

Creating a Partnership

Step by Step

FIRST- The Lodge Rep/contact person talks to school contact person and explain the purpose of the Creating a Partnership Program by the Masonic Home of Missouri. Below is a good way to explain this:

The Masons Make the Difference In a Child's Education

Everyday children across Missouri go to school to learn and get an education. Many come to school without the basic supplies, such as pencils, notebooks and other items that are required by the classroom teacher. These items are essential to learning. All children deserve to have the same chance to learn, yet many lack items due to financial hardships on their parents. Teachers often attempt to alleviate the shortfalls for their students by personally paying the out of pocket cost.

Many children also lack the basics such as a warm winter coat, a pair of gloves, sneakers, or boots for the approaching cold weather. This program will also assist in providing these needs.

*Fortunately, the Masonic Fraternity has a way to help children in your community get the foundation they need to be better students and happier children. The solution lies within a new partnership program developed between _____ **Lodge No. ___ and the Masonic Home of Missouri.** This program will provide funding to local area schools to purchase needed supplies and other items directly for the children. No child should go without when the Masons are here to help.*

Have your school Principal contact _____ (fill in Lodge member and contact information) at _____ Lodge NO ___ to find out more information about this new program. By reaching out to the Masonic Lodge in your area, they can assist in providing your children with supplies they desperately need.

By contacting your local Masonic Lodge today, together we will strive for a healthy future for the children in your community schools.

Stress that this is a program for the children, not the schools.

SECOND- The School Contact must list the needs of children within each grade of each school (each school needs to be listed separately). Most guidance counselors and/or principals know which children are in need already. This may sound overwhelming, but with assistance from volunteers, PTA members or Interns this should be a fun service to assist with.

Below there is an example of how schools and lodges are submitting their information. There is also a sample form that many schools are using.

We need to know:

1. How many children of each grade this program is assisting. We want to know nothing more than age/grade of the child.
2. What the children's needs are
3. Close approximate cost (may be done via internet or phone call to the store). Per item.
4. Where these items will be purchased; name and phone number of store manager/contact person.

Example list:

Show Me School
(address)
(Phone)

Grade K 2 children
18 pocket folders
4 big erasers
1 glue stick
1 pr. sz 7 tennis shoes

\$32.00

Grade 1 5 children
20 #2 pencils
5 boxes of regular crayons
5 big erasers
10 glue sticks
5 rulers with inches and centimeters
10 packages of wide ruled spiral notebook paper
45 pocket folders
5 hi-liters
1 sz 7/8 winter coat (boy)

\$165.00

Total amount \$197.00

Note: We do not want to know the names of any children, it is totally confidential.

THIRD- The school will then return the completed list to the Masonic Lodge Representative/contact person.

FOURTH- The Lodge Representative/contact person will then need to take this supply list to Lodge and ask if the Lodge can make a contribution, if so, in what amount. When this is determined, the Lodge Representative/contact person will forward the school lists with total amount requested and the Lodge contribution amounts per school.

FIFTH- Social Service Coordinator, Tisha Woodard will then have the amounts approved by the Masonic Home of Missouri Executive Director.

SIXTH- When/if approved, the Masonic Home of Missouri will pay the balance of the list or approved amount directly to the store or have a check sent to the school. The school must provide a receipt when items are purchased. The Masonic Home of Missouri cannot reimburse Masonic Lodges.

SEVENTH- When the above is complete, Social Service Coordinator, Tisha Woodard will then contact the Lodge Representative/contact person so they can make arrangements with the school and store for pick up and delivery of items.

- The receipt for these items needs to be faxed or sent back to the Masonic Home Social Services Coordinator, Tisha Woodard within 5 days of the purchase. Fax # 1-573-814-4660.

If you have any other questions, please feel free to contact Tisha Woodard, Masonic Home of Missouri Social Services Coordinator at 1-800-434-9804

School Name

