

***Are you proud of your lodge?  
Let the community see it!  
Done right, nothing in the  
General Laws prevents you from  
Hosting an OPEN HOUSE!***

Office of General Governor

Spring, summer, and early fall are great times to hold a lodge Open House. Open houses afford our fraternity an opportunity to project a positive public image and inform communities about our fraternity's many philanthropic and service endeavors. Holding an Open House gives you an opportunity to demonstrate to your community the many good things you are doing to serve your community. To help accomplish this, the lodge should create attractive displays with handouts about the fraternity and your lodge's community service functions and family activities. Helpful information and materials to create interesting handouts are available from various departments at Moose International and via [www.mooseintl.org](http://www.mooseintl.org).

It is *essential* to remember in conducting an open house that IRS regulations, and court decisions regarding our right to be private, prohibit us from soliciting members; membership in our Order is by *individual invitation* only. Every visitor should sign a guest book as they enter and be given an "Honored Guest" name badge to wear. If visitors bring up the subject and ask about becoming a member, you may provide them with an application. Otherwise, you may only explain the qualifications of membership and that we are a private organization with membership by invitation only. If you conversed with someone you feel was a qualified candidate, you may choose to get his name and address from the guest book to send him a membership application within a few days. *But you should NOT hand out applications unless one is specifically requested nor, certainly, should you have a stack on display for anyone to pick up.*

Other checklist items from any Lodge considering an "Open House":

1. Clean up your facility and grounds. Repair, remodel, paint and freshen up to make your lodge attractive and inviting.
2. Obtain a dispensation from the General Governor's Office.
3. Attach to that dispensation request a copy of any advertising the lodge intends to use in the newspaper, flyers, radio spots, etc.
4. The "Open House" must be scheduled for a specific time period on a set date (i.e., 2-5 p.m. on a Sunday).
5. The Social Quarters shall not be open for "business" during the "Open House".
6. No sales to members or non-members during the "Open House".
7. Alcoholic beverages shall not be made available.
8. Complimentary non-alcoholic refreshments and snacks should be provided.
9. Local officials and dignitaries should be invited to attend.
10. As many members and their families as possible should attend.
11. Dress should be appropriate for locality and climate— coats and ties for men (golf and dress slacks if it's very warm), and skirts for women.

If you have any questions or need assistance, please call the General Governor's office at 630-966-2207.