

# ISCA Officers` Handbook



# TABLE OF CONTENTS

<u>RULES ASSOCIATED WITH ALL POSITIONS</u>	Page 3
<u>ELECTED OFFICERS</u>	
President	Page 4
1st Vice President	Page 4
2nd Vice President	Page 5
3rd Vice President	Page 10
Treasurer	Page 11
Secretary	Page 12
I.S.C.A. Dress Code	Page 14
<u>APPOINTED OFFICERS</u>	
Education Director	Page 15
Assistant Education Director	Page 17
Sneaker Fund Chairmen	Page 18
Clown Alley Editor	Page 21
By-Law Committee	Page 22
Chaplin	Page 22
Historian	Page 22
Imperial Liaison	Page 22
Master of Ceremonies	Page 22
Parliamentarian	Page 23
Public Relations Chairman	Page 23
Sergeant-At-Arms	Page 23
Web Master and Web Team	Page 24
Quartermaster	Page 24
<u>ADDITIONAL GUIDELINES</u>	
Guidelines on Imperial Session (Officers)	Page 25
Guidelines for the Day to Day of an Imperial Session	Page 28
Guidelines on Mid-Winter Convention (Officers)	Page 29
Guidelines for the Day to Day of a Mid-Winter Convention	Page 33
Guidelines for ISCA Board Meetings	Page 35
Protocol	Page 35
Head Table seating at Imperial	Page 36
Head Table seating at Mid-Winter	Page 37
Installation Ceremony	Page 38
Black Camel Ceremony	Page 41
President's Lady	Page 43
1st Vice President's Lady	Page 43
Guidelines for Host Temple Imperial Session	Page 45
Guidelines for Host Temple Mid-Winter Convention	Page 46
Guidelines for Lifetime Achievement Award	Page 48
Prayers	Page 50
Sample letters	Page 55
By-Laws (Approved May 9, 2016)	Page 60

## **Rules Associated with ALL Positions, Elected and Appointed**

Elected Officers will attend all four Board meetings and two Business meetings unless special permission from the ISCA President is obtained in advance. Appointed offices are always welcome and encouraged to attend should their schedule allow.

Will Send Clown Alley article to the Clown Alley Editor by due date (Jan. 1, Mar. 1, May 1, July 1, Sept. 1 and Nov. 1.) for each bi-monthly publication (Feb-March, April-May, June-July, Aug-Sept, Oct-Nov, Dec-Jan) unless otherwise authorized by executive board,

Will make known your availability to attend Regional/Unit Conventions/Ceremonials when invited. Coordinate with other Officers to try to have an ISCA representative at each Regional Convention.

Authorizations to attend or judge at Regional/Unit Conventions/Ceremonials must come thru President.

Give or arrange for report to be given at all Board meetings.

Will have a copy of current Shriners International By-Laws, Protocol and Imperial Directory.

Will have a copy of current ISCA By-Laws and most recent copy of Officers Handbook.

Will receive new Shriners International By-Laws, Protocol and Imperial Directory each year.

Should know Shriners International and ISCA By-Laws and Protocol.

Shall follow ARTICLE X – CODE OF CONDUCT

Reimbursement check shall not be signed by the Officer receiving that check.

Plaques or trophies shall not be ordered without prior approval of the President and Executive Board.

Report any changes in ISCA property to Quartermaster.

## **ISCA ELECTED OFFICERS DUTIES**

### **President's Duties**

Set the Executive Board Meetings in conjunction with the Host Unit taking the Clown Alley dates into account. Typically, the Spring Board meeting is the 3rd weekend in April, Fall Board meeting the 3rd weekend of October. Notify board members of plans by Fall Board meeting preceding your election as President. Note, these dates were set as 1st VP.

Attend all four Board meetings and two Business meetings.

Preside at all meetings. Shall have an agenda for all board and business meetings that will follow protocol.

Provide list of Regional/Unit Conventions/Ceremonials which ISCA have been invited and who is assigned to attend.

Advise Officers of dress code of events.

Report on any upcoming convention in your year at Board meetings or have VP, Host Unit representative give report.

If possible, send a card of condolence to the family of a Joey who has been visited by the Black Camel.

Require 1st VP to present his Budget, the Clown Alley Editor, Sneaker Fund Chairmen and Education Director at the Fall Board meeting.

Follow Guidelines for Imperial Session and Mid-Winter Conventions.

### **First Vice President's Duties**

Be available to assist the President.

Observe and know Officer Duties above you.

Get President's permission to send out letters asking appointed Officers to accept if you are elected.

Select Officers (appointed), Clown Alley Editor, Sneaker Chairman U.S., Canada and Mexico (and Co-Chairman if needed) and Education Director (and Co-Chairman if needed).

Continue communications with Host Temple Unit Officer where Mid-Winter will be held in the year you are installed as President. Give reports at Board meetings or have representative from Host Unit.

Select Installing Officer (usually the Imperial Sir or his representative) and complete plans for the installation.

After Imperial Session write letter of congratulations to Imperial Potentate.

Write letter to incoming Imperial Potentate requesting permission to operate the ISCA Sneaker Fund.

1st VP will MC or assign MC who will open competition at both the Mid Winter and the Imperial, introduce guests, welcome membership and keep things rolling. Including announcing the "Top Five" in each class. Will assist President and Vice Presidents in presenting patches. If an awards breakfast is held, at the Imperial, he will be responsible for announcing or assigning a MC to announce awards. Shall see that Officers will present awards, 2nd VP will present 3rd place, 1st VP will present 2nd place and 1st place will be presented by the President. 2nd VP will make sure the slide show is ready.

As Master of Ceremonies for competition:

- Keep competition in good order and moving
- Direct talk to audience, not just to clowns
- Have other Officers MC
- Promote the Sneaker Fund
- Any other suggestions that come that are appropriate

Set the Executive Board meetings in conjunction with the Host Unit taking the Clown Alley dates into account. Typically, the Spring Board meeting is the 3rd weekend in April, Fall Board meeting the 3rd weekend of October. Notify board members of plans by Fall Board meeting preceding your election as President.

Shall present his Budget, and names of his Clown Alley Editor, Sneaker Fund Chairmen and Education Director at the Fall Board meeting.

## **Second Vice President's Duties**

Observe and know Officer Duties above you.

At Imperial Session make selection of a hotel the year that you will be President with the approval of the Executive Board.

Give report at Board meetings on conventions to be held during your year as President. Stay in contact with Host Unit Officer for Mid-Winter and the person that will be Potentate the year that you are installed.

Stay in contact with Host Unit Officer and Director General where Imperial Session will be held the year that you are President.

Find out who will be Imperial Potentate when you are President and keep in touch with him, try to meet him personally, possibly at Imperial Session.

Shall be in charge of all competitions and make necessary arrangements for Association Competitions and Awards at the Mid-Winter Convention and Imperial Session. He shall supervise, in coordination with the General Chairman of the Host Unit, any competition held during the Mid-Winter Convention. The Third Vice President shall assist him and other Officers and Members as needed.

Will report any changes in ISCA property to Quartermaster.

Follow Guidelines for Imperial Session and Mid-Winter Conventions.

## **Guidelines for Second Vice President as Competition Director**

### ISCA COMPETITION MATERIALS

#### Score sheets and judging criteria

Maintain an accurate inventory count  
Review and suggest changes and revisions as needed  
Advise of reasonable inventory requirements  
Revise and reprint as requested by the Executive Board  
Have required quantities at all ISCA conventions

#### Trophies

Arrange to have all competition patches and awards ordered, transported and setup at the awards functions. At least three (3) months prior to competition advise the Secretary and Treasurer by letter of the quantity and specifications of patches and awards to be required.

#### Miscellaneous equipment

Clipboards  
Stopwatches

Timer  
Duct tape (colored)  
Numbers for place drawing  
Pencils

#### Audio and video equipment

Maintain equipment  
Operate or arrange for it to be operated (make sure it is properly marked as ISCA property)

#### ORGANIZATION OF COMPETITION

(Coordinate with Competition Chairman of Host Unit at Mid-Winter)

Place Bulletin Board or Placards everywhere announcing time and place of Events.

#### JUDGES

2nd VP will be in charge of obtaining all Judges for Imperial Session & Mid-Winter Convention.

Judge selection must be complete at least one month before competition.

ISCA Certified Judges will be used whenever possible to eliminate possible bias.

Send each Judge a copy the ISCA Judging Criteria and Score Sheets at least two weeks before competition.

Obtain a brief list of qualifications (resume) from each judge prior to competition (this can be announced to audience during competition).

#### TALLY KEEPERS

Treasurer or Secretary heads up Tellers

Must be primarily ISCA Officers or Past Officers (elected or appointed)

Should be seated adjacent to competition and away from contestants with sufficient Aides to assure secrecy of results.

Arrange for adding machines and notepaper.

Disqualification for timing, illegal action, etc. will be the responsibility of the Tally Keepers as informed by the 2nd VP and his Aides.

#### OTHER PERSONNEL

Aides-many are required to direct contestants, pick up score sheets from judges, get refreshments for judges and tally keepers, etc.

Photographer to be provided (if Host Unit does not have a photographer as a vendor, i.e.: Mid-Winter). Must get photograph including ID # of each of the competitors (skits if possible) to Clown Alley Editor within 10-15 days, plus a 4X6 color photo will be provided each clown participant in individual competition along with their score sheet.

### PHYSICAL LOCATION

Clown-a-Rama (competition) for Mid-Winter Convention and Imperial Session, assure sufficient space to handle competition in time allotted, proper equipment available and proper layout. Must have chairs and tables for the Judges and Tellers. Provide drinks and snacks for competition crew.

Check with fire, police and building management as far as to regulations regarding smoke, explosions, etc. advise membership in Clown Alley at least two issues before competition.

Imperial Session Parade - Assure an area is available with tables, chairs, shade, etc. Check on availability of sanitary facilities available nearby. Refreshments, water, sandwiches will be provided by ISCA (with the assistance of local host if available).

### OTHER

2nd VP will provide a summary of the results to the Master of Ceremonies for the "Top Five" presentation of patches or certificates.

The 2nd VP will hold detailed results until after the Awards Affair. Summary of winners with places (1-3) and Temple will be given to Clown Alley Editor as soon as possible after the Awards Affair.

Responsible for all logistics involved in assuring the Judges, Tally Keepers and other support personal are at their proper places at the proper times by keeping them so informed.

### COMMUNICATION

You shall provide at least one article in regard to competition in Clown Alley before the Imperial Session and Mid-Winter Convention.

You shall provide a report at each membership meeting outlining the details of the upcoming competition and answer any questions which may be asked regarding that event.

