



Granges urged to continue Cultivating Connections

A guide to virtual meetings
and/or socials for all Granges

Issued by the National Grange | May 2020



Includes step-by-step visual guide for creating accounts and setting up and functioning
in meetings for those joining by computer, smart device or home phone

GRANGES URGED TO CONTINUE CULTIVATING CONNECTIONS

RULINGS AND BYLAWS RELATED TO MEETINGS HELD NOT IN PERSON

As of 2016, per a ruling by National Master Betsy Huber, Granges are permitted to meet and conduct business using virtual tools such as conference calls and video conference software. Delegates to the 150th Annual National Convention elected to have State Granges determine their adoption of any rules regarding virtual Grange business meetings within their jurisdiction. All Granges are encouraged to allow members to participate virtually, even if State Grange delegates or Executive Committees have restricted voting on business issues or put in place other restrictions related to virtual participation or items that may be voted on by those taking part virtually. All Granges are strongly encouraged to schedule events and make available virtual attendance for non-business “socials,” especially during the time of the COVID crisis or in times of inclement weather in order to continue to follow the Bylaw requiring at least one meeting per month.

You are encouraged to review your State Grange Bylaws or contact your State Master to determine what activities and actions may be taken during virtual Grange meetings. Upon review of meeting options and guidance by your State Grange of what can occur at virtual meetings, Granges should advertise to all members the connection information in order for each to attend. Phone trees, physical mailings, email, social postings, and calendar items sent to local news outlets are all pieces that should be used, especially when advertising social events the entire community can be a part of.

FREE PLATFORM OPTIONS

- **FreeConferenceCall.com** – Video and Voice (smartphone or landline) conferences; easy-to-use app; unlimited participants; 6 hours maximum meeting length; can record the audio and video of the meeting (record button at bottom center of app screen or *9, 1 by phone) and easily access recording with a link (if you are not online, the link may be emailed to someone you identify).
- **Zoom** – Video and Voice conferences; up to 100 participant lines (so if you have three members in one house, using one device to access the meeting, that counts as 1 participant line); easy-to-use app; 40 minutes per meeting maximum for free plan; can record audio and video of the meeting to the local computer or smart device that is hosting or co-hosting the meeting.
- **UberConference** – Voice and Video connection options; no app to download; meetings may only have up to 10 participant lines; maximum 45 minutes per conference event; can record the audio of the meeting (record button at bottom center of app screen or 00 by phone) and easily access recording under “Past Conferences” tab and download as MP3 or play (if you are not online, the download may be emailed to someone you identify).

Additional options are available for cost, with subscription, as video-only options, or for groups with a majority of users who are highly tech savvy. These include Microsoft Teams, GoToMeeting, Skype, Slack, Join.me, Facebook Workplace, Google Hangouts and others. Someone in your Grange may have access to one or more of these options and can provide key details on how to use the service.

The National Grange asks all Granges to use the platform best-suited for their members in order to continue to meet for business or socials. The National Grange has made available our Zoom for Subordinate, Pomona and State Grange use on a first-come first-served basis for meeting that are expected to exceed 40 minutes, however we encourage you first to look into FreeConferenceCall.com. Many State Granges have also purchased or have available Zoom or other interfaces. Please first contact your State Grange to determine if they have available technology for your meeting. If they do not, or you are unable to schedule a time with them and wish to use the National Grange platform, you must contact National Grange IT Director Stephanie Wilkins by email at swilkins@nationalgrange.org at least one week in advance of your proposed meeting date. She will confirm if the time is available and provide you login information.

VIRTUAL MEETING TIPS & ETIQUETTE

It's important to make sure you're connected to the internet if using a computer or smartphone and have your device on the charger or fully charged.

To get to the meeting, either click the link provided to you by the organizer if you're using a computer or smartphone or using a landline, dial the number provided then enter the meeting ID followed by #, and password if provided, followed by #. If you are logging on from a computer, you may find the meeting does not launch because you have pop-ups turned off. If this is the case, go to zoom.us and click Join Meeting then enter your meeting ID and password if necessary.

