



## Questions and Clarification

Clarification of any of these points can be sought from the Provincial Grand Charity Steward via the Provincial Grand Secretary.



## Provincial Websites

English Website:  
<https://glpvalencia.com>



Spanish Website:  
<https://glpvalencia.org>



## Charity Stewards and Officers undertaking fundraising

This explanation of the Charity Stewards' role also applies to those Lodges where there is no Office of Charity Steward, and the organisation of events and fundraising is undertaken by a Charity Team or another officer.

**It is essential that all decisions on fund raising, and the distribution of money are made in accordance with the Lodge bylaws and protocols.**

### General

The main role of the Charity Steward is to organise fundraising events for his Lodge which support local charities. Lodge charity events should have an element of fun not just concentrating on the bottom line. However, in many Lodges the Charity Steward may be asked to organise or contribute to events which raise funds for:

- \* The Lodge's Benevolent Fund or Almoner's Fund
- \* Provincial Charities
- \* The Provincial Almoner's Fund



- \* The Provincial 2026 Festival
- \* Other emergencies which may arise at local or Provincial level or beyond.
- \* Additionally, the Charity Steward is usually a member of the Ladies' Night Committee.

The Provincial Grand Master encourages and hopes that all Lodges will look beyond their own boundaries and make donations or raise funds for the Provincial priorities whenever possible.

### **Presentation of donations**

Following a fundraising event, it is suggested that a presentation of the donation be made to representatives of the Charity by the Worshipful Master, the Charity Steward, and other agreed officers of the Lodge. This is an ideal time for photos to be taken and an article to be composed, promoting the efforts of your Lodge.

The Provincial dress code of 'smart casual' wear should be complied with, including a collared shirt, trousers, and shoes. T-shirts, shorts, or flip flops should be avoided. The aim is to



present a professional image both in our actions and our looks.

Following the presentation, a draft press release together with photographs should be sent to the Provincial Press Officer. Articles to the press should always be approved by the Provincial Secretary, although Lodges may report the presentation in, for example, the Lodge's private Facebook Page.

Donations to registered Charities can be made by purchasing goods or services they require, or by bank transfer; whichever seems most appropriate to the Charity's needs. Unregistered Charities should be avoided.

### **Fundraising**

While ticket prices may include an element of profit, the main fundraising income normally comes from raffles.

Raffles are permitted at Masonic Meetings and Masonic social events where the draw is made that same day and there are no cash prizes.



### **Record Keeping**

An ongoing record should be maintained summarising the events which have been organised and where the funds have been distributed. All monies collected should be given to the Lodge Treasurer to be deposited into the Lodge account.

### **Relationship with the Province**



Charity Stewards are encouraged to attend meetings organised by the Provincial Grand Charity Steward. These spread ideas and good practices and provide training and development opportunities.

New Charity Stewards can consult the Provincial Grand Charity Steward should they need any help or training in areas such as producing booking forms, table planning, spreadsheets, or for any guidance on the law.