



Knights Templar Eye Foundation, Inc.

1033 Long Prairie Road, Suite 5 • Flower Mound, TX 75022

Guidelines for Voluntary Campaigns of The Knights Templar Eye Foundation, Inc.

Mission Statement of the K.T.E.F.

“To improve vision through research, education, and supporting access to care.”

Purpose of the Voluntary Campaign

To supplement the income of the K.T.E.F. that is derived from Assessments, Bequests, Gifts, Endowment Income, and other sources, so that sufficient funds are available to provide the assistance as stated in the Mission Statement of the K.T.E.F.

Guidelines for the Voluntary Campaign Chairman

The Voluntary Campaign Chairman shall be appointed by the Most Eminent Grand Master and serve at his pleasure.

Duties of the Voluntary Campaign Chairman

1. To communicate with, motivate, and encourage participation of every Grand Commandery , Constituent Commandery, and Subordinate Commandery under the auspices of the Grand Encampment of Knights Templar.
2. To attend Department and/or other conferences as directed by the Most Eminent Grand Master, present the present data, and future goals of the Voluntary Campaign.
3. Assist each jurisdiction in establishing an attainable goal in agreement with the Grand Commander and the Grand Commandery Chairman, the goal shall not be less than an average of \$10.00 per member.
4. Communicate monthly beginning in October with the Grand Commandery Chairman and provide a list of materials available to use as inserts or programs on the K.T.E.F.
5. Recommend acceptable fundraising methods to the Grand Commandery Chairmen so they may communicate them to the Constituent Commanderies and request that the Grand Commandery Chairman communicate new ideas back to the Voluntary Campaign Chairman so they can be shared with other Grand Commanderies.
6. Develop and provide presentation information and make recommendations for presentations in various commanderies and annual conclaves.

Duties of the Grand Commandery Chairmen

1. Motivate and encourage participation of every Commandery in their Grand Commandery.
2. Consult with the Commander and his Chairman and assist them in establishing a goal and methods of reaching the goal.
3. Provide information on obtaining K.T.E.F. publications for distribution to members as well as the general public.

Guidelines for Voluntary Campaigns (Continued)

4. Encourage the Commandery Chairmen to work with the Commander to use one conclave during his year to explain and promote the K.T.E.F. to members and guests. A dinner could be held in conjunction with this meeting.
5. Ask Commanders to have their Chairman give a report at each conclave.
6. Encourage the use of the K.T.E.F. films, slides, etc. for showing to the Sir Knights as well the General Public such as Church Groups, PTA and Civic Groups.
7. Communicate the rules, regulations, and policies of the K.T.E.F. so that all Sir Knights may understand the workings of the Foundation.

Duties of the Commandery Chairman

1. Get members of your Commandery involved. Form a committee of those who are most interested in fundraising activities.
2. Work with the Commander and this committee to establish the fundraising activities and set an attainable goal.
3. Ask the Commander to dedicate one conclave as K.T.E.F. night. Provide an Eye Foundation program. Recommend a dinner before the conclave and invite ladies.

Rules for the Voluntary Campaigns

1. Bequests and Wills shall be counted for credit of the Commanderies or Grand Commanderies during the Voluntary Campaign.
2. The Voluntary Campaign funds credited to Commanderies or Grand Commanderies shall be raised by acceptable means such as: Dinners, Flea Markets, Donations, or other Fundraising activities.
3. Commanderies reaching the Goal of \$10.00 per member or more will receive a plaque and each year a seal as presently established. Commanderies reaching a contribution of \$5.00 per member but less than \$10.00 per member will receive appropriate recognition for their efforts.

All Commanderies receiving checks made payable to The Knights Templar Eye Foundation, Inc., must forward the check within ten days to the K.T.E.F. office with a letter or form to ensure credit to the Commandery. Checks made payable to The Knights Templar Eye Foundation, Inc. are not to be deposited in any commandery bank account. A Commandery is not authorized to endorse checks or act as a depository for the K.T.E.F. and to do so may be a violation of the Internal Revenue Service rules regarding non-profit organizations.

The Voluntary Campaign shall run from October 1st to April 30th. Funds received in The Knights Templar Eye Foundation Office at any time will be credited as a part of the next campaign.