



# Grand Lodge of Michigan Bikes for Books Program

## Goals:

- To increase visibility of the local Masonic Lodge in our communities.
- To support public education and assist in the education of our children.
- To provide kids with a positive incentive for reading.

## Objectives:

### For Students:

- To increase their reading/comprehension skills.
- To recognize positive achievements.
- To provide an attainable goal, with life enhancing results.
- To improve parent/teacher relationships.

### For Community:

- To provide the community with a positive view of the Fraternity.
- To build social capital with the schools, and families in our communities.

## Costs:

- Two bikes and helmets (one boy, one girl) for the drawing (the lodge may offer more if the budget allows).
- Mailing of materials (may be hand delivered to the school principal).
- Printing of materials (possibly donated)
- Small prizes (may be donated from local business)
- Certificates for those that participated (printed in house)
- You may combine the Bikes for Books program with the Community Charity Matching Grants program.

## Timeline:

- These timelines are not meant to be exclusive. The program will always have to operate in concert with the school and the teacher's schedule. Please be sure to work with the teacher.
- First Month: Notify Chris Takacs, Community Outreach Director by phone 269-612-7424 or by email [ctakacs@mmcfonline.org](mailto:ctakacs@mmcfonline.org) informing him of your participation in the Bikes for Books program and how many bikes will be available for your drawing.
- Second Month: each lodge establishes your program team and meets with local school principal to see if they would be interested. You need to have the printed program plan for the principal. If the program is a go, then have printed plans for each class you will be working with.
- Third Month: Get materials to the principal for distribution to each class.
- Middle of the third month: Bikes for Books program starts.
- Sixth month: program ends.
- After completion: make the presentation of the bikes and helmets at an awards ceremony of the schools choosing. It could be a previously arranged program, school board meeting or PTO meeting. The teacher and principal will provide you the best choice.
- Lastly, inform the Member Services office [glofmichpr@grandlodgemi.org](mailto:glofmichpr@grandlodgemi.org) of your program. Who won, story about the kids, newspaper press releases and pictures. We will include the story in our newsletters, emails and/or publications.
- If utilizing the Community Charities matching grants program you will need to fill out the enclosed application and mail it to: Michigan Masonic Charitable Foundation

Attention: Chris Takacs  
1200 Wright Ave.  
Alma, MI 48801

## **Guidelines for the Bikes for Books program:**

- Program is for students grades three through five.
- Time frame for the program is approximately six months.
- Student must read eight books that are on their grade level and approved by their teacher. If the books are challenging for their grade level, the teacher can allow the book to count as two, but the student must still read 6 books (they cannot read three 2-point books).
- Any student that meets the requirements and turns in the attached form will be placed in a drawing for a bike and helmet. The participating students will be notified where and when the drawing will be held. The drawing will be for one boy and one girl with bike and helmet of the correct size.
- The teacher may use any method they determine is best for their particular students and circumstances. If the attached form is useful they may utilize it or not. We want to encourage kids to read, not to force teachers to complete more paperwork.
- You need to have a contact person in your local area (school district). If questions arise, the school needs to be able to contact us easily and quickly.
- For every eight books read, another entry application may be added to the contest.



To: Elementary Principals and Teachers (grades 3-5)

RE: Michigan Masons Bikes for Books Program

Dear Sir or Madam,

The Michigan Masons are hosting a Bikes for Books program and would like to invite your school to be part of it.

We're sure that your third through fifth grade students currently have reading requirements they must fulfill. In order to present an incentive and assist your kids with reading goals the Masons of \_\_\_\_\_ will provide one boy and one girl that complete the reading requirements of your schools with a brand new bicycle and helmet!

This program is provided at no cost to your school or the kids involved. The program is simple: A student needs to read eight or more books within a six month time frame. All of those students that comply will have his/her name entered into a drawing. At the time of the drawing, sometime in the spring, the two bikes will be presented to the winners.

If you have any questions, please feel to call \_\_\_\_\_ at \_\_\_\_\_.

Thank you for your time, we look forward to working with you!

*(contact signature)*

Enclosures: Guidelines



*{Your Masonic Lodge Name here}*  
*{Address}*  
*{City, State and Zip}*

## **Introducing the Bikes for Books Program**

Dear Parent or Guardian,

The \_\_\_\_\_ Masonic Lodge in cooperation with \_\_\_\_\_ Elementary School is sponsoring a new program to encourage students in grades three through five to read. The program requirements are simple; they need to read eight “grade appropriate” books approved by their teacher during a sixth month period. If the student meets those requirements and has turned in their completed entry form to the teacher, their name will be added to a drawing that will take place in the spring at an assembly for a new bike and helmet.

**Reading is one of the most important tools we can give our children!**

This program is a mutual commitment between the student, teacher, principal, Our Lodge, and especially you, the parent. If we all work together, we are all winners.

Enclosed is a sheet with the simple guidelines for the program and entry form that will be completed by the student, parent and teacher. After completion, please return the completed form to the lodge.

Thank you for your consideration!