You shall be responsible for answering any letters or other communications in regard to competition. See that the President receives a copy of that communication.

### COMPETITION PROCEDURES

#### Imperial Session

ISCA Secretary will receive pre-registration, dispersing copy of registration to 2nd VP for record of competitors and disperse all monies to Treasurer.

ISCA Secretary will handle check-in and late registrations at convention. They will verify current dues and issue packets, including competition #, rules and schedule.



Will assist President and Vice Presidents in presenting patches.

2nd VP will resolve any disputes, ruling questions or penalties.

#### Mid-Winter Convention

The Secretary will supply the Host Unit General Chairman or his representative a copy of the ISCA competition worksheet for recording registration information. The Host Unit General Chairman will periodically forward a copy of the worksheet to ISCA 2nd VP and Secretary.

Host Unit General Chairman or his representative will handle registration at convention keeping 2nd VP informed of additional competitors.

Will assist President and Vice Presidents in presenting patches.

2nd VP will resolve any disputes, ruling questions or penalties.

Shall see that Officers will present awards, 2nd VP will present 3rd place, 1st VP will present 2nd place and 1<sup>st</sup> place will be presented by the President.

2nd VP will make sure the slide show is ready.

## **Third Vice President's Duties**

Observe and know Officer Duties above you.

3rd VP is the membership chairman. He should keep in touch with the Secretary on membership status. He should promote membership growth and retention.

Assist 2nd VP with competitions in preparation of assuming those duties the following year.  
Heads up Tellers at Imperial Session and Mid-Winter Convention.

Give report at Board meetings on conventions to be held during your year as President.

Stay in contact with Host Unit Officer for Mid-Winter and the person that will be Potentate the year that you are installed.

Stay in contact with Host Unit Officer and Director General where Imperial Session will be held the year that you are President.

Find out who will be Imperial Potentate when you are President and keep in touch with him, try to meet him personally, possibly at Imperial Session.

## **Treasurer Duties**

All payments to the Association will be in U.S. funds.

Receives all monies from the Secretary giving him receipt thereof.

Maintain a General Fund checking account and a Sneaker Fund savings account.

Make proper payment of all authorized bills.

Provide on a quarterly basis; a budget performance report, expense and income statement for both General and Sneaker Fund accounts. Reports to be given at each Board meeting.

Inform the President and 1st VP of any improprieties.

Inform the Secretary and invoice the members for any money owed ISCA

Inform the Secretary and invoice any of the Officers or Appointed Officers for any money owed ISCA.

Must be Bonded.

Pay all bills that have been approved by the President and Executive Board.

All financial record keeping should be done on QuickBooks software.

All accounts must be in Risk Free Government Insured Accounts.

Transfer Sneaker Fund monies to Imperial Treasurer at the conclusion of the calendar year and / or when the fund exceeds \$100,000.00 leaving sufficient moneys in the account to avert minimum account balance fees.

See that Form 990 is timely filed with the IRS, Shriners International and is filed in Secretary's and Treasurer's files for 7 years.

Have ledgers and bank statements available for Board appointed Audit Committee upon request. Assist incoming President on preparing his Budget for the upcoming year.

## Secretary's Duties

Should order for all Officers copies of current year DIRECTORY, Articles of, By-Laws, Annotations & Appendix of Forms, SHRINERS INTERNATIONAL.  
Incorporation

All payments to the Association will be in U.S. funds.

### RECORD KEEPING

#### Membership

A current roster of all members of the Association is to be kept by the Secretary including the member's Temple, Unit and current dues status. The Secretary is also responsible for making all address corrections as soon as they are received.

#### Unit Rolls

The Secretary is to actively seek to enroll all units from all Temples. He is to keep an annual record book of the current officers and correspondents.

### CLOWN ALLEY SUBSCRIPTIONS

All subscribers of the Association's magazine shall be recorded and notified that their subscription will expire one month prior to the fact.

### MINUTES

The Secretary shall keep an accurate record of the proceedings of all official meetings of the Board and General Meetings of the membership.

### MEMBERSHIP REGISTRATION

All members of the Association shall have their own identity number including their Temple and Unit. As a member joins the Association his number will be assigned and shall remain the same for as long as that member shall remain in good standing.

Whenever a new member joins, he shall receive:

- A copy of the current Association By-Laws (Available on Website)
- A certificate with his name and Temple on it bearing the Associations' Seal
- A patch of the Association.

The Secretary is responsible for reporting the current membership to the Board prior to each board meeting or upon request. Any board member may request from the Secretary a copy of the most current Membership Roster.

### MEETING INFORMATION

At the Mid-Winter Convention and Imperial Session, the Secretary shall have prepared for the meeting the following items:

- The official minutes of the Association’s previous meeting.
- A current roster of the membership-sorted
- A sufficient supply of the Associations’ patches.
- The current Shrine Directory and By-Laws.
- The current By-Laws of the Association.
- The current Officers Handbook of the Association.

CORRESPONDENCE

The Secretary shall correspond with the membership as directed by the President of the Association or the Executive Board.

The Secretary shall make a diligent effort to find any member who has moved and not forwarded his address. During the efforts to find a Noble, his membership will be suspended until his correct address is received.

The Secretary shall provide the editor of Clown Alley a list of all nobles visited by the Black Camel every 2 months including Mid-Winter Convention for the Black Camel Service.

The Secretary shall correspond with the Imperial Secretary to keep him abreast of the Association’s current activities and make any request of the Shriners International as directed by the President or the Executive Board of the Association.

Request for Sneaker Fund Donations Requesting a Letter for Tax Purposes (Applies only to US Donations)

- Important Notes:
  - ISCA cannot offer a 501 (C)(3) letter to donators as it must be provided by Imperial at Tampa.
  - The following procedure was approved by Matthew C. Noell, Director of Temple Accounting and by the Children Donor Relations department at Tampa in October 2019.
- There are two ways we receive such donations where the check is made out to the Sneaker Fund or Made out Shriners Hospitals for Children.
- In both cases the Secretary will make copies of the check and annotate his records to show the money was sent to Tampa and not deposited in the ISCA Sneaker Fund savings account but is included with the total Sneaker Fund donations made to the hospitals.

The two methods for processing the donations to the hospitals are as follows:

1. Check made payable to the Shriners Hospitals for Children.
  - a. The Secretary will send the check to the address below.
  - b. Along with the check include a copy of the donator’s original form and a letter stating that the donator is requesting a letter for tax purposes, providing the mailing address for the letter.
2. Check made payable to the Sneaker Fund.
  - a. The Secretary will endorse the check as follows:

International Shrine Clown Association  
\*\*\*Secretary's Signature\*\*\*  
Payable to Shriners Hospitals for Children

- b. The Secretary will send the check to the address below.
- c. Along with the check include a copy of the donator's original form and a letter stating that the donator is requesting a letter for tax purposes, providing the mailing address for the letter.

Address to send all donation check to:

*Shriners Hospitals for Children*  
*Attn: Office of Development*  
*2900 Rocky Point Dr*  
*Tampa, FL 33607*

MISCELLANEOUS

Must be bonded.

Will maintain a complete list of Sneaker Ambassadors.

Will maintain an inventory of all ISCA equipment and report any changes to Quartermaster.

Maintain a list of ISCA Past Presidents:

Year, address, Temple, Clown name, Ladies name if when provided.

## **ISCA OFFICERS DRESS CODE**

Imperial Session and Mid-Winter Convention dress attire: Business meetings and Imperial Awards Banquet: Class A's

Class A's Dress – Maroon Sports Coat / Gray or Black Slacks / Gray Tie, Imperial Ladies tie or official ISCA Tie (Yellow with Sneaker) / Jewel / Fez

Mid-Winter installation dress attire: Formal Black Tux / Jewel / Fez

Competition / Parade Dress – Red Pants / White Shirt or President's designated shirt w/ISCA Logo / Jewel / Red Cap.

### **NOTE:**

The President shall inform all Officers of their dress code prior to an event.

Any deviation from these dress codes, it will be up to the President to inform all Officers of any changes prior to an event.

## **APPOINTED OFFICERS**

### **Guidelines for Education Director**

It is the responsibility of the ISCA Education Director to educate clowns on clowning as well as ISCA and the Sneaker Fund.

The Education Director shall be in charge of setting up all education seminars throughout the United States and Mexico. If there is an Educational Director for Canada, he will take care of their seminars, otherwise the Education Director for the United States and Mexico will also take care of Canada.

Prior to taking the position of Education Director, it is advised that the Education Director to have attend at least two seminars on their own to understand how the system works and to make sure they are aware of what is expected of both the education team and what the host units expect. In the past, this has been at the expense of the new candidate as ISCA is responsible for supplying a minimum of three instructors. These instructors are responsible to deliver top quality education at all times. They can work with the new candidate and work them into the program as allowed. If the budget provides for paying additional expenses, then ISCA can help defray some of the expenses of this Education Director Candidate.

There will be at least one hour of time introducing the team and what is to be expected from the seminar. This also includes a speech about the Sneaker Fund and ISCA.

These seminars include but are not limited to the explanation of all six categories of clowns, White Face, Auguste, Happy Hobo, Tramp, Character, and Senior. This will include the discussion of face design, costume, and how the character represents themselves as well as how each other treat the others when clowning. I.E. the whiteface is the elegant clown that is the instigator and has nothing happen to them, Auguste is the buffoon and everything happens to them, the tramp plays along with the joke but nothing ever happens to them, etc. It is important to clearly get across the differences between hobo and tramp.

After the lecture portion of the seminar, it is the responsibility of the Education Director and his team of ISCA instructors to demonstrate the different categories of make-up showing different methods of application. Usually, there are three instructors including the Education Director that make these trips. All members must be ISCA Certified and must be ISCA Members. After the instructors demonstrate the application of make-up, there will be a minimum of three (3) hours hands on experience working with the students to educate them with the application of make-up to their face and working on face designs. Again, the Education Director and his team conduct this.



It is also the Educational Director that trains and certifies judges based on ISCA rules. These rules are read and approved by the board. Any changes must be presented to the board before changes can take place. Following these rules, the Education Director will instruct the students on how to interpret the score sheets and grade the clowns presented to them.

The Education Director shall work closely with the host unit to find out what they want as far as training goes and build a class around those requests. Outside vendors may be used if the host unit requests this. It is then their responsibility to arrange for these vendors to be on-site during the seminar.

The Education Director will be responsible for all aspects of the expenses of the seminars. The host unit will provide a fee (set by the board and subject to change.) The Education Director is responsible for arranging airfare, hotel and meals. Only the team members' expenses are reimbursable. Any time that a member takes a guest with them, they are responsible for the other half of the expenses even if there are an odd number of people attending. (I.E. You take your lady; you pay for half the room and all other expenses out of your pocket, not ISCA funds.)

