

2018-2019 Vanguard Award Requirements

Lodges must complete the necessary activities in each of six (6) categories between 7/31/2018 and 8/01/2019. Activities may be counted more than once if they satisfy multiple requirements.

NOTE: A completed Annual Return with full payment, Minimum Audit Form No. 71, and a copy of the appropriate IRS Form 990 filing must be in the Grand Secretary's Office before the Vanguard Application will be considered.

I Lodge Administration

A. Required Activities:

1. The Texas Lodge System of Candidate Information (T.L.S.C.I.) must be properly administered to all candidates. (See Articles 433 & 439)
2. All newly Raised Master Masons must complete the Additional Lodge Light (A.L.L.) program within ninety (90) days of being Raised. (See Article 439)
3. The Worshipful Master must have successfully completed both of the Officer Leadership Training (OLT) classes 101 and 201, or have completed all of the Lodge Instruction for Effectiveness (L.I.F.E.) programs for JW (Introduction), SW (Operation), and WM (Administration). *(If only one OLT class has been completed, all L.I.F.E. programs must be completed.)*
4. The Senior Warden must have successfully completed the OLT classes 101 and 201, or have completed the L.I.F.E. programs for JW (Introduction) and SW (Operation). *(If only one OLT class has been completed, both the JW & SW L.I.F.E. programs must be completed.)*
5. The Junior Warden must have successfully completed the OLT class 101, or completed the L.I.F.E. program for JW (Introduction).
6. The L.I.F.E. program, administered by a qualified L.I.F.E. Counselor, must be available to all other Lodge members who desire to complete it.

B. Choose at Least Three Activities

1. Form a Planning Committee consisting of the elected and appointed officers of the Lodge to identify at least three short-term and three long-term goals related to improving Lodge administration, membership, finances, facilities, and or community involvement. Next, compile a list of strategies and develop a task list and timeline to accomplish those goals.

2. Contact all members in danger of being suspended for non-payment of dues, documenting your efforts (dates and attempted contact methods) and their reasons for not having paid their dues. Attach the documentation to the Vanguard Application form.
3. Contact 20% of your inactive local members (those who have not attended Lodge during the prior Masonic year and currently living within 50 miles of Lodge). Produce a report detailing why they are inactive and attach it to the Vanguard Application form.
4. Form a Budget Committee consisting of, the Worshipful Master, Senior Warden, Junior Warden, Treasurer, and Secretary, and create an Annual Lodge Operating Budget which contains, at minimum, the following items:
 - Income - Dues, Degree Fees, Fundraisers, Donations, Rent, etc.
 - Expenses – Grand Lodge Annual Returns, Utilities, Building Maintenance, Donations, Rent, Insurance, etc.
5. Have the three principal officers (WM, SW, and JW) attend the Grand Annual Communication.
6. Have the secretary attend a Grand Secretary’s School of Instruction. Provide member name, date (Month/Day/Year) of attendance, and location.

I Community Involvement

A. Required Activities

1. Support public schools by participating in one of the following:
 - a. “Take Time to Read” program; or
 - b. Presenting “Mirabeau B. Lamar Awards” to deserving students and/or teachers; or
 - c. Participating in the “Fantastic Teeth” program; or
 - d. Providing at least one \$500.00 college or trade school scholarship to a deserving Senior; or
 - e. Collecting/raising at least \$500.00 for needed school supplies as determined by a member of the local Elementary or Middle School faculty and administration.

All activities to support “Public Schools Week” shall be done in accordance with a manner consistent with criteria set by Grand Lodge in Article 342b.

2. Support the young people of your area by doing one of the following:
 - a. Provide at least \$250.00 in financial support to a Masonic youth group(s) (DeMolay or Rainbow Girls); or
 - b. Provide an active advisor for a Masonic youth group; or
 - c. Conduct at least two common activities between either Masonic youth groups or community youth groups (Boy/Girl Scouts, National Honor Society, Little League, FFA, 4-H, etc.) and members of the Lodge.