You may also download the Zoom, FreeConferenceCall or UberConference app on your computer or smartphone/tablet. This will help you access your meeting faster. If you do this, launch your app and type the meeting ID and password (if necessary) into the screen when prompted. If prompted, enter your name so others will be able to identify you. This is not required but encouraged that you put your first name or first names (ex. Amanda, Victor) and add your last name if there are others joining the meeting who share your name (ex. Amanda B and Amanda D). For those connecting by phone, your name will appear to video participants as the phone number you are calling from.

When logging into a meeting, place yourself on mute. You can do this by finding the microphone icon on your computer or smartphone screen, typically at the bottom left or center. On a home phone, you may have a mute button. If you do not, you can mute when you're not speaking and unmute when you're ready to speak by pushing *6. NO matter the way you are joining, ensure there is little noise by turning off any TVs or radios, reducing movement and alerting those in your household that you are taking part in a meeting.

If you are attending by computer or smartphone, turn your video on by pressing the camera icon on the conference screen, typically located next to the mute button on the bottom left or center. Some computers do not include a camera, but you can still join by audio-only. Try to avoid shaking or movement of your device and reduce distracting

background movement. Make sure to look at the screen to find that you are present, meaning your video includes your face, not the top of your head, your ceiling or some other view.

If you do not have a strong internet connection, consider joining by phone to reduce video lag or other connection issues.

Finally, if you are using your smartphone, tablet or computer, you will also see to the bottom right in most platforms the option to chat. It is automatically set to send your comments to the entire group. You can change this by selecting the individual you wish to send a private message to by clicking on the button that says "Everyone" and selecting the individual from the drop-down menu. Phone-only attendees will not see these chat functions, online polls or documents shared by screen, so those running or participating in the meeting are encouraged to use these options sparingly when there are phone-only participants, and if you do share a document, please describe it in detail as much as you can so phone-only participants can take full part. You may also want to send them by mail or email copies of these documents in advance if possible.

IF YOU ARE THE MEETING ORGANIZER

You are encouraged to use your normal meeting day and time to encourage participation. You may also poll your members to find out what other days and times may work to have a second social meeting or to test a new option for your meetings.

If you wish to organize a Grange meeting or social using Zoom or UberConference, you will need to go online prior to the meeting and create a free account. If you do not have a computer, the National Grange Staff can help! Amanda or Joe are available to assist by creating a free account for you on FreeConferenceCall.com or UberConference, and provide you details on your meeting phone number. Just call Amanda at (301) 943-1090 or Joe at (707) 328-0631. The conference call number they provide you can be used free, 24/7 for any future meetings, so you can tell your members a phone number to call and date and time, just like scheduling a call with a friend.

Numbers are domestic, US phone numbers but they may not be "local calls" for those still on local and long distance plans. FreeConferenceCall.com offers toll-free numbers at the rate of \$0.02/caller/minute, only charged when used as an upgrade (ex. 2 members join using the toll-free number for your meeting that lasts 65 minutes = \$2.60 charge for the meeting), but you will have to create your own account and place a credit card on file or find someone who can create an account for you in order to add this feature.

PLATFORM SPECIFIC INSTRUCTIONS/SCREENSHOTS


Freeconferencecall.com

After creating your account you'll be able to see your dashboard with your number, access code and online meeting ID, which will stay the same for every meeting. You may click on Invite to schedule a meeting and get the information necessary to provide members

Menu ▾ Online Meetings ▾ Meeting Wall ▾ Log C

Account Dashboard

Account Information Edit

 **Dial-in number** ? **(701) 802-5122**
[Buy toll-free](#) View list of international dial-in numbers

Access code ? **2798185**
[Eliminate Access Codes with One Number](#)







Online meeting ID ? **communications9142**

Host PIN ? **1173**

Playback number ? View Playback Numbers

[Change Photo](#)

Quick actions

-  Host Meeting
-  Join Meeting
-  **Invite** 
-  Download App
-  Settings

[Learn More About One Number Our Most Popular Add-On](#)

You can just copy the information highlighted OR you can fill out the schedule information and enter your email as well as any email addresses you have for your members, then click INVITE.