ONLY ISCA members are allowed to have their expenses paid. Meals are to be kept to a minimum whenever possible. Meals usually include Friday evening, Saturday morning, Saturday lunch, Saturday evening, Sunday morning and Sunday Lunch. Only expense these meals if the host unit does not provide any type of meals. Most units will offer a continental breakfast and maybe a lunch on Saturday. You are expected to utilize these meals instead of expensing a meal.

If the unit offers these meals and you opt to eat out on your own, this expense comes out of your pocket. If a member of the host unit provides all transportation for you and the team, you can expense a meal for them to help defray their expenses instead of paying for a taxi service. The only expenses that should be coming from a team member are for parking expenses or a taxi to the airport and from the airport back to their residence. The Education Director should handle all other expenses so that ISCA maintains control over all expenses.

The Education Director is also responsible for submitting an educational article for every issue of Clown Alley. At least one article a year should be related to education seminars.

As the 2nd V.P. is responsible for all aspects of competition, they are responsible for publishing any articles related to competitions or rule changes. The 2nd V.P. is responsible for making sure the Education Director has a current set of ISCA Rules for Competition to make sure they utilize them for seminar purposes.

You shall promote and uphold the good name of our Association at all times by:  
Attending and helping at all Regional Shrine Clown meetings or affairs as requested by the Regional Association in coordination with the President.

Providing other help and/or assistance to any Shrine Clown group as requested.  
Providing assistance to any Potentate or Temple (Shriners International) as requested in regard to SHIRNE CLOWNING.

You shall promote our SNEAKER FUND at all times within the guidelines of Shriners International permission

You shall be responsible for writing an “Education Director” column for each issue of Clown Alley. Primarily highlighting current happenings in relation to your primary responsibility, Education.

Be responsible for Education Seminars whether they be on the road or at Mid-Winter Convention or Imperial Session. (coordinate with local Host)

Have at least one assistant for the future training of education.

Present a proposed Education Committee budget including his tentative plans for such expenses to the 1st VP in time for his consideration to be included in his proposed budget for presenting to the Executive Board at the Fall Executive Board meeting.

You shall be responsible for answering any letters or communications in regard to questions of education. Seeing the President receives a copy of this communication.

### **Guidelines for Assistant Education Director (if Appointed by the President)**

Assist the Education Director and fulfill ant duties he may assign.

Assist the 2nd and 3rd VP’s in all aspects of competition at Imperial Session and Mid-Winter Conventions.

Should write at least 1 article for Clown Alley during the year.

## Guidelines for Sneaker Fund Chairman – US, Canada, Mexico

Give or arrange for reports to be given at all Board meetings.

Coordinate with President any visits to Regional Conventions.

Peak period for Sneaker Fund operations is October through February. This means 5-7 hours a week.

Slow period for Sneaker Fund operations is April through September. This means 2-3 hours a week.

Maintain a database for each Ambassador: Name, Address, Temple and Clown Unit.

The secretary will send copies of the Officer sheets for updating and changes to the Ambassadors.

The President may request a list of Ambassadors at any time.

If there is a new Ambassador, the following items are sent to him:

- Sneaker Fund Guidelines
- Poster
- Sneaker Fund cards for recording the donor's name and amounts.
- Ambassadors will purchase their own badges with the year on them.
- Each Ambassador is requested to send to the Sneaker Chairman a list of donations for verification at end of the year.

### SNEAKER DONATIONS

Maintain a database of each donation recording the credit by Temple, Clown Unit and Ambassador.

A thank you letter, and a certificate is printed **for every donation** except for memorials.

A thank you letter and certificate is printed for memorials, if requested.

A sympathy card is printed for both the donor and the relative of the deceased, if requested.

Sneaker pins are sent (if approved by ISCA Board) if requested by the Ambassador.

Sneaker plaques (5"x7") are sent after the first of the year for donations of:

\$1,000-2,499 RED

\$2,500-4,999 BLUE

\$5,000-Above GOLD

A report for donations is prepared in a detailed summary form by Temple and Clown Unit for each Mid-Winter meeting.

### FUND RAISING IDEAS FOR SNEAKER FUND AMBASSADORS

Promote the Sneaker Fund examples:

Collect aluminum cans

Parties of all types

Shake-the-Bucket

Gatherings of all types

Designated dances, etc.

Must follow Imperial guidelines and be approved by the by Temple Potentate.

### MID-WINTER CONVENTION ONLY

Presentation of Awards is a joint effort by the US, Canada and Mexico Sneaker Fund Chairmen.

Trophies are ordered thru the 2nd VP with the criteria from the Sneaker Fund Chairman(s).

### VISITATION OF REGIONAL CONVENTIONS

Coordinate all visitations with President.

At each visitation a seminar is presented promoting the Sneaker Fund. Brochures and Sneaker Fund forms are handed out. Promote gimmicks to increase Unit achievements.

If not attending a Regional ask other Officers to promote Sneaker Fund.

### RED NOSE/GOLD NOSE AWARD

Maintain a database of Red/Gold Nose participation. A letter of congratulations is sent with the patch to each Red/Gold Nose awardees.

Red Nose time is only busy from December to April. This means 1 hour a week.

A report with hours and totals is prepared in a detailed summary form for each Mid-Winter meeting.

## **Guidelines for Clown Alley Editor**

Will be the final authority on printing, editing and distribution of the magazine.

Will set the schedules, copy deadlines, printing materials and quality of the final package.

Solicits materials and furnishes the materials inside the magazine.

The Editor is solely responsible for the design layout and content of magazine.

The Editor is also very concerned about distribution.

The labeling, sorting and at what cost is also very important.

Postage or distribution cost can be as high as the printing, must be watched carefully.

The editor is the final authority in protecting the cost versus quality and content.

More color brings rewards and accolades; less small type delivers more for less but lacks a pleasing appearance.

The Editor becomes solely responsible for the communication to and from the membership.

The Editor should remain politically neutral and respectful of the feelings and rights of individual members.

He must always protect the integrity of the order.

Editor handles all respects of publishing, distribution and is controller for magazine.

## **Guidelines for By-Laws Committee**

The By-Laws Committee shall be composed of the immediate three Past Presidents. Their terms shall be staggered with a new member added each year. No member of the By-Laws Committee shall serve more than one three-year term consecutively, except in the event of death or resignation.

Immediate Past shall assume the Chairmanship position of the committee.

Give or arrange for report to be given at all Board meetings.

## **Guidelines for Chaplin**

The Chaplin shall consist of one member appointed by the President with the approval of the Executive Board.

He shall offer prayers and inspirational readings at the meetings and on other occasions when needed.

He shall be in charge of, along with 1st VP, the Black Camel Ceremony at Mid-Winter.

## **Guidelines for Historian**

He shall assemble and preserve records of activities and achievements of the ISCA and its members.

Facts to be available on request by the Membership, Officers or Board of ISCA.

## **Guidelines for Imperial Liaison**

Be able to converse with the Imperial Officers or Shriners International Main Office.

## **Guidelines for Master of Ceremonies**

Shall handle all Mid-Winter Convention introductions with the approval of the President.

Be prepared to handle these duties anytime when requested by the President.

## **Guidelines for Parliamentarian**

He shall see that the Roberts Rules of Order (current edition), shall be the Parliamentary

Authority for this Organization and shall be applicable in all cases when it does not conflict with the By-Laws of ISCA, the By-Laws of Shriners International and is the standard rule of this Organization.

To verify wording of motions and any changes made to them.

He is the final authority in any question regarding procedures followed in conducting business in ISCA.

He shall review, prior to the election of Officers that all candidates for office meet the criteria of the By-Laws of ISCA.

He shall review, prior to the election of Officers that all delegates are properly registered and meet the criteria of the By-Laws of ISCA.

Acts as the Judge in validating votes requiring ballot.

## **Guidelines for Public Relations Chairman**

Attend as many Board meetings as possible.

Give or arrange for reports to be given at all Board meetings.

Create and share ideas for fund raising for the Sneaker Fund with the Sneaker Chairman.

Create and share ideas for publicizing ISCA.

Should know and follow the Imperial Guidelines on fund raising.

Should coordinate any Regional visits with President.

Will report any changes in ISCA property to Quartermaster.

## **Guidelines for Sergeant-At-Arms**

Have good rapport with Nobility.

Handle any disturbance during business meetings.

## **Guidelines for Web Master and Web Team**

Should keep web site up to date and virus free.

Should keep web site registration up to date and verified.

## **Guidelines for Quartermaster**

It is imperative that the Quartermaster to have a complete properly marked inventory of ALL of the physical property of the ISCA and which Officer is in possession of each item.

Responsible personally for the following items:

- Black Camel items
- International flags and accessories
- ISCA banner



## **Guidelines on Imperial Session Conventions (Officers)**

### **President**

Sets the agenda and presides at the Board and General Meetings.

Make arrangements for the Awards Meal (if applicable).

Will stay in connect with the Imperial Council General Chairman before and during the Imperial Session.

Arranges the convention space.

Shall be present at competition to hand out patches to Top Five Competitors.

Obtain a room to serve as the ISCA hospitality room, if budget allows. The room is not to be used as a sleeping room. Try to get hotel to complimentary provide the room, if not ISCA pays. The ISCA Elected Officers will provide refreshments and snacks at their expense.

Make program for Awards Breakfast (if applicable). Shall present first place awards to winners.

Turn over bills to the Secretary and he will fill out the transmittals to submit to the Treasurer.

### **Responsibilities of the Host Unit General Chairman (if applicable, otherwise President):**

Mini Mart (Optional)

Setting up transportation to local Airport (Optional)

Local News Coverage (Optional)

Report to the ISCA Board in writing every Board meeting on progress of convention.

No ads can be run in Clown Alley without approval

Hands out the awards to competition winner.

Approves all Clown Alley Ads for Imperial Session.

### **First Vice-President**

Works with 2nd Vice President and 3rd Vice President on competition. Serves as Master of Ceremonies for during competition.

Direct talk to audience, not just to clowns.

Have other Officers MC.

Assists President (it will be your turn next year)

Place Bulletin Board or Placards everywhere announcing time and place of Events.

Shall present Second Place award winners.

## **Second Vice-President**

See Imperial Session competition section under 2nd VP Duties as Competition director

In charge of competition and makes sure the judges receive meal (at ISCA expense)

Will be ensuring that the Competition procedures are followed.

Provide the competition results, including competition numbers, Top Five names and Temples to the Clown Alley Editor.

Shall present Third Place award winners.

Keep competition in good order and moving.

Promote the Sneaker Fund.