B. **Choose at Least Three Activities:**

1. Present a Community Builder Award at an open meeting or public event.
2. Participate in at least one additional Grand Lodge Program such as the “Gift of Life”, “Fantastic Teeth”, or “Take Time to Read” not done in the required portion above.
3. Allow the Lodge facility to be used for a public function or activity provided for under Article 224.
4. Present a college or trade school scholarship at an open meeting or public event.
5. Present a “Mirabeau B. Lamar Award” at an open meeting or public event.
6. Host a Masonic information booth at a public event.
7. Participate in “Adopt-A-Highway” or similar public service activity.
8. Gather and distribute food, clothing or other items for the needy.

II **Member Service**

A. **Required Activities:**

1. Present all appropriate Grand Lodge Service Awards (i.e. 50, 60, etc. Year Service Awards) for the current Masonic year.
2. Present all appropriate Lodge Service Awards (i.e. 25, 40, etc. Year Service Awards) for the current Masonic year.

B. **Choose at Least Three Activities:**

1. Create or maintain a functioning web-site or social media page based upon criteria set by the Internet Committee, OR publish a newsletter at least quarterly.

2. Present a “Golden Trowel Award” to a deserving member of the Lodge.
3. Host an open meeting focusing on the families and/or friends of your members such as a Bring a Friend program, Widow’s program, Father/Son program, Father/Daughter program, Honor Your Wife/Sweetheart Program, or a similar activity.
4. Formally acknowledge Masonic anniversary dates of Lodge members either during Lodge stated meetings, on a members-only Lodge web-site or social media page, or in the Lodge newsletter.
5. Present all appropriate 25 and 40 Year Service Awards for the current Masonic year. (See Articles 346 and 346a)

III Masonic Education

A. Required Activities:

1. The Worshipful Master, Senior Warden, and Junior Warden must be certified in ritualistic opening and closing (each one from all three positions) of all four Lodges. Certification must be done by either a member of the Committee on Work or a District Instructor.
2. Present a Masonic education program during at least half of the Lodge’s stated meetings. Programs may be developed by members of the Lodge, presented by visiting Brethren, or read from the available Masonic Short Talk Bulletins or other Masonic publications.

B. Choose at Least One Activity:

1. Have at least one officer attend and successfully complete one of the Officer Leadership Training classes (101 or 201) during this Masonic year.
2. Have your officers support your Masters, Wardens, and Secretaries Association (MWSA) by accumulating at least nine attendance credits at no less than three MWSA meetings. (one voting member attending one meeting equals one attendance credit)
3. Have your officers participate in the formation or reactivation of a Masters, Wardens and Secretaries Association.
4. Present at least two Masonic education programs covering topics specifically for the benefit of the Entered Apprentice Masons of the Lodge.
5. Have at least one degree graded by the Committee on Work.

6. In order to promote fellowship, sharing, and education, arrange at least one get-together outside of the regular stated meeting for Master Masons to discuss a philosophic topic regarding Masonry.

IV Fraternalism

A. Choose at Least Three Activities:

1. Have the top three officers attend the Briscoe Workshop.
2. Promote fellowship by having a group of at least five members attend the stated meeting of another Lodge in your District.
3. Host a Certificate Forum and Exam by the Committee on Work at your Lodge.
4. Host a joint function between the Lodge and any Appendant Masonic body.
5. Host a social function for Lodge members, their families, and friends.
6. Have the top five officers, or at least nine members attend a District Education Workshop presented by the District Education Officer.
7. The Lodge must have conducted at least two open meetings, one of which may be the open installation of officers.

Alternative Requirements for Part A in Sections I through V

Completion of any of the following activities will serve as a substitute for completing any of the optional activities in Sections I, II, III, IV, or V. No more than three (3) items may be substituted.

