

Forms & Reports

All forms & reports are found on the Alberta Elks web site so Google Alberta Elks. Now several listings will pop up and you can likely get to the right one with some of them. But one will say

[Alberta Elks Association & Foundation – Community ...](#)
elksfalberta.ca

1. Individual Lodge members are part of a Canada-wide fraternity of service and friendship; in short, we are really "People Helping People". Quick Links. [Alberta Elks ...](#)
You've visited this page many times. Last visit: 05/09/20

[Alberta Elks Association](#)

Alberta Elks Association – Who We Are & What We Do. Following is ...

[Contact Us](#)

You can also use the contact form below to contact us: Your Name ...

[Conference Information](#)

Association. Current Conference Information –. Delegate ...

[Raffle Information](#)

Raffle Information. Foundation Raffle Information: 51st Raffle ...

[Foundation](#)

Foundation. Username Password. Search Our Site.

[Newsletters](#)

Newsletters. Scroll down and you will find copies of our ...

As you can see everything is there, Alberta Elks Association, Contacts, conference information, Raffle information, Foundation and the newsletters.

Choose Alberta Elks Association. Along the headers at the top there will be [Alberta Elks Information](#), which has a drop down, now everything that was on that first page is in this drop down. Each one will change the screen some and at the bottom will it what can be found in each tab. You are looking for "[FORMS](#)"

Lodge Forms

- [Charlie Requisition](#)
- [Communications Survey – 2020 \(pdf\)](#)
- [Communications Survey – 2020 \(doc\)](#)
- [Conference Bid Package](#)
- [In Memoriam Blank Form](#)
- [Inter-District Visitation Form](#)
- [Lodge Directory Information](#)
- [Mid-Term Bid Package](#)
- [Offer to Serve](#)
- [Ritual Competition](#)
- [Volunteer of the Month \(pdf\)](#)
- [Volunteer of the Month \(doc\)](#)

District Deputy Forms

- [District Deputy 1st Report.1 – May 2020](#) *****
- [District Deputy 2nd Report – May 2020](#) *****
- [DD Expense Form](#) *****
- [Lodge Directory Information](#) *****
- [Appointment of District Deputy Elect](#) ***

To do your reports First create a file on your desk top you can call it whatever you want my suggestions would be District Deputy reports 2020 -21. Open the form (s) you want and download the form to your desktop. In the top right had corner of the screen will be an arrow with a line under it put you curser over that and click on it and your computer will ask you where you want to down load the form to. Pick desktop, the screen will change now find the file you just made and click on it and then choose save twice your form is now in there.

Now you will not need to go back to the website to find the form as you have is stored. Now open the form complete is and at the end when you are done go toe the top click on File - **Save As** and name the report *Lodge XYZ visit Nov 2020* A new file will appear in your folder and that is your report. You can now open the report print it to paper if you wish. When you do your expense report do exactly the same think down load the expense report into that same folder then open it fill it out **Save AS** and name it *Expense report for XYZ visit*

Now what to do with the reports. Open your email and email the reports to:

1. elks.secretary@abelks.org Send the report and the expense report here so you get paid.
2. Send a copy of the report on the lodge to your liaison.
3. Keep a copy in the folder.

Note: reports on lodge visits are to be submitted within 30 days of the visit.