Setup competition and make sure it is run efficiently. Responsible for the score sheets, clipboards, walkie-talkies, Top Five Patches, stopwatch or clock and whistle for competition. Puts together the trophies and makes arrangements for them to be at the Awards Breakfast. View the competition area or have its floor plan lay out. Must provide the Judge's resumes to the Board at it's meeting before the convention.

Meet with the judges at least once before the competition and that is normally at a breakfast before competition. The judges should have a copy of our Judging Criteria and the handout on the explanation of the Judging Criteria. At least 6 Judges are required to judge for two rings.

2nd Vice President will provide the competition results, including competition numbers, Top Five names and Temple to the Clown Alley Editor.

The 2nd Vice President should inspect the competition site, which should be approximately 1,400 square feet (or adequately have space for competition, judging, tallying, and spectators).

There needs to be:

- Seven Categories of clowns (White Face, Auguste, Auguste Lite, Tramp, Happy Hobo, Character, and Senior)
- Two Judging Tables with three chairs at each
- Water at each table
- Pencils at each position
- At least two (2) Tally tables with three (3) Tellers, three (3) calculators and pencils in a separate location if possible.
- Table for the Secretary to issue temporary dues cards and competition numbers
- Chairs setup for the audience
- Microphone
- Four or Five runners
- Cash Snack bar near competition rings with coffee, soft drinks and food (Optional)

- Place for Photographer

### **Third Vice-President**

Works with 2nd Vice President on competition.

### **Treasurer**

Pays all bills that have been approved by the Secretary.

Get President's approval for non-budgeted items over \$100.00.

### **Secretary**

Work with 2nd Vice President on registration.

Before competition starts sell patches. After closing the account will help with competition.

Checklist for Imperial Session:

Coffee, and water for Board meeting.

Room for Board and General Meeting.

Pencils, paper and extension cord for tape recorder

Miscellaneous (photocopy, phone calls, shipping, etc.)

Sets up the Master Account for the ISCA

Must approve all bills before the Treasurer will pay them.

Takes the minutes of the Board and General Meeting. Works very closely with the President on running the meetings.

Things needed for Imperial Session:

- Flag(s) (for country of Host Unit) from Quartermaster
- Minutes of previous Board and General Meetings
- Honorary Membership Certificates
- New Member forms
- Appreciation Certificates
- Stapler
- Envelopes
- Transmittals
- Roster of ISCA Members
- Patches
- Tape
- Calculator

## **Guidelines for Day by Day of an Imperial Session**

### **1st Day (Normally a Saturday)**

ISCA Officers hold a virtual board meeting on Zoom or other satisfactory platform 5-7 days before start of convention.

### **2nd Day (Normally a Sunday)**

ISCA Board meeting time varies. Coffee and water are needed for the meeting and paid for at ISCA expense.

General Membership meeting is usually in the P.M.

Registration should be open all day. A calendar of Events should be posted in the Hotel Lobby or Convention Center.

Seminar on Competition Criteria (Optional) in P.M.

### **3rd Day (Normally a \*Monday)**

The six Make-Up Competition categories in the A.M.

Skit Competition and One-Man Paradeability Competition is immediately after Make-Up Competition. Awards are presented 1 hour after last competition.

### **4th Day (Normally a \*Tuesday)**

Sneaker Fund Check Presentation during Imperial Business Session. Time and day may vary.

The Parade Competition starts in the A.M.

The following is needed for judging:

Score Sheets, Clip Boards, and Pencils

Umbrella covering or shaded area would be helpful but OPTIONAL.

### **5TH Day (or day of the Parade)**

If a suitable location can be found, Board members meet and invite competitors to join them for breakfast (Attendees are responsible for their own meal).

**\*The Monday, Tuesday or Wednesday schedule can be switched because of the Day Parade.**

### **\*IF NO DAY PARADE**

Suggest having Seminars instead: Balloons, Make-up (White Face, Auguste, Character, Happy Hobo, and Tramp), Gimmicks, Magic, Skits, Costumes, or History of Clowning.

## **Guidelines on Mid-Winter Conventions (Officers)**

### **President**

Sets the agenda and presides at the Board and General Meetings. See if Officers have any problems or need help.

Arranges for the line officers to pass their duties and responsibility down to the next officer. Should be or have an assigned aide to be at the airport to meet Imperial Sir or his Representative upon his arrival. An automobile and driver should be provided, responsible for transporting the Imperial Potentate or his Representative, his party, and his luggage to the hotel. The driver should remain available at all times.

A suite should be provided for the Imperial Potentate or his Representative at Host expense. (Host should try to get it complimentary in hotel contract) plus a Welcome Gift Basket (fruits or candies). Make sure appropriate beverages are available.

If the Imperial Sir or Representative is at the Mid-Winter, it is customary for ISCA to take him and his lady to dinner and present a gift paid by ISCA. The meals for the Imperial Sir or Representative and his lady will be paid by ISCA and the ISCA Officers will pay for their and their lady's own dinner.

Makes programs for Black Camel Luncheon.

Host a cocktail party in his suite at his expense on the Host Theme Night, if desired. (by invitation only)

Give the President Elect the gavel at installation.

Hands out the awards and patches to competition winners.

Determine if the room for Board and General meeting is adequate.

### **First Vice-President**

Invites the Imperial Sir or Representative to the Mid-Winter Convention.

Arranges the convention. Works with the Host General Chairman and checks dates, times, schedule and contracts.

Is responsible for the Black Camel Ceremony with Chaplin. See that the Quartermaster has the bell, candles and gloves.

Master of Ceremonies for Competition:

Keep competition in good order and moving.

Direct talk to audience, not just to clowns.

Have other Officers MC.

Promote the Sneaker Fund.

Make programs for Awards Banquet.

Make arrangements for the Awards Dinner.

Host a Cocktail Party, at his expense, to present gifts to the Officers and Appointed Officers at his expense, Saturday evening before Awards Banquet. (by invitation only)

These items should be prepared and available:

Badges for newly elected or appointed officers. Badges for the elected officers will be reimbursed by ISCA Badges for appointed officers will be paid for by the First Vice-President. Jewel and Past President Card for the upcoming Junior Past President.

Mailings to his Appointed Officers.

Responsibilities with the Host Unit General Chairman

Mini Mart

Luncheon before General Meeting.

Imperial Sir or Representative's room. (Host expense)

Setting up transportation to local Airport with the President's approval.

Local News Coverage.

Report to the ISCA in writing every Board Meeting on progress of convention.

Complimentary two (2) bedroom suite, with parlor to be used by the President and 1<sup>st</sup> Vice President, if available. (Otherwise their expense)

No ads can be run in Clown Alley without President's approval.

The Host Temple Potentate and Divan members should be invited to all functions at the expense of the Host Temple Unit.

Assist President to hand out the awards and patches to competition winners.

Place Bulletin Board or Placards everywhere announcing time and place of Events.

### **Second Vice-President**

See Mid-Winter Convention competition section under 2nd VP Duties as Competition Director.

Is in charge of competition and makes sure the Judges receive lunch (at ISCA expense).

Setup competition and make sure it is run efficiently. Responsible for the score sheets, clipboards, walkie-talkies, Top Five patches, stopwatch or clock, and whistle for competition.

Puts together the trophies and makes arrangements for them to be at the Awards Dinner. Works with Competition Chairman of the Host Temple. View the competition area or have its floor plans so it can be drawn out.

Must provide the Judge's resumes to the Board at its meeting before the convention.

Meet with the judges at least once before the competition. The judges should have a copy of our Judging Criteria and the handout on the explanation of the Judging Criteria. At least 6 judges are required to judge two (2) rings.

Will provide the competition results, including competition numbers, Top Five names, and Temples to the Clown Alley Editor.

Should inspect the competition site, which should be approximately 1,400 square feet, if available.

There needs to be:

Rings for six (6) categories (White Face, Auguste, Auguste Light, Tramp, Happy Hobo, Character, and Senior).

Two judging tables with three chairs at each.

Water at each table.

Pencils at each position.

At least two (2) Tally tables with three (3) Tellers, three (3) calculators and pencils.  
The Tellers would like a separate room to tally if possible.  
Table for the Secretary to issue competition numbers.  
Chairs around the rings for the audience.  
Microphone  
Four (4) or five (5) runners  
Cash Snack Bar near competition rings with coffee, soft drinks and food.  
Place for the Photographer  
Assist President to hands out the awards to competition winners.

### **Third Vice-President**

Works with 2nd Vice President on Competition.

### **Secretary**

Checklist for Mid-Winter Convention:

Coffee and water for Board Meeting.

Assist 1<sup>st</sup> Vice President with Judges Meeting. (lunch ISCA expense)

Provide pencils, paper and extension cord for tape recorder.

Miscellaneous (photocopy, phone calls, shipping, etc.)

Sets up the Master Account for the ISCA

Works with the Chairman of the Host Temple. Provides the registration chairman with registration forms, First Timer Ribbons (yellow), new membership application forms, envelopes, patches, ISCA roster (alphabetical)

Shall be present at competition to assist if needed.

Before competition starts, issue competition numbers, and sell patches. After closing the account will help with competition.

Must approve all bills before the Treasurer will pay them.

Takes the minutes of the Board and General Meeting. Works very closely with the President on running the meetings.

Things needed for Mid-Winter Convention:

- Flag(s) (for country of Host Unit) from Quartermaster
- Minutes of previous Board and General Meetings.
- Honorary Membership Certificates.
- New Member Forms.
- Appreciation Certificates.
- Wall plaque for Past President's Gavel.
- Gavel for President
- Past President Jewel
- Life Membership card.
- Stapler
- Envelopes
- Transmittals
- Membership Roster of ISCA Members

- Voting Roster
- Voting Cards
- Patches
- Tape Recorder
- Calculator

### **Treasurer**

Pays all bills that have been approved by the Secretary.  
Get President's approval for Non-Budgeted items over \$100.00.  
Heads up Tellers along with Secretary.

### **Quartermaster**

Flags (for country of Host Unit), poles & stands.  
ISCA banners  
Need bell, seventy (4" inch) candles and one (8" inch) candle with protector and white gloves for the Black Camel Ceremony.



## **Guidelines for Day by Day of a Mid-Winter Convention**

### **1st Day (Normally a Wednesday)**

ISCA Officers arrive and have an informal Board meeting in the P.M.

### **2nd Day (Normally a Thursday)**

ISCA Board meeting usually from A.M. to P.M. Coffee and water are needed for the meeting and paid for at ISCA expense.

Registration should be open all day. There can be seminars and/or Mini-Marts. A calendar of Events should be posted in the Hotel Lobby.

Seminar on Competition Criteria (Optional) in the P.M.

### **2nd Day (Normally a Thursday)**

Registration should be open all day.