V Mentorship

A. Choose up to three (3) activities:

1. Establish and/or continue to maintain a formal Mentorship program in your Lodge such as the "Pass it On" or "Membership Mentoring" programs, documenting each new EA and who is assigned as his Mentor.
2. Attempt to contact all E.A.'s, F.C.'s and M.M.'s who have not completed their work in the last two years. Produce a report detailing why they have not advanced, what you did to try and bring them back, and whether your effort to

bring any of them back has been successful. This report should accompany the Vanguard Application form.

3. Conduct at least one EA education night. Invite all EA's and FC's, including those who have not advanced in the last two (2) years to attend a meeting where topics such as the EA obligation, EA lecture, basic Masonic philosophy, or other topics from the book "Sharing Freemasonry" are discussed. A copy of the educational program or secretary's notes detailing topics must accompany Vanguard Application form.
4. Have at least 10 members of your Lodge attend one of the Grand Master's Conferences, including EA's and FC's if appropriate.
5. Have at least three of your members receive a Ritualist Certificate (either A, B, or C) from the Committee on Work.
6. Open and conduct business in an EA Lodge (inviting the EA's and FC's to observe) in at least 50% of your stated meetings.

2018 – 2019 Vanguard Application Form

Lodge Name: _____ Lodge Number: _____ District: _____

Instructions: Complete this form and include it and all backup information in a tabbed three-ring binder. Submit one copy of the material to the District Deputy Grand Master by August 15, 2019 and retain a copy for the Lodge.

NOTE: A completed Annual Return with full payment, Minimum Audit Form No. 71, and a copy of the appropriate IRS Form 990 MUST have been received in the Grand Secretary's Office before the Vanguard Application will be considered, and a copy of each should be included.

Lodges must complete the necessary activities in each of six (6) categories between 7/31/2018 and 8/01/2019. Activities may be counted more than once if they satisfy multiple requirements.

I Lodge Administration/Membership

A. Required Activities:

1. The Texas Lodge System of Candidate Information (T.L.S.C.I.) must be properly administered to all candidates. (See Articles 433 & 439) Provide Candidate name and completion dates (Month/Day/Year):

Candidate Name: _____

Elected to Receive: Date: ____/____/____

Entered Apprentice Mason: Date: ____/____/____

Fellowcraft Mason: Date: ____/____/____

Master Mason: Date: ____/____/____

Candidate Name: _____

Elected to Receive: Date: ____/____/____

Entered Apprentice Mason: Date: ____/____/____

Fellowcraft Mason: Date: ____/____/____

Master Mason: Date: ____/____/____

Candidate Name: _____

Elected to Receive: Date: ____/____/____

Entered Apprentice Mason: Date: ____/____/____

Fellowcraft Mason: Date: ____/____/____

Master Mason: Date: ____/____/____

Candidate Name: _____

Completion Dates: (Month/Day/Year)

Elected to Receive: Date: ____/____/____

Entered Apprentice Mason: Date: ____/____/____

Fellowcraft Mason: Date: ____/____/____

Master Mason: Date: ____/____/____

Attest: _____

Worshipful Master

Secretary

(Supply additional names and dates as appropriate)

2. All newly Raised Master Masons must complete the Additional Lodge Light (A.L.L.) program within ninety (90) days of being Raised. (See Article 439) Provide Candidate name and completion dates (Month/Day/Year):

Candidate Name: _____

A.L.L. Program: Date: ____/____/____

Candidate Name: _____

A.L.L. Program: Date: ____/____/____

Candidate Name: _____

A.L.L. Program: Date: ____/____/____

Candidate Name: _____

A.L.L. Program: Date: ____/____/____

Attest: _____
Worshipful Master Secretary A.L.L. Counselor

(Supply additional names and dates as appropriate)

3. The Worshipful Master must have successfully completed both of the Officer Leadership Training (OLT) classes 101 and 201, or have completed all of the Lodge Instruction for Effectiveness (L.I.F.E.) programs for JW (Introduction), SW (Operation), and WM (Administration). *(If only one OLT class has been completed, all L.I.F.E programs must be completed.)*

