

Activity Guide for an Educational Event on End-of-life Planning and the Final Wishes Resources Member Benefit

Activity Category	Educational Event
Event Description	<ol style="list-style-type: none"> 1. Name of event: 7 steps to get your <i>house</i> in order 2. Will there be a presenter or host? <i>Select yes.</i> 3. Who will present or host the event? Your local Modern Woodmen representative. <i>The Fraternal Department has created a PowerPoint presentation and script for this educational event. The Modern Woodmen rep can find it in the Fraternal Benefits section of The Resource Center.</i> 4. Please describe the event: Members will learn about end-of-life planning with the Final Wishes Resources member benefit.
Event Location	<p>Option 1: Arrange to hold the educational event at a venue with:</p> <ul style="list-style-type: none"> • Private room for attendees to meet • Screen or blank wall on which to project a PowerPoint presentation • Projector <p>Option 2: Ask the local Modern Woodmen representative to host a virtual meeting, using his/her Zoom account.</p>
Attendance Cost	<p>Free</p> <p><i>If you plan to provide a meal or discount on a meal, include this in the Cost area.</i></p>
Event Cost to the Chapter	<p>Include the projected cost of the event. Modern Woodmen representatives cannot receive payment for their time.</p>
Additional Information for Invitation	<p>Learn about Final Wishes Resources. This benefit helps you share end-of-life wishes with family. A Modern Woodmen rep will show us the process.</p>
Additional Contact (Financial Rep)	<p>Choose the Modern Woodmen representative who will present at the event. <i>This field is optional.</i></p>
Hosting the activity	<p>Before the event:</p> <ul style="list-style-type: none"> • Work with the local Modern Woodmen rep to select the date and venue and make other arrangements. • Ask the Modern Woodmen rep to: <ul style="list-style-type: none"> ○ Bring equipment needed to run the PowerPoint presentation. ○ Order the Intro to Final Wishes flyer (Form 79C) and/or Your Member Benefits flyer (Form 453C) to hand out at the event. • Determine how to spend the \$200 allowance for the events. You could: <ul style="list-style-type: none"> ○ Use the funds for light refreshments. ○ Purchase one or more door prizes. You can use a maximum of \$75 toward door prizes.

- Order the door prize drawing form (F1134) if you plan to give away door prizes.

At the event:

- Meet the Modern Woodmen rep 30 to 60 minutes before the event to:
 - Test the PowerPoint presentation.
 - Set out Intro to Final Wishes and/or Your Member Benefits flyers.
- Use Fraternal Connect to take attendance. Remember to update members' contact information if you have time.

After the event:

- Complete the activity report.