



**MUSTANG MASONIC LODGE #407**  
 Ancient Free and Accepted Masons  
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**FUNDRAISING MEMORANDUM OF UNDERSTANDING**

The purpose of this memorandum is to assure that there is a common understanding of the Lodge's and the organization's responsibilities and expectations for a successful fundraising event.

Organization Liaison	Lodge Liaison
Organization:	Lodge Title:
Point of Contact:	Point of Contact:
Phone Number:	Phone Number:
Email:	Email:

Note the organization's point of contact will be responsible for all communications between the organization and the Lodge. Similarly, the Lodge's point of contact will be responsible for all communications between the Lodge and the organization. Any changes to the liaison's information must be communicated to the other liaison immediately.

As a minimum, the following information is to be provided when initially applying to the Lodge for consideration:

Event:	
Preferred Dates:	
Preferred Times:	Breakfast (7:00-10:00) ____ Lunch (11:00-2:00) ____ Dinner (5:30-7:30) ____ Other: _____
Purpose of the Event: (i.e. how will the organization benefit?)	

The following information will be completed as the event is planned:

Ticket Costs:	_____
	Recommended cost: _____
	Presales and At the Door \$10.00
	(Any changes must be discussed with the Lodge liaison and agreed to in writing prior to finalizing event planning.)
Proposed Menu: (if applicable)	_____
Proposed Concurrent Activities: (e.g. auction, bake sale, music, etc.)	_____
Special Considerations:	_____
Commitment Date:	_____
	(Must be at least two months prior to event. Failure to commit by this date may result in the Lodge cancelling the event and scheduling another organization for the proposed date.)

## Importance of Organization's Involvement

Organization volunteers and leaders should be in appropriate attire (uniform, organizational tee shirt, etc.). All those involved, members, parents and leaders, should demonstrate commitment, responsibility, respect and appreciation to the customers.

In support of their organization, volunteers that eat before, during or after the event are expected to pay for their meal.

It is strongly recommended that organizations schedule volunteers before, during and after the event so that no more than 20 volunteers are present at any given time. More than 20 volunteers adversely impacts operations and available customer parking and may be sent home. Also, volunteers that are interfering with the event or are not actively contributing to the event may be asked to leave.

The organization and all attendees must agree to abide by all Lodge rules including no smoking and no alcoholic beverages.

## Consequences of Lack of Organizational Involvement

Failure to provide suitable assistance before, during and after the event will adversely impact the funds received by the organization.

The organization's volunteers are expected to help return the facilities to their original condition. Failure to do so will result in a \$250.00 reduction in the organization's proceeds.

## Planning/Responsibilities

- The event must be scheduled and agreed to by the Lodge at a regularly scheduled meeting at least 4 months prior to the event. No more than two outside organization fundraising breakfasts will be scheduled per month. Other fundraising activities, e.g. car washes, will be considered. The event must not conflict with or adversely detract from or impact Lodge functions.
- The organization and the Lodge must work together to define the event date and time and the menu.
- Publicity, including tickets, posters/flyers, announcements in community media outlets, etc. are the responsibility of the organization and must be approved by the Lodge prior to reproduction and use. Tickets must include "Mustang Masonic Lodge" and the masonic square and compass (e.g. as shown at the top of this form).
- Copies of the tickets and posters/flyers must be provided to the Lodge at least two months prior to the event for approval.
- The importance and effectiveness of ticket presales cannot be stressed enough.