Officer Leadership Training Certificates attached: Yes ____ NO ____

Lodge Instruction For Effectiveness (L.I.F.E) - Provide name and completion date (Month/Day/Year):

Officer Name: _____

Junior Warden (Introduction): Date: ____/____/____

Senior Warden (Operation): Date: ____/____/____

Worshipful Master (Administration): Date: ____/____/____

Attest: _____
Worshipful Master Secretary L.I.F.E. Counselor

4. The Senior Warden must have successfully completed the OLT classes 101 and 201, or have completed the L.I.F.E. programs for JW (Introduction) and SW (Operation). *(If only one OLT class has been completed, both the JW & SW L.I.F.E programs must be completed.)*

Officer Leadership Training Certificates attached: Yes ____ NO ____

Lodge Instruction For Effectiveness (L.I.F.E) - Provide name and completion date (Month/Day/Year):

Officer Name: _____

Junior Warden (Introduction): Date: ____/____/____

Senior Warden (Operation): Date: ____/____/____

Attest: _____
Worshipful Master Secretary L.I.F.E. Counselor

- 5. The Junior Warden must have successfully completed the OLT class 101, or completed the L.I.F.E. program for JW (Introduction).

Officer Leadership Training Certificate attached: Yes ____ NO ____

Lodge Instruction For Effectiveness (L.I.F.E) - Provide name and completion date (Month/Day/Year):

Officer Name: _____

Junior Warden (Introduction): Date: ____/____/____

Attest: _____
Worshipful Master Secretary L.I.F.E. Counselor

- 6. The L.I.F.E. program, administered by a qualified L.I.F.E. Counselor, must be available to all other Lodge members who desire to complete it.

Lodge Instruction For Effectiveness (L.I.F.E) - Provide names and completion dates (Month/Day/Year):

Member Name: _____

Junior Warden (Introduction): Date: ____/____/____

Senior Warden (Operation): Date: ____/____/____

Worshipful Master (Administration): Date: ____/____/____

Member Name: _____

Junior Warden (Introduction): Date: ____/____/____

Senior Warden (Operation): Date: ____/____/____

Worshipful Master (Administration): Date: ____/____/____

Member Name: _____

Junior Warden (Introduction): Date: ____/____/____

Senior Warden (Operation): Date: ____/____/____

Worshipful Master (Administration): Date: ____/____/____

Attest: _____
Worshipful Master Secretary L.I.F.E. Counselor

(Supply additional names and dates as appropriate)

7. The Lodge must have conducted at least two open meetings, one of which may be the open installation of officers.

Program and dates (Month/Day/Year) conducted:

Program: _____ Date: ____/____/____

Program: _____ Date: ____/____/____

Program: _____ Date: ____/____/____

Program: _____ Date: ____/____/____

Program: _____ Date: ____/____/____

Program: _____ Date: ____/____/____

Attest: _____
Worshipful Master Secretary

(Supply additional programs and dates as appropriate)

B. Choose at Least Three Activities

1. Form a Planning Committee consisting of the elected and appointed officers of the Lodge to identify at least three short-term and three long-term goals related to improving Lodge administration, membership, finances, facilities, and or community involvement. Next, compile a list of strategies and develop a task list and timeline to accomplish those goals.

Attach a list of both the short and long-term goals, along with the strategies and the task list and timeline for accomplishing the goals.

2. Contact all members in danger of being suspended for non-payment of dues, documenting your efforts (dates, attempted contact methods, and results of contact) and their reasons for not having paid their dues.

Attach the documentation to the Vanguard Application form.

3. Contact 20% of your inactive local members (those who have not attended Lodge during the prior Masonic year and currently living within 50 miles of Lodge).

Produce a report detailing why they are inactive and attach it to the Vanguard Application form.