Luncheon in conjunction with the Black Camel Ceremonies.

General Membership Meeting after Black Camel Luncheon

The Host Unit can schedule a show, tour or shopping for the ladies, after luncheon.

Seminar on Competition Rules (Optional) in P.M.

Seminars should be scheduled in A.M. Suggestions for Seminars include:

- Balloons
- Makeup (White Face, Auguste, Character, Tramp, Happy Hobo, and Senior)
- Gimmicks
- Magic
- Skits
- Costumes
- History of Clowning
- ISCA Judging Certification

### **3rd Day (Normally a Friday)**

Second and Third Vice Presidents meet with the Judges at 7:00 A.M.

When competition starts the Secretary and the Registration Chairman close the account.

The Secretary fills out a transmittal and turns it over to the Treasurer. Host Unit pays ISCA \$25.00 per clown in competition. (collected in registration)

Competition for the six (6) Make-Up categories in the A. M.

Seminars should be scheduled in P.M.

The Presidents' Lady normally has a breakfast for the ISCA officer's, Past President's Ladies and Guests. This is at her expense.

President may host a cocktail party, if desired, by invitation, in his suite at his expense on the Host Theme Night.

**4<sup>th</sup> Day (Normally a Saturday)**

Skit Competition is usually in the A.M. Balloon Competition can be immediately after the Skit Competition with Face Painting to follow.

The President-Elect may host a cocktail party, by invitation, at his expense before the Awards Dinner at his expense. The dinner should start no later than 7:00 P.M.

**5<sup>th</sup> Day (Normally a Sunday)**

The Newly Installed President – Goodbyes in the Lobby.

## **Guidelines for Officer Board Meetings**

The Mid Winter Board Meeting is usually held either on Wednesday evening or Thursday morning at the Mid Winter Convention Hotel. The Imperial Board Meeting is held on Sunday morning either at the hotel or space provided by Shriners International. Typically, the Spring Board meeting is the 3rd weekend in April, and the Fall Board meeting the 3rd weekend of October.

Spring Board Meeting Location:

1. Hotel or Shrine Temple for the Imperial Session or nearby.
2. Hotel near a Shriners Hospital for Children or meeting room at the hospital

Fall Board Meeting Location:

1. Hotel for the Mid Winter Convention
2. Hotel near a Shriners Hospital for Children or meeting room at the hospital
3. Shriners International Headquarters

## **PROTOCOL**

### **Request for Imperial Officer**

When an Association desires the presence of one or more Imperial Officers at an activity of that association, a written request is to be submitted to the Imperial Potentate, with a copy to the Executive Director, detailing as much information about the activity as possible.

### **Order of Introduction**

1. Visiting civic dignitaries and celebrities.
2. Grand Master and/or other distinguished Masonic guest.
3. Visiting Divans, Past Potentates, Shrine association and Unit Officers.
4. Trustees of Shrine Hospital for Children.
5. Past Imperial Officers (in reverse order of their seniority).
6. Imperial Officers (in reverse order of their seniority)
7. The Imperial Potentate or his official representative. (The Nobility will stand after three (3) raps of the gavel on his introduction and reception).

### **Seating at Banquet**

At Shrine association banquets, the Shrine association President should escort the Imperial Potentate or his Imperial Representative to the banquet table. The Imperial Potentate should be seated at the immediate right of the associations President. When Ladies are present at the banquet, the Imperial Potentate should be seated at the right of the association President; the Imperial Potentates Lady at the left of the association President; the associations Presidents Lady at the right of the Imperial Potentate; with other officers seated with their Ladies alternating at the right and left of the central group, will follow by rank, immediately after Imperial Officers. Place cards should be provided to expedite seating.

**HEAD TABLE SEATING PROTOCOL FOR IMPERIAL SESSION AWARDS BANQUET**

Chaplin  
Chaplin's Lady  
Secretary's Lady  
Secretary  
2nd Vice President's Lady  
2nd Vice President  
President's Lady  
President  
1ST Vice President  
1st Vice President's Lady  
3rd Vice President  
3rd Vice President's Lady  
Treasurer  
Treasurer's Lady  
M.C.'s Lady  
M.C.

HEAD  
  
T  
  
A  
  
B  
  
L  
  
E

Past Presidents  
  
And  
  
Appointed Officers

PODIUM

**FLAGS**  
  
Country of  
Host Unit

Circumstances may necessitate some changes but protocol dictates that a lady is never seated at the end seat at either end of the head table. The Master of Ceremonies may be seated at either end of the table if the location of the microphone makes it more convenient.

**HEAD TABLE SEATING PROTOCOL FOR MID-WINTER LUNCHEON  
AND AWARDS BANQUET**

Chaplin  
 Chaplin's Lady  
 1<sup>st</sup> VP's Temple Potentate's Lady  
 1<sup>st</sup> VP's Temple Potentate  
 Secretary's Lady  
 Secretary  
 2<sup>nd</sup> Vice President's Lady  
 2<sup>nd</sup> Vice President  
 Imperial Sir's Lady  
 President  
 Imperial Sir  
 President's Lady  
 1<sup>st</sup> Vice President  
 1<sup>st</sup> Vice President's Lady  
 3<sup>rd</sup> Vice President  
 3<sup>rd</sup> Vice President's Lady  
 Treasurer  
 Treasurer's Lady  
 Host Unit's Potentate's Lady  
 Host Unit's Potentate  
 Treasurer's Lady  
 Master of Ceremonies

H
E
A
D
T
A
B
L
E

<b>PODIUM</b>
---------------

Past Presidents
And
Appointed Officers

<b><u>FLAGS</u></b>
Country of
Host Unit

Venue restrictions may dictate some changes such as a 2-tier head table but the seating positions of the Imperial Sir, his Lady, the ISCA President, his Lady and the 1<sup>st</sup> Vice President and his Lady are firm. Also, the M.C. and his Lady should be seated at the head table as conditions permit.

NOTE: A lady is never seated at the end of the Head Table.

## INSTALLATION CEREMONY

**Installing Officer:** *“Nobles, we are about to install into office those who have been select to guide the destinies of the association during the ensuing year. Since every Freemason professes a belief in the existence of Deity, let us look to the Great Commander of the Universe for guidance and direction. Noble Chaplain, you will lead in our devotions to Deity.”*

(\*\*\*CALL UP ALL MEMBERS)

**Installing Chaplin:** *“Great and Grand Commander of us all, Thou, Who Art the Creator, the preserver and the Ringmaster of the world and all that dwell therein. We know, Lord, that Thou must have had a sense of humor for you made us all so we can laugh and smile. We implore Thy blessing upon this assembly of thy children, Joeys of the world, who are gratefully acknowledging thy mercy and goodness, now renew their fidelity to thy law, and pray for the desire and strength to do thy will. Bless, we beseech Thee, our labors in behalf of our Order, and may we always be staunch and loyal in our devotion to her welfare and cause. Give to those who are about to be invested with official authority and leadership the will to serve, the knowledge to direct, and the power to perform those duties and obligations that shall be theirs. And may we all continue to enjoy the blessings that are the reward of the Faithful. Amen.”*

(\*ALL ARE SEATED)

**Installing Officer:** *“Nobles, as your names are called, you will arise and, under the direction of the Marshall, assume positions to my front.”* **(Note: Installing Officer calls the roll of Officers-Elect, and the Installing Marshall arranges them, standing in a straight line in front of and facing the Installing Officer.**

**Installing Officer:** *“Nobles, you have been selected as Officers of the International Shrine Clown Association for the ensuing year. Are you willing to accept the trust?”* **(Officers-Elect Respond)** *“You will please face the members.”* **(Officers-Elect face about)** *“Members of the International Shrine Clown Association, you here behold the nobles selected to govern your Association for the ensuing year. Are you still satisfied with your choice?”* **(Members will respond).** *“Officers-Elect, you will face this station.”* **(Officers-Elect face about).** *“There being no objection to your installation, I will now invest you with the duties and responsibilities of your respective officers. But first, you will place your right hand over your heart, and repeat after me, the following:”*

(\*\*\*CALL UP ALL MEMBERS)

*“I do solemnly promise and vow that I will faithfully and to the best of my ability, discharge the duties of the office to which I have been elected, and that I will strictly conform to the requirement of the Shrine Law and the By-Laws of the International Shrine Clown Association.”*

(\*ALL ARE SEATED)

**Installing Officer:** *“Noble Marshall, you will present the Officers-Elect separately, in the order of their rank, for installation.”* **(Marshall escorts the President-Elect to a station at the left of the installing officer, and in appropriate words, presents him for installation).**

**Installing Officer:** “Noble \_\_\_\_\_, you have been selected as President of the International Shrine Clown Association. You shall act as the Executive Officer and shall preside at all meetings of the Association, the Executive Committee, and the Advisory Board; you shall have general supervision of all the affairs of the Association and shall also have such other power and duties as may properly belong to your office or shall be prescribed by the Executive Committee. You shall appoint all standing and special committees and make such other appointments as you deem necessary for the proper administration of the Association.”

**(PRESENTATION OF JEWEL)**

“This jewel I know place about your neck is the badge of your Office and when wearing it, you should, by your own conduct, set an example, which the members need not hesitate to follow.”

**PRESENTATION OF FEZ (if applicable)**

“This Fez I present to you (on behalf of the members of \_\_\_\_\_ Temple)” (any additional remarks that may be appropriate at this time).

**PRESENTATION OF GAVEL**

“The gavel, now placed in your hands, is the symbol of your authority, and as, now should disobey it, I trust that you will wield it with firmness, but with all discretion and justice.”

(President may address the Association and then return the gavel to the Installing Officer and request him to continue with the Installation Ceremony).

**(Installing Marshall escorts the Vice-Presidents-Elect as directed)**

**Installing Officer:** “Nobles, you have been chosen as Vice Presidents of the International Shrine Clown Association for the ensuing year. As such, you shall assist the President and, in his absence, assume those duties and authority as prescribed in the By-Laws. No one can tell when that contingency may arise. It may come when least expected hence; you should thoroughly familiarize yourself with the functions of your immediate superior officer, so that the Association may never suffer for want of qualification of the part of its officers. The jewel is the badge of your respective offices and should be worn under the same conditions as those charged to the President.” (PLACE AROUND NECK)

**Installing Officer:** “Noble Marshall, you will present the Secretary Elect and the Treasurer-Elect for installation.”

**(Installing Marshall escorts Secretary-Elect and Treasurer-Elect for installation).**

**Installing Officer:**

“Noble \_\_\_\_\_ you have been chosen to serve the Association as Secretary for the ensuing year. This is the badge of your office.” (PLACE AROUND NECK.)

