

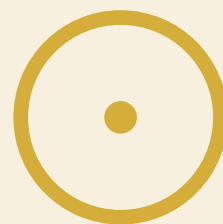
BROTHERHOOD OF PURPOSE
PRACTICAL LODGE GUIDES

Asking for Help

*Share the lodge work without wearing out the
same Brothers*

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VISUAL GUIDE

The whole plan, on one page

Sharing the lodge work without passing on burnout. Start with Lee, the Secretary who has eleven hours of work and six hours available, on page 4.

**WHAT TO BRING**

A pen if helpful, the next deadline, and an honest estimate of your time. Forms are optional.

Finished means an accepted task with a clear end, or an honestly named gap for the right person to resolve.

WORKED EXAMPLE

See the work: a filled task list

Made-up example. Sam helps with a monthly supper. He writes his own tasks, not scores for other brothers.

FILLED-IN EXAMPLE	Details
Task	Plan and serve the supper.
Real work	Buy food, carry it in, set tables, cook, serve, clean, return supplies.
Time	Roughly six hours, including travel and messages. Sam had thought it was two.
Promise	Next supper is already announced. Food order due Friday.
What is required	Safe food work and use of the hall must follow the rules checked by the lodge. Menu and format may be changeable; Sam must ask.
What Sam can offer	Two hours for the next supper, then no regular kitchen lead role.
Who must know	The person in charge of the supper and the lodge officer who can approve a change.
Next step	Talk before the food order is due.
Look for hidden time	Messages, travel, setup, cleanup, and fixing mistakes count. So does teaching the next person. Count a helper only after he agrees.

Use the optional blank on 22 for one task. Keep health, money, and family reasons private unless you choose to share them. A time limit does not need a personal story.

WORKED EXAMPLE

A small job offer: filled example

Made-up offer. This is one piece of a meal, not an unnamed promise to handle whatever comes up. Sam asks Pat before putting him on the plan.

FILLED-IN EXAMPLE	Details
Purpose	Make the dining room ready for supper.
Task	Set six tables using the room plan.
Date and time	Friday, 5:30-6:00 p.m.
Place	Dining room; meet Sam at the approved entrance.
Help and supplies	Sam shows one table. Supplies are already in the room. No purchase, cooking, lifting heavy tables, or cleanup is part of this job.
Choice	Pat may decline or ask for a change.
Finish	Sam checks the setup at six; Pat is done.
If Pat cannot come	Tell Sam in the agreed way. Sam asks the person in charge to simplify the setup; Pat need not find his own replacement.
Status	Proposed until Pat agrees.

Use the optional card on 23 for a real offer. Include teaching and travel when estimating time. A small job still needs a clear contact and a safe way to do it.

WORKSHEET

One small task: the whole offer

Optional reminder. For the table-setting example on 12, this one card is enough. For an ongoing responsibility, use the fuller request and handover pages.

Job - and what is not included**Date and place****Start and finish****Help, supplies, costs, and whom to contact****His answer: yes, no, needs time, or a smaller offer****If plans change, what happens? When is the job finished?****THE FINISH**

Ask first. Write accepted only after he agrees. A refusal does not require a reason.