4. Form a Budget Committee consisting of, the Worshipful Master, Senior Warden, Junior Warden, Treasurer, and Secretary, and create an Annual Lodge Operating Budget which contains, at minimum, the following items:

- a. Income - Dues, Degree Fees, Fundraisers, Donations, Rent, etc.
- b. Expenses – Grand Lodge Annual Returns, Utilities, Building Maintenance, Donations, Rent, Insurance, etc.

Attach a printed copy of the Operating Budget Spreadsheet.

5. Have the three principal officers (WM, SW, and JW) attend the Grand Annual Communication. Attach a copy of the Grand Lodge Registration form for each officer.
6. Have the secretary attend a Grand Secretary’s School of Instruction. Provide member name, date (Month/Day/Year) of attendance, and location.

Member Name: _____ Date: ____/____/_____

Location: _____

B. Choose at Least Three Activities:

1. Present a Community Builder Award at an open meeting or public event.
2. Participate in at least one additional Grand Lodge Program such as the “Gift of Life”, “Fantastic Teeth”, or “Take Time to Read” not done in the required portion above.
3. Allow the Lodge facility to be used for a public function or activity provided for under Article 224.
4. Present a college or trade school scholarship at an open meeting or public event.
5. Present a “Mirabeau B. Lamar Award” at an open meeting or public event.
6. Host a Masonic information booth at a public event.
7. Participate in “Adopt-A-Highway” or similar public service activity.
8. Gather and distribute food, clothing or other items for the needy.

Attach documentation demonstrating that the activity had been completed, including copies of checks, letters, Emails, photographs, newspaper articles, etc...

Attest: _____
Worshipful Master

Secretary

III Member Service

A. Required Activities:

1. Present all appropriate Grand Lodge Service Awards (i.e. 50, 60, etc. Year Service Awards) for the current Masonic year. Provide names, years of service, dates (Month/Day/Year) presented.

Member Name: _____ Service Award: _____ Years Date: ___/___/_____

Member Name: _____ Service Award: _____ Years Date: ___/___/_____

Member Name: _____ Service Award: _____ Years Date: ___/___/_____

Member Name: _____ Service Award: _____ Years Date: ___/___/_____

Junior Warden: _____ Date: ____/____/____

Attest: _____
Worshipful Master Secretary Committee Member/District Instructor

- 2. Present a Masonic education program during at least half of the Lodge’s stated meetings. Programs may be developed by members of the Lodge, presented by visiting Brethren, or read from the available Masonic Short Talk Bulletins or other Masonic publications.

Attach copies of programs and list dates (Month/Day/Year) below:

Program: _____ Date: ____/____/____
Program: _____ Date: ____/____/____
Program: _____ Date: ____/____/____
Program: _____ Date: ____/____/____
Program: _____ Date: ____/____/____
Program: _____ Date: ____/____/____

Attest: _____
Worshipful Master Secretary

(Supply additional programs and dates as appropriate)

B. Choose at Least One Activity:

- 1. Have at least one officer attend and successfully complete one of the Officer Leadership Training classes (101 or 201) during this Masonic year.

Provide officer names, dates (Month/Day/Year), location, and copies of certificate/s.

Worshipful Master: _____ Date: ____/____/____

Location: _____

Junior Warden: _____ Date: ____/____/____

Location: _____

Treasurer: _____ Date: ____/____/____

Location: _____

Secretary: _____ Date: ____/____/____

Location: _____

Member: _____ Date: ____/____/____

Location: _____

Member: _____ Date: ____/____/____

Location: _____

Member: _____ Date: ____/____/____

Location: _____

Member: _____ Date: ____/____/____

Location: _____

(Supply additional names and dates as appropriate)

Attest: _____
Worshipful Master Secretary D.E.O/D.D.G.M.

Alternative Requirements for Part A in Sections I through V

Completion of any of the following activities will serve as a substitute for completing any of the optional activities in Sections I, II, III, IV, or V. No more than three (3) items may be substituted.