“Your duties shall be to keep a record of the proceedings of the Association and assist the Officers in the clerical work of the Association. You shall receive all monies over to the Treasurer taking his receipt therefore. You will maintain a complete roster of all member units and such other duties as pertain to the office.”

*“Noble \_\_\_\_\_ you have been chosen to serve the Association as the Treasurer for the ensuing year. This is the badge of your office.” (Place around neck). “You shall receive all monies from the Secretary giving him receipt therefore. You shall maintain a checking account in a bank acceptable to the Association. You shall make prompt payment of all authorized bills and submit a written account of such at the annual meeting.”*  
(\*\*\*CALL UP ALL MEMBERS)

**Installing Officer:** *“Noble Installing Marshall, you will make proclamation that the officers of the International Shrine Clown Association have been duly installed.”*

**Installing Marshall:** *“I am directed to proclaim, and I do now proclaim, that the President and other officers of the International Shrine Clown Association have been duly installed into their respective offices.”*

(\*ALL ARE SEATED)

**Installing Officer:** *“Now, Noble President, I come to the final act of this ceremony, the permanent relinquishment of the gavel to you.” (Hands gavel to President) “Henceforth it is yours to wield, and we feel confident that at the close of your term of office, your successor will accept it from honored hands. It is a distinction to be chosen to preside over members of a Shrine Association, such as this, who, in addition to the ties of Masonic Brotherhood, have a common desire in service to the Association, the Imperial Council, and their Mother Temple for the benefit of crippled children the world over, to bind them together for a common happiness.”*

*“Yours is a position that wealth cannot buy; but it is willingly accorded to me who, by word and deed, has shown a love of country, and home, and friend. We rejoice at your accession to this place of honor, and pledge to you our constant and hearty support.”*

**NOTE: This installation wording is just a guideline. Installations are usually done by the Imperial Potentate or his Representative and they usually have installation script of their own that they use.**



## **BLACK CAMEL MEMORIAL SERVICE**

The following Memorial Service for use by the International Shrine Clown Association has been approved by the Imperial and had been used annually at the ISCA Mid-Winter Conventions.

This service meant to honor the brother Joeys who have met the call of the Black Camel. It is suggested to be presented at the noon luncheon at the Mid-Winter convention when both the Nobility and their Ladies are in attendance.

With one of the ISCA Officers acting as Captain, knowing the total number of departed brothers, assembles in the outer hall with a like number of volunteer Nobles, lighting their candles. The Captain will be in the center of the lineup and will carry a noticeably larger candle. As the service begins the group enters single file with half of the Nobles on either side of the Captain. If possible, have a Bag Piper playing in the back ground.

### **Black Camel Ceremony Master of Ceremonies:**

*“President \_\_\_\_\_, Imperial Sir \_\_\_\_\_,  
Officers of the International Shrine Clown Association, Illustrious Sir \_\_\_\_\_ (Name of  
Potentate in whose jurisdiction this Mid-Winter is being held) \_\_\_\_\_, other Illustrious  
Sirs, Divan Members, Distinguished Guests, Nobles and Ladies, please join in our annual  
Mid-Winter Candlelight Memorial Service to honor our departed brethren visited by the  
Black Camel and whom have been called unto Heaven during the past year.”*

*“(Name of Captain of candles) \_\_\_\_\_, with a group of the Nobility assisting, will  
each carry a candle representing one of our departed brothers and it will be extinguished later  
as his name is called from the rolls. Unit and individual donations to the Sneaker Fund will be  
accepted immediately following this Annual Memorial Service.*

*ISCA Sneaker Chairman (or Chairmen) \_\_\_\_\_ will assist with the March  
of Smiles. (Pause for 5 seconds)*

*“Each year we are reminded what frail mortal beings we are as the Great Architect of the  
Universe calls upon some of our Brothers of this International Associations to lay up their  
trestle boards. We feel a deep loss as the Black Camel pays a visit to our departed  
brethren.”*

*“Yet, in our Masonic learning’s we find peace and comfort knowing that the Supreme  
Architect has laid out still greater plans for our Noble Brothers in that home eternal in the  
heavens. How comforting it is knowing these Joeys, now absent from our midst, are now  
providing smiles amongst the angels!”*

*“Let us recall each of them with fond memories as we extinguish a candle for each Joey no longer amongst our ranks.” (Start reading names of deceased, with Temple name, slowly and distinctly. Starting at one side, a candle is extinguished at the calling of a name – alternating from side to side until all the known names are read. Captain continues to hold his candle.)*

After the roll is read, with the master candle still lit, point out that  
*“The one remaining large candle is for all the departed Brothers Joeys who we have inadvertently overlooked or, for that matter because we indeed an International Association and it is possible we have overlooked some or indeed Brothers may have passed on during recent days or hours and we now welcome calling from the floor the names of any departed Brothers and their Temple name from anyone in the audience.”*  
(Allow time for response and repeat members name and Temple. When no more are to be given, thank each Noble for sharing these names and honors and ask the Captain to now extinguish his candle.)

**Now at this point, say:**

*“Let us stand for a moment of silence, followed by prayer.” (Allow no more than 60 -75 seconds and continue)*

*“Great Architect of the Universe, how saddened we are to feel the abrupt, immediate loss and void of our Brother Joeys.*

*It would seem inopportune that you have selected these dear and devoted fellow Shrine Masons. Our sorrow, the loss, the anguish and the tears, our unanswered mortal questions would challenge your untimely call.*

*Yet we, as Shrine Masons, remembering your teachings, quickly realize that our days upon Earth are short and numbered. We, as Shrine Masons, recall and are comforted by the fact that you, Heavenly Father, have welcomed these Noble Joeys into your life Eternal in the heavens.*

*Though we miss each and everyone, we are comforted by the knowledge that you select only the finest and we, as lowly mortals, are allowed our remaining days on Earth the enjoyment of fond and loving memories of these brothers.*

*We pray that your love and kindness be with each member’s family and friends. And we ask, O Lord, that you grants us the opportunity to rejoice in reunion with these Brethren in Heaven when it becomes our day to stand in your judgment.”*

***Amen***

This concludes the Annual Black Camel Memorial Service.

## **LADIES DUTIES**

### **PRESIDENT'S LADY**

Will be the Hostess for Imperial Hospitality Suite at Imperial. Coordinates assistance from 1st Vice President's Lady, other elected Officers Ladies and Appointed Officers Ladies.

Will be the Hostess for Mid-Winter Hospitality Suite at Mid-Winter. Coordinates assistance from

1st Vice President's Lady, other elected Officers Ladies and Appointed Officers Ladies.

Turns over the duties as Hostess to 1st Vice President's Lady on Saturday afternoon.

Will Coordinate with the 1st Vice President's Lady at all times on how the Hospitality Suite is handled.

She will be in charge of table decorations and color scheme (in coordination with Host Unit) at the Mid-Winter Black Camel Luncheon.

She will Host the Past President's Ladies Appreciation event (Breakfast, Tea, etc.) at Mid-Winter, which is usually held on Friday morning as nothing is planned to conflict with it. It can be a sit-down with the hotel serving or for a more casual atmosphere it can be hosted in the Hospitality Suite. At this occasion a small appreciation gift is given to the Ladies present at her expense. Generally, this group is made-up of Past President's Ladies, Imperial Representative's Lady, elected Officers Ladies and any Host Temple Ladies that you wish to honor and thank. This can come to 15 to 20 gifts, which is a small token that you are happy with giving. This is by invitation only. Invitations should be distributed as Ladies arrive to Mid-Winter or prior to the event.

### **1st VICE PRESIDENT'S LADY**

Assist the President's Lady in being the Host in the Hospitality Room at all times at the Imperial Convention.

Before Mid-Winter she will have been a liaison with the representatives from the Host Temple and expressing her preference regarding any planned outings and the Awards Banquet. She coordinates with the Host Temple as to color, schemes, themes, meal choices, entertainment, table favors and door prize drawings. When and where any tours or shopping trips are planned, she will coordinate with the Host Temple. Most Host Temples are very helpful and considerate. Assist the President's Lady in being the Host in the Hospitality Room at all times at the Mid-Winter Convention.

Take over Saturday afternoon and be the Hostess for the Saturday Night Cocktail Party and any special arrangements for the Awards Banquet i.e. special decorations, table favors, etc. at your expense.

At the Saturday Night Cocktail Party, it is normal for the 1st Vice President's Lady to give gifts to the Elected Officer's Ladies, the Appointed Officer's Ladies and possibly you might give gifts to the Host Temple Ladies that you have worked closely with the Mid-Winter preparation. These are at your expense. This is by invitation only. Invitations should be distributed as Ladies arrive to Mid-Winter or prior to the event.

Arranges and Hostess the Go-Home Breakfast on Sunday morning at the end of the convention if held, which is open to everyone attending the Mid-Winter.

**HOST TEMPLE UNIT DUTIES at the IMPERIAL (when applicable)**

Will be working with the President, who will be installed as President the year that you are the Host Temple Unit preparing for the Imperial Convention.

Will have personnel to handle for on-site registration forms and some personnel for giving out registration packets (ditty bags if desired.)

Arrange for ISCA Officers to be transported to the Hotel.

Work with the President's Lady. She coordinates with the Host Temple Unit as to color, schemes, themes, meal choices, entertainment, table favors and etc.

Assist Second Vice President by furnishing runners, set-up personnel for competition.

Place Bulletin Board or Placards everywhere announcing time and place of Events.

## **HOST TEMPLE UNIT DUTIES MID-WINTER CONVENTION**

You will need to prepare a bid to host a Mid-Winter Convention.

It should contain:

- Letters of invitation from
- Current Host Potentate
- Host Potentate the year of the convention
- Host Unit President, Director or General Chairman
- Local Officials
- Hotel hosting
- Hotel Proposal (contract)
- Hotel information
- Number of rooms available
- Room costs
- Meeting spaces
- Ballroom sizes
- Banquet space
- Facilities/Amenities
- Tentative schedule
- Airport information
- Area attractions

This will need to be presented to ISCA Board with assistance from the 3<sup>rd</sup> Vice President, who you will be working with. He will be installed as President the year that you are the Host Temple Unit preparing for the Mid-Winter Convention.

### **NOTE:**

You will select the Hotel to Host the Mid-Winter Convention. When working with the hotel preparing proposal (contract) take into consideration the following:

Try to negotiate with the Hotel to include complimentary rooms to be provided by the Hotel to include a suite for the Imperial Sir or his representative and ISCA.

The President and the First Vice President need a suite with a parlor in the center and a bedroom on each side for the President and the First Vice President, if available. This Parlor may be available for hospitality and the two (2) Officers receptions. If activities are planned outside the Hotel you must provide transportation.

