

Cahuilla Lodge #127

*California Inland Empire Council*

# Chapter Assistance Program

*Program Guidebook*



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## *Program Overview*

Cahuilla Lodge #127 has adapted this Chapter Assistance Program from Wauna La-Mon'tay Lodge #442's Chapter Assistance Program version 0.4 released in June of 2002. This program has been changed to suit the needs of our lodge and has mostly only uses the initial concept and name of the original Chapter Assistance Program as administered by Lodge #442. It is designed to strengthen our chapters by providing the necessary resources and facilitating collaboration among the chapters for ensuring their success.

The program consists of self-assessments and semi-annual goal setting at the chapter level, review of methods and procedures, resource guides (e.g. the Chapter Assistance Program Plan Book), and help from the lodge and neighboring chapters. The theory is simple: chapters within the lodge should work together to ensure a quality program for its members. In doing so, greater consistency and continuous improvement year-to-year is facilitated, and new ideas assimilated into the chapter program.

The ultimate goal is increased communication, participation, and retention at the chapter level.

For most lodges, the chapter is their closest link to their members. The Chapter is what holds our lodge together. Without chapters, a lodge of our size would not be able to properly serve the youth of our council. That is why this program is being implemented, to better serve the youth of our council.

## *Implementing the Chapter Assistance Program*

The Chapter Assistance Program is administered by the 1st Vice-Chief of the lodge. It is him that works closest to the chapters, and therefore it fits that he will be most likely to notice problems within the infrastructure of a chapter, hopefully before it turns the chapter into an almost non-existent group of people with no direction.

There are two sections to the Chapter Assistance Program. The first is Preventative Maintenance. This section is there to prevent Chapters from falling behind in terms of membership and productivity. The second section is the Chapter Mentoring section. In cases where Chapters have gotten to a point where they cannot strengthen their membership or program by themselves, it is time to choose another chapter to assist them.

## *Section I: Preventative Maintenance*

As part of the Lodge's yearly Officers' Retreat, the Lodge 1<sup>st</sup> Vice-Chief should state his expectations of the chapters. Soon after, he should run a session on Goal Setting in which chapters will complete the first phase of the program.

### 1. Annual Goal Setting

The 1st Vice-Chief should work with the Chapter officers and adviser in creating a set up short term and long term goals that the chapter feels they can complete in the given time. These goals should be attainable and progress should be assessed in each monthly Chapter Report.

### 2. Chapter Self-assessment

During the Goal setting process, the chapter officers and adviser should take the time and review their journey to this point. They should assess what has gone well and not so well. This should be typed in a report style and turned in with their monthly Chapter Report.

### 3. Review of methods and procedures

During his meeting with the officers and adviser, the 1st Vice-Chief should review how the chapter conducts business. Any flaws in their plans should be addressed during the Goal Setting portion. Areas that should be addressed are:

- Chapter calendar year

- Leadership positions and duties
- Planning procedures
- Etc...

## *Section II: Chapter Mentoring*

The second section of the Chapter Assistance Program is Chapter Mentoring. This part of the CAP is only implemented when the Chapter is having major membership, leadership, or participation problems and can't fix itself very easily. This part of the program can only be implemented with the First Vice-Chief's approval. The procedure follows:

- The First Vice-Chief notices a problem in a particular chapter. Once the problem is noticed, he meets with the officers and adviser from the chapter and follows section I of the CAP plan book.
- In the event that Section I does not or can not fix the chapter, the First Vice-Chief will pick a neighboring "well-off" chapter to mentor the "problem" chapter. This should be done and then officially announced at a Lodge Executive Committee meeting.
- The Chapter Chief of the mentoring chapter now has the authority to suggest changes to fix the chapter. The Chapter Chief of the mentoring chapter or his designee should attend all meeting of the mentored chapter and should meet with the officers and adviser of that chapter on a regular basis to discuss goals and direction of the chapter. The mentoring chapter may even decide it best ceremonies on behalf of the mentored chapter while they rebuild.
- Every 5 months, a report must be submitted to the Lodge Key-3 to show the progress made.

## *Revision History*

1.0 January 23, 2003

original document

2.0 April 20, 2003

finished plan. this version found on Conclave CD