Scholarship Program" from the drop-down menu.

March 31, 2016 – Camp/Lodge Annual Reports Deadline

Reporting Forms as well as Online Reporting can be found on our website. Hover your mouse over the Camp/Lodge Leaders link at the top of the homepage and select "Camp/Lodge Reporting" from the drop-down menu.

May 15, 2016 – Summer Camp Grant Application Deadline

The application for our summer camp grants can be found on our website. Hover your mouse over the Member Benefits link and select "Summer Camp Grants" from the drop-down menu.

June 1, 2016 – Fraternalist of the Year Nomination Deadline

Honor one of your members for this recognition. Information can be found on our website. Hover your mouse over the Camp/Lodge Leaders link at the top of the homepage and select "Fraternalist of the Year" from the drop-down menu.

**Located at:**

6030 Greenwood Plaza Blvd., Suite 100
Greenwood Village, CO 80111

Mailing Address:

PO Box 3169
Englewood, CO 80155

Tel: 800.777.9777

Fax: 866.663.8560

**E-mail: fraternal@assuredlife.org
jlc@assuredlife.org**

Hospitality—Service—Loyalty—Protection

IRS 990-N (e-Postcard) Filings

Information copy. Do not send to IRS.

990-N Form Department of the Treasury Internal Revenue Service	Electronic Notice (e-Postcard) for Tax-Exempt Organizations not Required To File Form 990 or 990-EZ OMB No. 1545-0045 2014 Open to Public Inspection
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A. For the 2014 calendar year, or tax year beginning 1/1/2014, and ending 12/31/2014

B. Check if applicable:
☐ Terminated, Out of Business
☒ Gross receipts are normally \$50,000 or less

C. Name of organization: **ASSURED LIFE ASSOCIATION**
or
Rocky Mountain Lodge 338 AIAA

D. Employer identification number
76-2238988

E. Website:
**PO Box 3169
Englewood, CO, US, 80155**

F. Name of Principal Officer: **Deborah West**

Privacy Act and Paperwork Reduction Act Notice: You are not required to provide the information requested on this form if it is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Do not send this page to the IRS. The IRS will not accept this filing via paper. You must file your Form 990-N (e-Postcard) electronically.

**The Home Office will
be filing the required
2015 990-N e-
Postcards for all
camps and lodges
based on annual re-
porting.**

This is another reason that completing the annual reporting for your camp/lodge is important. We use it as a basis for that 990-N electronic filing. In the words of the IRS questionnaire for parent organizations; "Do you verify continued existence of your subordinates prior to submission of your annual group exemption update?" "Do you verify that your subordinates continue to meet the requirements for federal tax exemption prior to the submission of your annual group exemp-

tion updates?" The answer is Yes, we verify through receipt of the annual reporting of our camps/lodges.

So please complete your reporting! Especially if you have not reported for the last 2 years. If you skip reporting for a third year, we will automatically close your camp/lodge and your tax-exempt status will be rescinded as a result. Even if you have nothing to report, receipt of your annual reporting will prevent this termination.