



Michigan Elks Association

A Fraternal Organization

Steps to protect your Lodge and Members during the shutdown:

1. Make certain that all cash, liquor and other items of value (financial or sentimental) are maintained and locked in secured areas of your Lodge.
2. Lock all coolers, refrigerators and freezers that can be locked and insure all doors are closed and locked and alarms set.
3. Insure that all perishable products that cannot be frozen and preserved either be given to a person or organization in need, or if not usable, be disposed of to prevent damage from mold and decay.
4. Advise all paid staff of their entitlement to unemployment pay during the layoff and provide them guidance and direction regarding the steps to file a claim. Note, under a recent executive order issued by Governor Whitmer, filings can be performed on line and the requirement to actively seek employment as a condition of payment has been waived. .
5. Turn the thermostat down to a temperature low enough to reduce your energy costs but high enough to protect the pipes in the event of a cold spell. Leave all internal doors (that are not locked to protect valuables) open to insure even temperature to protect all pipes. If meetings are to be scheduled to conduct Lodge business during the shutdown, assign an officer with the responsibility to turn up the temperature prior to the meetings to insure the comfort of your Officers and Committee Members.
6. Alert all vendors or service people who have regular deliveries or maintenance schedules if the goods or services are needed or to be cancelled. Cancel weekly trash pick-up if you are contractually allowed.
7. Assign one or more officers to regularly check the Lodge to insure everything remains secure and in good operating condition.
8. If you are aware of any Members with special needs or who live alone and rely on your Lodge as their sole or primary social outlet, recruit one or more volunteers to call them and see how they are doing.

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