

# Creating a Partnership

## Step by Step

**FIRST**- The Lodge/Chapter works within the community to identify a child in need. The Lodge/Chapter can use the description below to explain the purpose of the Creating A Partnership Program.

### ***Masons and Eastern Star Members Make A Difference in a Child's Education***

*Everyday, children across Missouri go to school to learn and get an education. Many arrive at school without basic supplies, such as pencils, notebooks and other items that are required by the classroom teacher. In addition, many children also lack basic clothing items, such as a warm winter coat, a pair of gloves, sneakers, or boots for inclement weather.*

*The Masonic Fraternity would like to assist those children most in need in your community get the foundation needed to be better students and happier children. The local Lodge/Chapter will partner with the Masonic Home of Missouri to help provide needed school and clothing items.*

*You can contact \_\_\_\_\_ (fill in Masonic Home Representative Lodge/Chapter name and contact information) at \_\_\_\_\_ Lodge/Chapter No. \_\_\_\_ to find out more information about this program. By reaching out to the Masonic Lodge or Chapter in your area, we can assist children that are most in need.*

**Stress that this is a program for specific children  
identified with specific needs.**

**SECOND**- Attached is a form developed by the Masonic Home of Missouri to assist the lodges/chapters in working this program. If funding is requested from the Masonic Home, this form must be used to submit a request. Please note: the lodge/chapter must affix the lodge/chapter seal on the right side of the page, and the form must be signed by the Master of the Lodge/Worthy Matron of the Chapter and Secretary of the Lodge/Chapter.

**A correctly completed form will have the following information:**

1. The grade or age and number of children in need.
2. What **specific** item(s) does each child need?
3. Close approximate cost **per needed item** (may be done via internet, phone call to the store, or visiting the store).

**Note: This is a confidential program, so please do not identify the child by name.**

**THIRD-** The Lodge/Chapter contact person will take the requested list of items to Lodge/Chapter. The Lodge/Chapter will determine what portion of the amount requested they can fund. The Masonic Home will match, dollar to dollar, the funds provided by the Lodge/Chapter for approved items up to \$2,500.00 per Lodge/Chapter per fiscal year. For example, if the Lodge/Chapter is able to provide \$100.00 toward a request for approved items, then the Home will also provide \$100.00 for approved items. The Lodge/Chapter will be eligible to receive \$2,500.00 per lodge/chapter per fiscal year which runs July 1 to June 30.

**FOURTH-** If funding is needed from the Masonic Home of Missouri, then the Home will review the forms submitted by the Lodge/Chapter indicating what funding is requested.

**FIFTH** - When/if approved, the Masonic Home of Missouri will write a matching check payable directly to a store or a school. The Masonic Home will send the check to the Lodge/Chapter contact person. Once the items are purchased, the Masonic Home of Missouri must receive a copy of the receipt(s). The Masonic Home will not process additional funding requests submitted by the Lodge/Chapter until all receipts are received. The Masonic Home of Missouri will not reimburse Masonic Lodges, Chapters or individual members of a Lodge or Chapter.

- Purchases must be made within 5 days of receiving the check, and you must use tax exempt status for the items paid for by the Masonic Home of Missouri.

- The receipt for the items must be faxed or mailed back to the Masonic Home of Missouri within 5 days of the purchase. Fax # 1-573-814-4660.