

WHO DO I NEED TO TALK TO AT THE GRAND LODGE OFFICE?

Ever wonder which person at the Grand Lodge Office you should talk to about a particular issue? Hopefully the following information will clear up some of that for you.

Accounting: Each of us does a separate part of the accounting process. Debbie prepares deposits. Michelle takes care of accounts receivable and payable, and oversees inventory.

Address Changes: Michelle and Debbie both handle address changes.

Annual Communication: Both Michelle and Debbie are heavily involved with the details of Annual Communication, so you can talk to either of us and we'll find an answer for you. If you have a question regarding facilities or specific details of the event, Michelle takes care of those.

CHild Identification Program (CHIP): Michelle is the State CHIP Coordinator and handles most aspects of the program, including keeping track of the event calendar and bookkeeping for the CHIP Foundation, and can answer any questions you might have about donations or event finances.

Correspondence: Although most letters go out signed by Michelle, if you have a question that involves correspondence within Nebraska or from another jurisdiction, Debbie is probably the person you're going to need to speak to.

Dues Cards: Debbie takes care of printing and keeping track of all of our membership dues cards.

Grand Master Correspondence and Dispensations: Michelle takes care of all of the correspondence for the Grand Master, including dispensations. If you need to request dispensation for something, or have a question regarding a letter you received from the Grand Master, chances are, Michelle can help you.

Jordan Medal: Debbie can help you if you have questions about Jordan Medal presentations and materials.

Masonic All-Star Band Camp: Although there is a Grand Lodge committee that makes decisions regarding the camp, the logistics of the camp are organized through the Grand Lodge Office. Michelle takes care of much of the planning for the camp, including facilities arrangements and planning the activities. Michelle also takes care of tracking the paperwork for the students and scholarships available. Both Michelle and Debbie are onsite at UNK during the camp. Debbie takes care of getting the news releases to the Nebraska papers for band.

Membership Records: Debbie takes care of keeping our membership records up to date, including logging all of the monthly reports and reconciling our totals with your Lodge totals each month. She is also the person to talk to about perpetual memberships. Have a question about your Annual Return, Suspension Reports, or Election Reports? Debbie is also the person to speak to about those.

Museum and Library Donations: If you need information regarding what to do with donations for the Nebraska Masonic Foundation Library and Museum, either Debbie or Michelle will be glad to help you. If you have items to be donated, they will be logged into our inventory and a receipt will be issued to you.

Nebraska Mason: The Nebraska Mason is a combined effort of Michelle and Debbie. Michelle receives all of the articles and pictures, designs and typesets the publication; and Debbie proofreads the publication.

Supplies, Processing and Invoicing: If you need supplies, whatever they may be, Michelle or Debbie can help you. We can invoice your lodge, or you can pay for them when you pick them up here at the office.

Website Maintenance: Any questions regarding our website at www.glne.org or the online calendar should be directed to Michelle.

Year Pins: Debbie takes care of keeping track of year pin presentations and the related correspondence. She can help you with the year pin application and presentation process.

We have email addresses at which you can reach us. They are: michelle@glne.org, and debbie@glne.org. Our mailing and physical address is Grand Lodge of Nebraska, 301 N. Cotner Blvd., Lincoln, NE 68505-2315. You can reach us by calling 402-475-4640 or 800-558-8029.