The Host Unit will have at the most two-three (2-3) years to prepare for this Mid-Winter Convention, so they should use their time wisely.

**The Host Unit should have fund-raisers to help offset the expense of Hosting the Mid-Winter Convention.**

**NOTE: ISCA will not help offset these expenses.**

Maintain good communications with the 3rd Vice President by keeping him well informed of the progress on the preparation for the Mid-Winter Convention. It is extremely difficult to manage all the preparation long distance.

Get lots of Public Relations (P.R.) done early such as flyers and Web page notices developed.

Assist with setting up the schedule of events with the 3rd Vice President's approval.

Arrange special activities, seminars and vendors with the 3rd Vice President's approval.

Arrange for a Bag Pipe player (if available from your Temple) or provide music to play at Black Camel Memorial Service.

Set the registration fee (taking into account that \$25.00 for each Joey in competition will go to ISCA for trophy cost), decoration, meals and hospitality room.

Your registration fee should also include Black Camel Luncheon, Theme Party w/meal and Awards Banquet Dinner.

Host is responsible for a Judges Breakfast; usually 6 Judges, 2nd & 3rdVP's.

The average price for the Mini-Mart table is usually \$100.00 per table. This may be negotiable in order to get instructors for seminars.

Will have personnel: to handle pre-registration forms, for on-site registration forms, for giving out registration packets (ditty bags), hospitality room and runners/aides for competition.

Arrange for ISCA Officers to be transported to the Hotel.

Work with the 3rd Vice President's Lady. She coordinates with the Host Temple Unit as to color, schemes, themes, meal choices, entertainment, table favors and etc.

Assist the Competition Director/Second Vice President by furnishing runners, set-up personnel for competition area and arranging the trophies for the Award Banquet.

Update reports should be presented at each Board Meeting by the Vice President you are working with or a representative from Host Unit.

Place Bulletin Board or Placards everywhere announcing time and place of Events.

## **LIFETIME ACHIEVEMENT AWARD**

The Lifetime Achievement Award is an honor for ten or more years of dedicated service to the ISCA. It is not necessarily awarded annually. To be considered you should submit an application, for your nominee, according to the following rules to the ISCA Secretary. (No self nominated applications accepted)

### **RULES:**

In order to be considered for this Award, the candidate must have a MINIMUM OF TEN (10) years of dedicated service to the International Shrine Clown Association (including the National Shrine Clown Association and the Shrine Clown Association).

As this is a Lifetime Achievement Award, it appears to us that fewer than ten years does not constitute a period of sufficient length to merit this high honor. And while a longer period might find the achievements repetitious or redundant, we want to leave room for the Noble whose dedicated service to the ISCA has extended beyond a single decade.

His accomplishments must have been significant! They must have been in keeping with the ideals and principles of the Association; the ideals the Association is trying to promote.

The nomination should be in the form of a series of short paragraphs concerning his achievements in the following areas (in order) if applicable:

### **Competition**

This is important only to show this clown is a competent model of what we view as a clown (i.e., competent make-up and costume) and his willingness to test the quality of his abilities against others. Does he possess the qualities and skills of clowning that we hope our members will be able to demonstrate?

### **Judging**

Does he possess knowledge of the standards of good make-up, good costuming, and wholesome entertainment? Has he demonstrated this knowledge by having been asked to judge competitions, often on many occasions by the same promoter(s)? Has he been a controversial judge with opinions not often shared by other judges, or have his opinions been pretty well bracketed by those of the other judges? Have his opinions been consistent, or have they jumped all over the lot?

### **Seminars (Teaching)**

Has he shared his knowledge of clowning, or of clown related activities, by conducting, participating in, or teaching seminars classes, at training sessions or workshops? Has he shared his knowledge and experience with others in both a formal and informal setting?

### **Writing**

Has he written articles for Clown Alley? Has he written (prepared) instructions for the conduct of any activity such as Mid-Whinier or Imperial; Competitions, Officer Duties, Etc.? Has he written (prepared) any instructions on make-up, character development, props, balloons, etc.!

### **Sneaker Fund**

What, if anything, has he done for the Sneaker Fund? Has he served as Ambassador? When?



Has he served as a member of the Sneaker Council? When? Did he support the Sneaker Fund and OTHER AMBASSADORS without taking personal credit and glory when it benefited the fund?

Or was he only good when the spotlight was on him? How much money did he raise directly? Indirectly?

### **Leadership**

Offices Held. Each office held and when should be mentioned.

Because this is an ISCA award, we are only concerned with ISCA offices –both elective and appointive – held. Also include Ambassadors, Deputies, Committee Chairmen, Clown Alley Editors, Sneaker Fund Chairman, Deputy SFC, Asst. SFC, etc. Did he display leadership qualities? Was he really working for the best interests of the ISCA or were his efforts primarily an ego trip?

### **Other Accomplishments you want to emphasize:**

We feel we should select from those men who made a substantial, sustained contribution to the ISCA and who exemplified its Ideals and principles. We need to recognize men who gave because they believed; not those who just wanted to take an ego trip.

And we believe it is far better to make the award contemporaneously with a living recipient than to wait and make it posthumously. We know he can smell the roses while he is living: we only hope he can when he's gone.

## PRAYERS

Great Architect of the Universe, We Offer Our Humble Thanks To Thee For All You Have Granted Unto Us In Our Daily Lives.

We Join In Thanking You For Your Kindness And Concern, Your Fruitful Guidance And Your Enduring Love.

We Pray That You Watch Over All The Nobility Of This International Shrine Clown Association, Our Family And Friends, And That You Bring A Speedy Recovery To The Ill And Injured Throughout Your World.

Our Special Thanks To Thee, Dear Lord, For The Privilege of Participating In the World's Greatest Philanthropy, Our Shriners Hospitals for Children And Sneaker Fund for Burns Research.

We Ask For Peace In Your World And That The Bread Of This Day Nourish Our Minds And Bodies That We May Best Serve You In The Designs Laid Out Upon Your Trestle board.

*Amen*

-----

Great Architect Of The Universe, We Humbly Stand Before Thee This Evening Offering Our Thanks Unto Thee For All The Countless Blessings You Have Granted Unto Us And For Your Being At Our Side Each And Every Day To Guide And Direct Us In All Proper Masonic Manners.

Thank You Lord For Allowing Us To Be A Part of the Shriners Hospitals for Children And Sneaker Fund for Burns Research.

Tonight We Are So Happy To Have Honored These Youngsters Who Are Receiving Care At The Hospitals And Wonderful It Is To See Their Beautiful And Radiant Smiling Faces In Our Midst.

We Ask That You Bring Peace To Our Nations, Dear Lord, And Ask For Your Care And Healing To The Sick And Injured Throughout The World.

Continue To Provide Your Divine Guidance to the Officers of and the Members of \_\_\_\_\_ And To The General Nobility As Well As All Our Loved Ones.

Bless This Food To Nourish Our Minds And Our Bodies To Better Serve Thee In The Designs Laid Out Upon Your Trestle Board. All These Things We Humbly Ask In Thy Name.

*Amen*

-----

Almighty Father, Author of the Universe, We Ask Your Blessing On All The Souls Gathered Here Tonight And Those Who Are With Us In Spirit.

We Thank You For This Time We Spend Together Are For All The Opportunities We Have To Bring A Smile To A Stranger's Face And To Help Our Shriners Hospitals for Children.

Heal And Strengthen Their Bodies And Minds, Oh Lord, And Help Us To Lift Their Spirits And Provide For Their Care.

God, We Thank You For Our Ladies, For Their Support And Encouragement, With Which You Have Blessed Us, Grant Us Thy Peace, Oh Lord, In Our Homes, Our Work, Our Play And Throughout The World.

Lord, Bless And Guide These Officers, Now To Be Installed And Throughout The Ensuing Year That All of Their Decision And Work Will Meet With Favor In Your Eyes.

Now With The Speculative Building Blocks We Have Learned Here At These Meetings, Let Us Take Them To Our Homes And Use Them To Your Service.

***Amen***

-----  
Heavenly Father, We Of The International Shrine Clown Association Offer Our Humble Thanks Unto Thee For The Opportunity To Serve Thee In Your Designs Among Mankind.

We Ask That Your Divine Guidance Be With Us Throughout, Not Only The Proceedings of This Mid-Winter Convention of The ISCA, But Also In Every Passing Day of Our Lives.

We Pray That Our Continued Blessing Be With Us Always.

All These Things We Ask In Thy Name.

***Amen***

-----  
Heavenly Father, Great Architect of The Universe, Be Ever With Us In Our Thoughts And Deeds. Continue To Guide And Direct Us That We May Serve Thee In Your Desires.

***Amen***

-----  
Great Architect of the Universe, We Humbly Stand Before Thee This Evening Offering Our Thanks Unto Thee For All The Countless Blessings You Have Granted Unto Us And For Your Being At Our Side Each And Every Day To Guide And Direct Us In All Proper Masonic Manners.

Thank You Lord For Allowing Us To Be A Part of The Shriners Hospitals for Children.

Tonight We Are So Happy To Have Honored These Youngsters Who Are Receiving Care At The Shriners Hospitals for Children And Wonderful It Is To See Their Beautiful And Radiant Smiling Faces In Our Midst.

We Ask That You Bring Peace To Our Nations, Dear Lord, And Ask For Your Care And Healing To The Sick And Injured Throughout The World.

Continue To Provide Your Divine Guidance To The Officers and The Members of \_\_\_\_\_, of The General Nobility As Well As All Our Loved Ones.

Bless This Food To Nourish Our Minds And Our Bodies To Better Serve Thee In The Designs Laid Out Upon Your Trestle Board.

All These Things We Humbly Ask In Thy Names.

***Amen***

-----

Our Heavenly Father, Great Architect Of The Universe, We Joeys of The International Shrine Clown Association, Offer Our Humble Thanks Unto Thee For The Countless Blessings You Have Granted To Us.

We Pray For You Continued Guidance And Direction In Our Masonic Orders. And We Ask For Continued Good Health And Happiness To The Officers And Members of This Great International Association.

Comfort And Heal Those That Are Ill And Injured Throughout Your World.

Grant Us The Opportunity To Serve You In Your Every Wish, Every Desire And Every Need.

Allow The Bread of This Day To Strengthen Us To Be Better Enabled, Mind And Body, To Serve You.

May You Always Be With Us. All This We Ask In His Name .

***Amen***

-----

Great Architect Of The Universe, We Pray That Your Wisdom Will Be Our Guide As We Shrine Masons of The International Shrine Clown Association Enter Into This Important Session.