Sincerely,

*{Contact signature}*



Dear \_\_\_\_\_,

*The \_\_\_\_\_ Masonic Lodge is hosting a Bikes for Books program in partnership with our local elementary schools. In the spring, we will be presenting two students a brand new bike and helmet. This program has been very successful around the country and we are hoping to start a new local tradition with the school. The program asks for students grades three through five to read eight, grade appropriate, teacher approved books in a sixth month period. The parents are also involved, having to sign the entry forms submitted by their child. I am enclosing a list of guidelines and a copy of the entry forms so you are aware of what we are asking from the students.*

*We are asking for help from local businesses like yours for support in the program by donating funds for additional bikes or possible other age appropriate prizes so we can allow additional children to receive awards during the presentation.*

*Thank you for your consideration with this request.*

*Sincerely,*

*{Insert Contact Name}*

# Bikes for Books Program Form

Program is for students grades three through five.  
Please type or print: this form will be used for the drawing.

Name: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Boy**       **Girl**

I have read the following eight books.  
Please place my name in the drawing for a bike and helmet.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

\_\_\_\_\_ Parent Signature

OR

\_\_\_\_\_ Teacher Signature

**Please mail or email this completed form to: {insert name, address and email of contact}**

**Drawing entry deadline is: {insert date for receiving the form}**

**To:** Masters, Wardens and Members of Michigan Masonic Lodges

**Subject:** Community Charities Program

**PLEASE READ THIS ENTIRE LETTER CAREFULLY AS IT EXPLAINS ALL OF THE RULES AND GUIDELINES THAT MUST BE FOLLOWED FOR YOUR APPLICATION TO RECEIVE CONSIDERATION.**

Community charity has been one of the great Masonic missions since time immemorial. Supporting worthy causes in the local community provides a visible role for the Lodge that our non-Masonic neighbors can understand and respect. It also adds to the cement that binds us together as Brothers. The Michigan Masonic Charitable Foundation supports Masonic Lodges throughout the state in achieving this mission through the provision of matching community grant monies, effectively doubling the impact of the Masonic gift to the community. For example, if a Lodge donates \$500.00 to a community charity, the Foundation will match that donation with its own contribution of \$500.00.

The Foundation is currently focused on two objectives: one, to make applying for a Community Charity grant easier so that more Lodges will participate in the program, and two to provide the supporting documentation needed to protect the tax-exempt status of the Foundation.

A Lodge may apply for matching funds, not to exceed \$1,500.00, for one or more local programs during a fiscal year. A fiscal year begins on April 1 and ends on March 31 of the following year. Completed Applications should be submitted as soon as possible, as they are generally processed weekly throughout the year. If a Lodge wishes to spread its contributions throughout the year and/or between varied charities it may do so if indicated in its application (example: \$500.00 for Christmas Food Baskets and \$1,000.00 for another charity at another time).

***What does the Lodge do?***

Fill out the application thoroughly and provide necessary supporting documents.

Mail the application and documents to the Grand Lodge of Michigan.

***What charities does the Foundation provide funds for?***

The Foundation supports worthy local programs, including but not limited to the following examples:

- Food and clothing for the needy
- Local Salvation Army efforts
- Purchase of equipment for school programs, local parks and facilities, and community fire and police programs
- Programs for disabled and /or disadvantaged children
- Special efforts to aid youth and the aged



***What charities WILL NOT be supported by the Foundation?***

The Foundation **will not** provide support to national charity programs such as the American Red Cross, March of Dimes, or national cancer programs such as the American Cancer Society. The Foundation **will not** provide funds to support Appendant Masonic Bodies as listed in the Blue Book, or specific church or synagogue programs that promote religious objectives contrary to the tradition of Freemasonry favoring any specific religion or creed, or individual causes without an established fund. It will however provide funds to institutions that provide community-wide assistance.

Note that funds **will not** be available for scholarships under the Community Charity Program. This is a separate program and requires separate application forms.

***Special Note***

Any questions regarding applications or the Community Charity Program may be directed to the Michigan Masonic Charitable Foundation or the Grand Lodge of Michigan. The telephone number of the foundation is 800-994-7400.

Michigan Masonic Charitable Foundation

**Application for Community Charities Program**

**Please Print**

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Lodge Name and Number

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Secretary Name

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Secretary Mailing Address

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City and Zip

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Telephone Number

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Cell Phone Number

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Title of Community Charity Program(s)

**Briefly** describe the Community Charity Program activity or activities for which your Lodge wishes to receive Foundation matching funds, including the amount for each program, what organization and/or individual will receive the contribution and who will benefit directly from the support. If you wish to provide additional documents or material, please attach.

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What, if any, community recognition or other form of public awareness will the Lodge receive as a result of its contribution? (Upon receipt of this application a Foundation representative will contact you to assist you with media)

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**Lodge Intentions**

Intended Lodge Contribution        \$ \_\_\_\_\_

Requested Foundation Contribution \$ \_\_\_\_\_

Total Contribution to Charity        \$ \_\_\_\_\_

**Comments:**

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We, the undersigned, confirm that this application for Community Charity is complete and accurate and reflects the intentions of the Lodge. Our Lodge voted to approve this application at its Regular Communication on the date of \_\_\_\_\_. If this application is approved, we agree to use the funds provided as specified in this application.