VI Mentorship

A. Choose up to three (3) activities:

1. Establish and/or continue to maintain a formal Mentorship program in your Lodge such as the "Pass it On" or "Membership Mentoring" programs, documenting each new EA and who is assigned as his Mentor. Attach a list of Mentors/Mentees along with a progress report for each Mentee endorsed by the Junior Warden and Chairman of the Lodge Mentorship Committee and the Lodge Secretary.
2. Attempt to contact all E.A.'s, F.C.'s and M.M.'s who have not completed their work in the last two years. Produce a report detailing why they have not advanced, what you did to try and bring them back, and whether your effort to bring any of them back has been successful. This report should accompany the Vanguard Application form and be endorsed by the Senior Warden as Chairman of the Membership Committee and the Lodge Secretary.
3. Conduct at least one EA education night. Invite all EA's and FC's, including those who have not advanced in the last two (2) years to attend a meeting where topics such as the EA obligation, EA lecture, basic Masonic philosophy, or other topics from the book "Sharing Freemasonry" are discussed. A copy of the educational program or secretary's notes detailing topics must accompany Vanguard Application form.

Program and dates (Month/Day/Year) presented:

Program: _____ Date: ____/____/____

Program: _____ Date: ____/____/____

Program: _____ Date: ____/____/____

Program: _____ Date: ____/____/____

Program: _____ Date: ____/____/____

Program: _____ Date: ____/____/____

(Supply additional programs and dates as appropriate)

Attest: _____
Worshipful Master

Secretary

4. Have at least 10 members of your Lodge attend one of the Grand Master's Conferences, including EA's and FC's if appropriate.

Member: _____

Date: ____/____/____

Location: _____

Member: _____

Date: ____/____/____

Location: _____

Member: _____

Date: ____/____/____

Location: _____

Member: _____

Date: ____/____/____

Location: _____

Member: _____

Date: ____/____/____

Location: _____

Member: _____

Date: ____/____/____

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Date: ____/____/____

Location: _____

Member: _____

Date: ____/____/____

Location: _____

Member: _____

Date: ____/____/____

Location: _____

Member: _____

Date: ____/____/____

Location: _____

(Supply additional names and dates as appropriate)

Attest: _____
Worshipful Master Secretary D.D.G.M.

- 5. Have at least three of your members receive a Ritualist Certificate (either A, B, or C) from the Committee on Work.

Member: _____ Date: ____/____/____

Member: _____ Date: ____/____/____

Member: _____ Date: ____/____/____

(Supply additional names and dates as appropriate)

Attest: _____
Worshipful Master Secretary Committee Member

- 6. Open and conduct business in an EA Lodge (inviting the EA's and FC's to observe) in at least 50% of your stated meetings.

Date: ____/____/____

Date: ____/____/____

Date: ____/____/____

Date: ____/____/____

Date: ____/____/____

Date: ____/____/____

(Supply additional programs and dates as appropriate)

Attest: _____
Worshipful Master

Secretary

2018 – 2019 Vanguard Lodge Certification Report

To: Most Worshipful Grand Master Stogner

From: _____,

District Deputy Grand Master - Masonic District No.: _____ Date: ____/____/____
Mo. Day Year

RE: Vanguard Lodge Approval

Dear Grand Master,

I along with the members of the District Service Team have reviewed the attached Vanguard Application Form for _____ Lodge No. _____ and I hereby certify that this Lodge has met all of the “Vanguard Award” requirements set forth for 2018-2019.

I request that you designate this Lodge as a “Vanguard Lodge” of the Most Worshipful Grand Lodge of Texas.

This recognition will be presented to Brother _____ who served as Worshipful Master during the 2018-2019 term of office.

The Application form and attachments are enclosed for your review.

Fraternally,

District Deputy Grand Master, Masonic District No. _____

District Education Officer, Masonic District No. _____

District Communications Officer, Masonic District No. _____

District Instructor, Masonic District No. _____

Instructions to DDGM: *After completion of this form, keep one copy for your files and mail the original Application with all attachments to the Grand Secretary at P. O. Box 446, Waco, TX 76703 no later than August 31, 2019.*