



# Grand Lodge of North Carolina Special Activities Committee(Fundraising)

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# Purpose of Committee

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1. To investigate any matter, subject, or thing pertaining to fund raising activities by subordinate lodges.
2. To adopt from time to time such rules as may be necessary to govern fundraising activities as provided in Regulation 43-12.3.B.
3. To report to the Grand Master and to the Grand Lodge all the facts pertinent to any inquiry or investigation with recommendations as the committee may deem proper.
4. To consider and act upon all applications of lodges or brethren in connection with or relating to fund raising activities as provided in Regulation 43-12.3.B.
5. To call for and examine any record, book, or account of any subordinate lodge in this jurisdiction which may be the object of or within the scope of its investigation; to order and require the attendance of any Masonic witness, as may be necessary or advisable to the proper discharge of its duties. All the powers and authority set forth in this paragraph are to be exercised under the direction of the Grand Master.

# Fundraiser Requirements

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- Approval must be requested(application submitted) **30 days prior to the start date** to allow lodges to make changes if needed to their submitted application.
- Fundraisers may only last **120 days maximum** . From the beginning date (Start of advertising and Ticket sales) to the end date (Actual day of the Event).
- Final report is due **45 days after end date** . (even if fundraiser is cancelled).
- If a Fundraiser is Postponed, you must notify the Commission. If the Fundraiser is Cancelled, you must submit your Final Report .
- The **Start Date** includes any advance ticket selling and advertising.
- The **End Date** is the actual Date of the Event to be held.
- The application must include the Charity or Charities you are giving to and **CANNOT** change after the Application has been approved.
- A W-2 G is **required** for any prizes over \$600.00. Please explain this to your prize winner(s) before the prize is transferred to them.

# Building Fundraisers

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**Reg 77.1-MINIMUM DUES. Each lodge shall fix in its by -laws and shall collect such annual dues from its membership as may be necessary to enable it to maintain itself and discharge all of its duties and obligations. (5 -2.2). (This regulation amended, effective January 1, 2004.)**

- Lodges can designate one fundraiser for their lodge building in 2022.
- This must be designated at the time of application.
- Building fundraisers cannot be a raffle or a festival lasting more than 3 days.
- **Starting in 2023, no approvals will be granted for building expenses / repairs.**

# Lodge Scholarships

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- You may have a fundraising event for a lodge scholarship that is set up through The Masonic Foundation.
- You can not set up and administer a lodge scholarship outside of The Masonic Foundation.
- You can ask your Lodge members for donations any time for the scholarship fund.
- If your Lodge already has a Scholarship Fund and it is not set up through The Masonic Foundation, you need to contact the Grand Lodge and The Masonic Foundation to make arrangements to move the fund over the The Masonic Foundation.

# Insurance Issues

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All Fundraising Events that are held somewhere besides the Masonic Lodge Property, (some listed below, but may include others) may require additional insurance:

- Off Premises Events (Music Events, Festivals) They usually have their own policies through a city function and are covered. Check to be sure.
- Turkey Shoots, Hunting events, trap shooting
- Motorcycle events

These type of events will require a separate Policy or Rider policy. Contact your insurance agent to find out if you are covered and **present the coverage documentation with your Application.**

If your Lodge is not covered a minimum \$1 million policy is required and a copy provided to Commission.

- Your lodge will be the Primary Insured and the Grand Lodge is Additional Insured.
- Feel Free to contact the Commission in advance to see if your fundraising event requires additional insurance.

# Submitting an Application

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- Each lodge may submit an application using the Google Form or PDF/ paper application(current PDF version only). Submit applications 30 days prior to start date.
- The Google Form is the fastest option for the lodge to complete.
- Paper applications can be sent electronically to our email address or mailed to the GL. Submit applications 30 days prior to start date.
- Make note of your approval number as soon as the Approval Letter is received(save email and write down). Report it to your Master and lodge.
- If we request changes to be made to your application, you must resubmit a new application.
- Please send us an email immediately after an application resubmission for faster processing.

# Submitting a Final Report

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- Each lodge may submit their final report using the Google Form or PDF version (current PDF version only).
- The Google Form is the fastest option for lodges to complete.
- Please have your approval number ready before starting final report. Don't forget to report to your lodge, so it will also be in your meeting minutes.
- If we request changes to your final report, you must resubmit a new Final Report and also send an email for resubmissions.
- Net proceeds must match distribution of proceeds.
- Your distribution (Charities Listed) must match what was on your approved application.
- If monies come in after you submit your Final Report, submit a supplemental updated Final Report for these late or additional donations.



# How to Use Fundraising Proceeds

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- The use of funds must be given to the designated Charity or Charities listed on the submitted application and cannot change once approval is received.
- All funds must go to a recognized 501(c)(3) or church. If the Charity is not a Masonic Charity, we will need a copy of the latest 990 return for that Charity. You can get a copy at [990-finder](#).
- If you designate multiple charities, funds must be given to each charity listed.
- The lodge make the decision on the percentage or dollar amount of net the proceeds to be distributed.
- Net proceeds should be distributed to the Charities as soon as the net proceeds are determined and vouchers approved by lodge.
- Any misuse of fundraising proceeds jeopardizes the Grand Lodge's 501 (c) (10) designation and could result in the Lodge losing its Charter.

# Fundraising Tips

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- Allow time to prepare and plan fundraiser.
- Advertising is key(after approval is obtained from Special Activities Committee).
- When submitting an application, and the lodge planning period, please discuss both the Start and End dates.
- Be diligent in saving your approval number in the email sent by the Special Activities Commission and report to your lodge.
- Make sure that your net proceeds match the distributed proceeds and distribute funds as soon as possible. **Please Check for Math Errors!**

# Fundraising Tips

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- Purpose of fundraiser(charities designated or building fundraiser) should be designated before start date and printed on tickets. This adds credibility and informs the public of what the funds will be used for.
- Spend time reading the code sections 33,43 &77 to ensure your lodge is aware of current policies and procedures before submitting your application to prevent delays. In addition NCGS 14-309.15 addresses Raffles.
- The following events/prizes ARE NOT permitted:
  - Poker Runs
  - Military style firearms and ammunition primarily utilized by an the same
  - Cash prizes
  - Lotteries, game of chance, gambling, or any activities
  - Alcohol or alcohol-related items

# Fundraising Tips

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- There is a “Fundraising Guidelines” quick reference guide on the Grand Lodge website with the forms.
- In addition to our Masonic Code, all Local, State and Federal Guidelines laws must be followed.
- Raffle advertising should include, “winners are responsible for all applicable Taxes, Titles, Fees and Licenses.” This includes printing on tickets, signage, and verbal communication.
- Keep paper copies of checks and vouchers with the final report in the lodge records.
- If you submit an application and or final report using the Google Forms, you will receive a copy by email.

# Contact Information/Questions

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Special Activities Phone Number: (919)307-5234

Special Activities Email Address: [glnc.slsac@gmail.com](mailto:glnc.slsac@gmail.com)

## 2022 Commission

Charles Barrett -Chairman

Carl Smith

Josh Bristol

Matt Korff

Charles Talley

Casey Shaw-Special Assistant