Respectfully Submitted,

\_\_\_\_\_  
Worshipful Master

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

***On application remember to:***

**Affix Lodge Seal Here**

- Fill out application completely
- Obtain necessary signatures
- Affix Lodge seal

**Office Use Only**

**Action by the Michigan Masonic Charitable Foundation is as follows:**

At its meeting of \_\_\_\_\_, the Trustees of the Michigan Masonic Charitable Foundation voted to (approve / deny) the above Application.

Breakdown Foundation approved:

Lodge Contribution        \$ \_\_\_\_\_  
Foundation Contribution    \$ \_\_\_\_\_  
Total Contribution to Charity \$ \_\_\_\_\_

\_\_\_\_\_  
Michigan Masonic Charitable Foundation

\_\_\_\_\_  
Dated

**Notes/Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## PHOTO RELEASE

I hereby declare that I am of legal age (unless otherwise stated below) and am the legal owner of, or have the right to permit the taking and use of, photographs and other property designated as personal assets.

For, and in consideration of good and valuable consideration, receipt of which is hereby acknowledged, I hereby give the Michigan Masonic Charitable Foundation, its legal representatives, affiliates, subsidiaries, successors and assigns, and all persons or corporations acting with its permission, or upon its authority, and all persons and corporations for whom it is acting, the absolute right and unrestricted permission to take, copyright, use, or publish photographic portraits or pictures of the designated property for art, advertising, trade, commercial use, or any other lawful purpose.

I hereby waive any right that I may have to inspect and approve the finished product or advertising copy that may be used in connection therewith, or the use to which it may be applied.

I hereby release, discharge, indemnify, and agree to hold harmless the Michigan Masonic Charitable Foundation, its contractors, employees, successors, affiliates, subsidiaries, or others for whom MMCF is acting, from any liability by virtue of any use whatsoever, whether intentional or otherwise, that may occur or be produced in the taking, processing, or publication of said portraits or pictures, including any blurring, distortion, alteration, optical illusion, or use in composite form.

I hereby acknowledge that I have read this release and waiver and fully understand the contents thereof.

\_\_\_\_\_  
Model Signature (or Signature of Authorized Agent  
or Parent or Guardian: State Relationship to Model)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Model Age

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
MMCF Representative

# **Important!**

**When your program is completed and your bikes have been awarded please fill out the following post program report as thoroughly as possible and return it to the address provided. The Michigan Masonic Charitable Foundation is requesting this information so we can gather data measuring the positive impact the Bikes for Books Program is having in schools throughout Michigan.**

**This important information is going to be critical to our efforts to secure new program partners and funders. Doing this successfully will allow the Bikes for Books Program to not only continue in your community but to be provided for the benefit of new Michigan students.**

**The Michigan Masonic Charitable Foundation sincerely thanks you for your collective efforts that make the Bikes for Books Program a success for everyone.**



MICHIGAN MASONIC  
*Charitable*  
FOUNDATION  
A LEGACY OF GIVING

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## **Bikes for Books Post – Program Report**

*Please fill out the information below as thoroughly as possible and have the participating Masonic Lodge return it to The Michigan Masonic Charitable Foundation at the following address:*

Michigan Masonic Charitable Foundation  
Attn: Chris Takacs  
1200 Wright Avenue  
Alma, MI 48801  
or by email at [ctakacs@mmcfonline.org](mailto:ctakacs@mmcfonline.org)

### **To be filled out by the Masonic Lodge**

Lodge Name and Number: \_\_\_\_\_

Lodge Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ email: \_\_\_\_\_

Participating school and location: \_\_\_\_\_

Program School Year: \_\_\_\_\_

Number of Bikes Awarded: \_\_\_\_\_ Number of Helmets Awarded: \_\_\_\_\_

Boy Recipients: \_\_\_\_\_ Girl Recipients: \_\_\_\_\_

Total Monies Spent on the Program: \_\_\_\_\_

Community Charities Matching Dollars Received by the MMCF. Yes\_\_\_ No \_\_\_

Bike Retailer: \_\_\_\_\_ Helmet retailer: \_\_\_\_\_

**To be filled out by the participating School**

**Positive Impact Data**

**Total number and percentage of students participating: \_\_\_\_\_**

**Measured Reading Improvement to grade level all students year on year?**

**Yes\_\_ No \_\_ If yes by what percentage over last year? \_\_\_\_\_**

**Measured Testing improvement all subjects year on year?**

**Yes \_\_ No \_\_ If yes by what percentage over last year? \_\_\_\_\_**

**Measured attendance improvement all students year on year?**

**Yes\_\_ No \_\_ If yes by what percentage over last year? \_\_\_\_\_**

**Please add any additional achievement that you feel would be useful in measuring the positive impact of the Bikes for Books Program in your school.**

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**Please provide us with your name and contact information below so we may contact you for more information if needed. Thank you for your participation in the Bikes for Books Program and for your willingness to assist the MMCF in gathering this very important information.**

**Name: \_\_\_\_\_**

**Work Phone: \_\_\_\_\_**

**Email: \_\_\_\_\_**