



Guidelines for Using the Letter to Masonic Bodies

- Be sure to address the letter to the Presiding Officer and their correct Lodge/Chapter number.
- Double check that you have included the flyer to your event!
- Ask your adult contact for their consent to share their personal contact information!
- Use this as a general letter and provide fun, personalized attachments to demonstrate your Assembly's personality and highlights. For example:
 - Provide a separate page about your Assembly's meetings and traditions or any fun photos
 - Provide any details about our state traditions and projects
- Be respectful of the Lodge/Chapter's meeting night and send this to the Presiding Officer and Secretary **at least 2 days in advance** to their meeting!!!

- Remember: you may not know if they are inviting someone to your event so make sure it is prepared and executed! Do not cancel the event you are inviting them to attend. They may invite someone and not let your adult know. Following through is key!
- Before contacting the Membership Team with questions, consult the example document.
- Contact the Membership Team at caiorg.membership.team@gmail.com for any questions.