***Amen***

-----

Our Thanks To Thee, Oh Lord, For Granting Us The Joy Of A Good And Fruitful Life For Clowning For The Happiness To Ourselves And To The Untold Thousands Throughout Our Great Nations.

It Is Our Prayer That Your Continued Blessings And Guidance Be Granted Unto Us.

***Amen***

-----

Our Prayer That Your Continued Blessings And Guidance Be Granted Unto Us.

***Amen***

-----

May The Grace of God Ever Be With Us As We Enjoy Our Masonic Fellowship And Serve Him In His Wishes.

*Amen*

-----

Great Architect of The Universe, We Offer Our Humble Thanks Unto Thee For The Opportunity To Serve Thee In Your Designs Among Mankind, We Pray That Your Divine Guidance Be With Us Throughout, Not Only The Proceedings Of This Mid-Winter / Imperial Session of The International Shrine Clown Association, But Through Each And Every Passing Day of Our Lives.

May Your Continued Blessings Ever Be With Us.

Grant Our Children In Our Shriners Hospitals for Children Comfort And Healing. Allow Us Continued Days And Years of Serving This Wonderful Philanthropy By Clowning And Adding Smiles Into Your World.

All These Things We Ask In Your Name.

*Amen*

-----

Heavenly Father, Be With Us In All Our Thoughts And Deeds,

Continue To Guide And Direct Us That We, As Shrine Masons May Best Serve Your Desires.

*Amen*

-----

Great Architect of The Universe, We As Shrine Masons. Stand Before Thee This Evening Offering Our Humble Thanks For All The Countless Blessings You Have Granted To Us.

Our Thanks To Thee, Oh Lord, For Being At Our Side Every Moment Of The Day And Our Individual Lives To Guide And Direct Us In Proper Masonic Manners.

Thank You Lord For Allowing Us To Be A Part of The Shriners Hospitals for Children.

Bring Peace To Our World,

Bring Care And Healing To The Sick And Injured Throughout The World.

We Pray For Devine Guidance To The Officers Of This Great International Shrine Clown Association As Well As To All The Nobility And To Our Loved Ones.

Bless This Food To Nourish Our Minds And Bodies To Better Serve You In The Design Lay Out Upon Your Trestle Board.

All These Things We Humbly Ask In Thy Name.

*Amen*

Be With Us Always, Dear Lord, As We Enjoy Our Masonic Fellowship And Serve Thee In Your Wishes.

***Amen***

-----

Great Architect of The Universe, We Pray That Your Wisdom Will Be Our Guide As We Of The International Shrine Clown Association Enter Into This Important Session. Be With Us Always, So Guide And Direct Us So That We, As Shrine Masons, May Best Serve Mankind, This Great Association And Most Importantly, To Serve You In Your Desires.

We Pray That Your Countless Blessings Be Granted To Us.

***Amen***

-----

(End Of Session)

May His Grace And Goodness Forever Be With Us As We Enjoy Our Masonic Fellowship, And Serve Him In His Wishes.

***Amen***

-----

(Or)

May The Grace Of God Go With Us As We Go Out Into The World To Resume Our Normal Undertakings.

***Amen***

## SAMPLE LETTERS

### SNEAKER FUND CHAIRMAN APPOINTMENT

\*\*\*Date\*\*\*

\*\*\*Name\*\*\*

\*\*\*Temple\*\*\*

\*\*\*Address\*\*\*

\*\*\*City, State, Zip\*\*\*

Dear Noble \_\_\_\_\_:

This is a letter asking you to serve as the 20\_\_ Sneaker Chairman for \_\_\_\_\_.  
Noble I am asking you to keep detailed Unit contributions to our Sneaker Fund so those appropriate awards may be made at the end of the year.

You will promote in person and in writing Sneaker Fund donations from all the Units in your jurisdiction.

You are to attend the four (4) Board Meetings to the best of your ability. When you cannot attend the Board Meetings, please furnish written progress reports in detail.

You will provide the units with the appropriate certificates and plaques based on the actual funds transmitted by Clown Units to the ISCA Treasurer, the Montreal Hospital or the Mexico Hospital as it is applicable.

You will furnish Clown Alley with proven successful articles on how Units raise funds for our Hospitals.

In closing you are being selected as my nominee because I think you are the most caring, energetic and outstanding Joey in our Association. I believe without a doubt that you will provide motivation for the largest donations ever recorded in the history of the ISCA Should you choose to accept this awesome responsibility please confirm to me in writing or e-mail prior to November 30, 20\_\_.

Yours in Faith,

\*\*\*Name\*\*\*

1st Vice President

International Shrine Clown Association

\*\*\*Address\*\*\*

\*\*\*City, State, Zip\*\*\*

## SAMPLE LETTER APPOINTED OFFICERS

\*\*\*Date\*\*\*

\*\*\*Name\*\*\*

\*\*\*Temple\*\*\*

\*\*\*City, State (Prov.), Zip\*\*\*

Dear Noble \_\_\_\_\_

You are nominated for the 20\_\_ (*Name of appointed Office*)\_ for ISCA Your acceptance of this appointment would be gratefully appreciated.

In closing, you are being selected as a nominee because I think you are a caring, energetic and outstanding Joey in our Association. I believe without a doubt that you will help provide the leadership that we need for this Association. Should you choose to accept the appointment, please confirm this to me in writing or e-mail prior to November \_\_, 20\_\_.

Yours in Faith,

\*\*\*Name\*\*\*

1st Vice President

International Shrine Clown Association

\*\*\*Address\*\*\*

\*\*\*City, State (Prov.), Zip\*\*\*

\*\*\*E-mail\*\*\*



**SAMPLE LETTERS IMPERIAL DEPUTY POTENTATE**

\*\*\*Date\*\*\*

\*\*\*Name\*\*\*

Deputy Imperial Potentate  
Shriners International  
P. O. Box 31356  
Tampa, FL. 33631-3356  
Attn:

Dear Imperial Sir \*\*\*Name\*\*\*

Our Mid-Winter meeting will be held in \_\_\_\_\_ on \_\_\_\_\_ through \_\_\_\_\_ . I would be honored to have Imperial Sir \_\_\_\_\_ present at our Mid-Winter Convention. We hope that Imperial Sir \_\_\_\_\_ will be available to accept the Sneaker Fund check and to install me as President of the International Shrine Clown Association.

The Clown Competition will be held \_\_\_\_\_ of February. The Awards Banquet will be held on Saturday \_\_\_\_\_ of February. We are planning to present the Sneaker Fund monies at the awards banquet.

I thank you in advance and if there are any questions, feel free to call.

Yours in Faith,

\*\*\*Your Name\*\*\*

2nd Vice President  
International Shrine Clown Association

\*\*\*Address\*\*\*

\*\*\*City, State, Zip\*\*\*

\*\*\*Phone#\*\*\*

## SAMPLE LETTERS CONGRATULATIONS

September \_\_\_\_\_, \_\_\_\_\_  
Imperial Sir \_\_\_\_\_  
Imperial Potentate  
Shriners International  
P. O. Box 31356  
Tampa, FL. 33631-3356  
Attn:

Dear Imperial Sir \_\_\_\_\_,

On behalf of the Officers and members of the International Shrine Clown Association, I extend congratulations on your being elected to the Shrine's highest position, the Imperial Potentate. We know that under your leadership, the Shrine will grow. We wish for you a most prosperous year and trust that it will be an equally enjoyable one.

Over the past twenty years the ISCA has operated and maintained the Sneaker Fund, from which we make annual donations to the Imperial Sirs to be used in support of the Burns Research. Although the amount of our first donation was very modest, it has grown steadily each year. Last year's contribution was in excess of \$\_\_\_\_\_,\_\_\_\_\_. Two characteristics of the Sneaker Fund have been present in each of those years.

1. Each year's contribution has been larger than the prior year's.
2. The contribution has always equaled **OR EXCEEDED** the total of the money we have raised.

It is my hope that we will be able to continue our standard and increase our contribution for 20\_\_\_\_.

Therefore, I request that you grant the ISCA permission to operate the Sneaker Fund under the same rules and manner as presently apply during your term of office.

Yours in Faith,

\*\*\*Name\*\*\*

1st Vice President

International Shrine Clown Association

\*\*\*Address\*\*\*

\*\*\*City, State, Zip\*\*\*

\*\*\*Phone\*\*\*

## SAMPLE LETTERS SEASONS GREETINGS

Season's Greetings to One and All.

Dear Noble,

As we approach this Holiday Season, I would be remiss not to say thank-you for the opportunity to have served as your President. The International Shrine Clown Association has definitely taken Clowning seriously in 20\_\_ and had fun too. We did not do this alone. It required each of you and all the fine clown work you have done.

We have accomplished a great deal together and can be justly proud. Each of you, in your own special way, has contributed to the growth of the ISCA. The best possible news and information comes to you through "Clown Alley". The Sneaker Fund, makes is all worthwhile, knowing your efforts keep the Shriners Hospitals for Children Burn's Research Programs going to help our children lead happier, more productive lives.

The challenge of serving our children rests, in part, with the success of the Sneaker Fund. It is totally your doing. This is an appeal for you, your Unit, your Club, or your family to remember and reflect what the Sneaker Fund and the ISCA is all about. Please reach into your heart and checkbook and find something for the Sneaker Fund, maybe only \$5.00 or perhaps Five Thousand. Remember, in giving, it is the thought behind the gift, more than the gift itself. Please help us help the Burn's programs of the Shrine Philanthropy.

From our family to yours, we wish you the healthiest, most prosperous, and happiest 20\_\_. May God find you humble, thankful and giving, as you always remain part of the finest people in the whole world.

THANK-YOU in advance.

Yours in Faith,

\_\_\_\_\_  
President, ISCA 20\_\_\_\_\_

**Sample Letter Sending Annual Sneaker Fund Donation to the Hospitals**

**(Use ISCA Letterhead)**

\*\*\*Date\*\*\*

Shriners Hospitals for Children  
Attn: Office of Development  
2900 N Rocky Point Dr  
Tampa, FL 66607

Dear Sir or Madam,

On behalf of the International Shrine Clown Association (ISCA), enclosed is a cashier's check in the amount of \$\_\_\_\_\_. for the Shriners Hospitals for Children from the ISCA Red Sneaker Fund. We request that this money be utilized towards Burns Research.

Shrine clowns are busy raising additional funds. ISCA hopes to make more donations in 202\_ from the ISCA Red Sneaker Fund to the Shriners Hospitals for Children.

Fraternally in clowning

\*\*\*Name\*\*\*

Treasurer

\*\*\*Phone Number\*\*\*

\*\*\*Email Address\*\*\*

By-Laws of International Shrine Clown Association

Approved February 16, 2016 by Membership

Approved May 9, 2016 by Shriners International

Attached