	Lodge	Organization
Before	<ul style="list-style-type: none"> <li>• Put sign out front about 6 days before event, as appropriate, identifying the organization, event, day/date, times, and walk-in cost</li> <li>• Buy supplies and prepare food</li> <li>• Set up dining room and serving areas</li> <li>• Assure bathrooms are clean and properly stocked</li> <li>• Provide tables at the front of the dining room for organization use (bake sale, auction, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Publicity – advance sale of tickets, posters/flyers in community, use of community media outlets, etc.</li> <li>• Help with food preparation as requested</li> <li>• Dining room volunteers must arrive one hour prior to the start of the event</li> <li>• Volunteers should arrive at the time identified by the Lodge's liaison</li> </ul>
During	<ul style="list-style-type: none"> <li>• Cook and maintain an adequate supply of food</li> <li>• Maintain an adequate supply of plates, flatware, napkins, etc.</li> <li>• Provide cashier</li> <li>• Empty trash cans (as needed)</li> </ul>	<ul style="list-style-type: none"> <li>• Provide desserts (as appropriate)</li> <li>• Provide entertainment, auction, bake sale, etc.</li> <li>• Serve food and drink</li> <li>• Bus tables etc.</li> <li>• Greet and assist customers</li> <li>• Supervise organization's volunteers</li> </ul>
Immediately After	<ul style="list-style-type: none"> <li>• Determine total receipts, expenses, etc.</li> <li>• Receive the proceeds of the organization's presale efforts</li> <li>• Determine distribution of proceeds</li> <li>• Clean kitchen</li> <li>• Dispose of leftover food as appropriate</li> <li>• Mop tiled areas</li> <li>• Empty trash cans</li> </ul>	<ul style="list-style-type: none"> <li>• Provide the Lodge with the proceeds of all presale efforts, both number of presale tickets sold and the funds raised from ticket sales. (All checks included in the proceeds must be made out to "Mustang Lodge".)</li> <li>• Provide the Lodge with copies of the final poster/flyer and ticket for documentation</li> <li>• Clean dining room, tables and serving areas</li> <li>• Vacuum carpeted areas</li> <li>• Help clean kitchen</li> <li>• The organization's volunteers are expected to help return the facilities to their original condition.</li> </ul>

	<b>Lodge</b>	<b>Organization</b>
Final	<ul style="list-style-type: none"> <li>• Lodge liaison is responsible for notifying the organization liaison of when the proceeds will be distributed.</li> <li>• Proceeds will be distributed to the organization at a mutually agreed upon time with due recognition of those involved.</li> </ul>	<ul style="list-style-type: none"> <li>• Will be well represented at a brief recognition ceremony to receive proceeds. (To be held at the Lodge at a mutually agreed to time.)</li> </ul>

**Cancellation**

The Lodge reserves the right to cancel the event prior to or the day of the event for conditions beyond its control, e.g. extreme weather. The Lodge liaison will make every effort to contact the organization’s liaison as soon as possible to inform them of the cancellation. It will be the organization’s liaison’s responsibility to inform its members. Lodge personnel will make a reasonable effort to inform the public by removing the sign from out front or by modifying it appropriately and posting canceled signs on the front door.

**Acceptance Signatures:**

**Liaison for the Organization:**

**Liaison for Mustang Masonic Lodge:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

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

Any changes to the liaison’s information must be communicated to the other liaison immediately.

## **Fundraising Event Assessment -- for Lodge Use Only:**

<b>Organization Liaison</b>	<b>Lodge Liaison</b>
Organization:	Lodge Title:
Point of Contact:	Point of Contact:
Phone Number:	Phone Number:
Email:	Email:

Does this organization/event qualify for matching funds? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, the organization's portion will be held by Lodge until matching funds are received from the charity foundation so that one check can be presented to the organization at a mutually agreed upon time.

Calculation of funds to organization:

Lodge expenses are deducted from gross income, the net proceeds are then split between the Lodge and the organization. The organization's share is then adjusted based on their eligibility for matching funds with due consideration of any cap placed on the matching funds.

Date copies of the organization's tickets and posters/flyers received: \_\_\_\_\_

Date of event: \_\_\_\_\_

Date of check presentation: \_\_\_\_\_

Check number and amount: \_\_\_\_\_

Amount received from charity foundation: \_\_\_\_\_

Notes regarding organizational commitment, involvement and performance before, during and after the event: