

A friendly message he can decline

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FREE CONTACT AND RETURN CHECKLIST • Use this on its own. A chat, a clear no, or a wanted visit can each be a good result.

Before you send it

If acting for the lodge, check who is already in contact and any request to stop. Use a route he has chosen or an existing route you are permitted to use. If unclear, pause. Do not make a surprise visit or ask family why he has been away.

“Hello [name], it’s [your name] from [lodge]. I’d welcome a chat if you would. This is not a request for dues or work.

You do not need to explain your time away. If you want contact, what way suits you? It is fine to say no.”

Only say it is not a dues or work request if that is true. If you call, confirm you are speaking to him, name yourself, and ask whether now is a good time. For voicemail, leave only your name and reply details; no private lodge matters.

Let the reply set the next step

YES: Listen; ask what he wants next.

NOT NOW: Let him contact you, unless he asks for an agreed later contact.

NO: Thank him and stop. For lodge calls, pass only his stated contact limit to the person who applies it.

NO REPLY: End this invitation. Do not chase, switch routes, or send someone else. Silence does not mean a request to stop all contact.

He does not owe an explanation, a visit, or work. A separate survey or job request needs its own clear invitation.

A return plan: filled example

Made-up example. Each heading matches a box on the next page. Leon wants supper only. A meal has its own entry rules.

Event, date, place, cost, start and end

Supper, November 12, 2026, Cedar Lodge hall, 100 Example Street, Example Town. Cost: \$8. Start 6:00 p.m.; finish 6:45 p.m.

Who checked entry? Any private check left?

The officer responsible confirmed Leon may attend supper. No closed meeting is planned. A closed meeting would need its own private check with an authorized officer.

Meeting place, willing host, and contact

Pat agreed to meet Leon at the side door at 5:55 p.m. Leon can reach Pat through their existing text thread.

Wanted help, willing helper, and sharing

Leon wants the step-free door. Pat checked it and will meet him there. Leon agreed Pat may tell the meal host he will eat.

Public welcome and photo

No public welcome. No photo. No job or speech.

Send details, reminder, and cancellation

Send the confirmed plan once by text. Leon wants no reminder. Either person can cancel in that same text thread.

**Confirm real details before promising a visit. He can change his mind.
Use the matching blank on page 3.**

Plan the visit he actually wants

Read the filled example on page 2. Fill this only if he wants a visit. Keep a real plan private.

Which event? What date, place, cost, start time, and end time?

Who checked event access? Is a private status check still needed?

Where will we meet? Who agreed to host? How can he reach the host?

What help does he want? Who said yes to helping? What may they be told?

Public welcome: yes/no. Photo: yes/no. No answer means no.

How will I send the plan? Reminder wanted? How can we cancel?

Send the confirmed plan. He can change his mind. Sharing a photo needs a separate agreement. Keep real plans private.

Share this complete handout with author and brand credit. Label local changes.