Invite Anyone to Join a Conference Anytime

Make it easier to invite participants using Outlook® and Google Calendar™

[Outlook® Plug-in](#) [Google Calendar™](#)

Dial-in number (US): (701) 802-5122

Access code: 2798185#

International dial-in numbers: <https://fccdl.in/i/communications9142>

Online meeting ID: communications9142

Join the online meeting: <https://join.freeconferencecall.com/communications9142>

For additional assistance connecting to the meeting text "Call Me" to the Dial-In number above and you will be called into the conference. Message and data rates may apply.

Schedule

Subject:

Date:  Time:  30 minutes 

All times in Eastern Time (GMT-0400) time zone


You'll receive an email that looks like this which you can then forward to your members with email and print and mail to your members without email. You can also take the information provided and call your members without internet and provide them the phone number, pin, time and date of the scheduled meeting.

Amanda Brozana Rios via FreeConferenceCall.com 

 Inbox - Personal 6:47 PM

April Grange Month Social 

Reply-To: Amanda Leigh Brozana Rios

 This message is from a mailing list.

[Unsubscribe](#)



You Have Been Invited to a Meeting

When:

Date and time: 4/30/20 7:00 PM - (US/Eastern)

Duration: 2.0 hours

Conference Call:

Dial-in number:  (701) 802-5122

Access code: 2798185

International dial-in numbers: [View List](#)

Video and Screen Sharing:

Online meeting ID: communications9142

Online meeting link: <https://join.freeconferencerecall.com/communications9142>

Notes:

Let's have a great meeting!

Instructions:


At the scheduled date and time, dial in to the conference. When prompted, enter the access code followed by **pound** or **hash** (#).

When you are ready to start the meeting, you can click Host Meeting.

Menu ▾ Online Meetings ▾ Meeting Wall ▾ Log C

Account Dashboard

Account Information Edit



Dial-in number [?] **(701) 802-5122**
[Buy toll-free](#) [View list of international dial-in numbers](#)







Access code [?] **2798185**
[Eliminate Access Codes with One Number](#)

Online meeting ID [?] **communications9142**

Host PIN [?] **1173**


Playback number [?] [View Playback Numbers](#)

Quick actions


-  **Host Meeting** 
-  Join Meeting
-  Invite
-  Download App
-  Settings

[Learn More About One Number
Our Most Popular Add-On](#)

You will see a screen that looks like this. You can update your Host Information if you want or leave it as it came. You can then click Host Online Meeting.

 FreeConferenceCall.com®


Audio Information

Dial-in number: [?]  (701) 802-5122

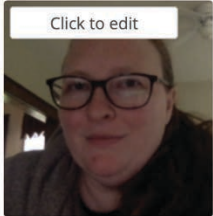
Access code: [?] 2798185 PIN

Online meeting ID: [?] communications9142

International dial-in numbers: [?] [View list](#)

Host Online Meeting 

Host Information Cancel Save



Click to edit

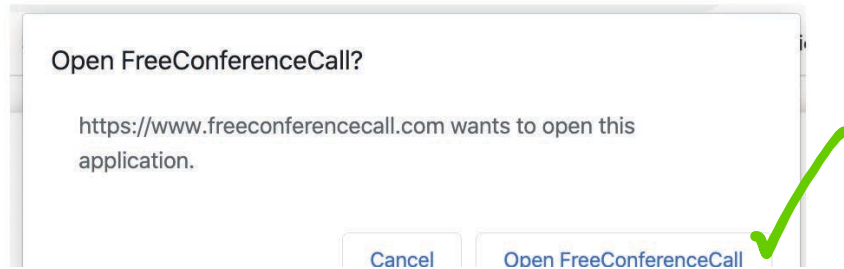
Amanda Brozana Rios

National Grange Communications & Development Director
20 Stewart Place
Shippensburg, PA 17257
tel: (301) 943-1090
communications@nationalgrange.org

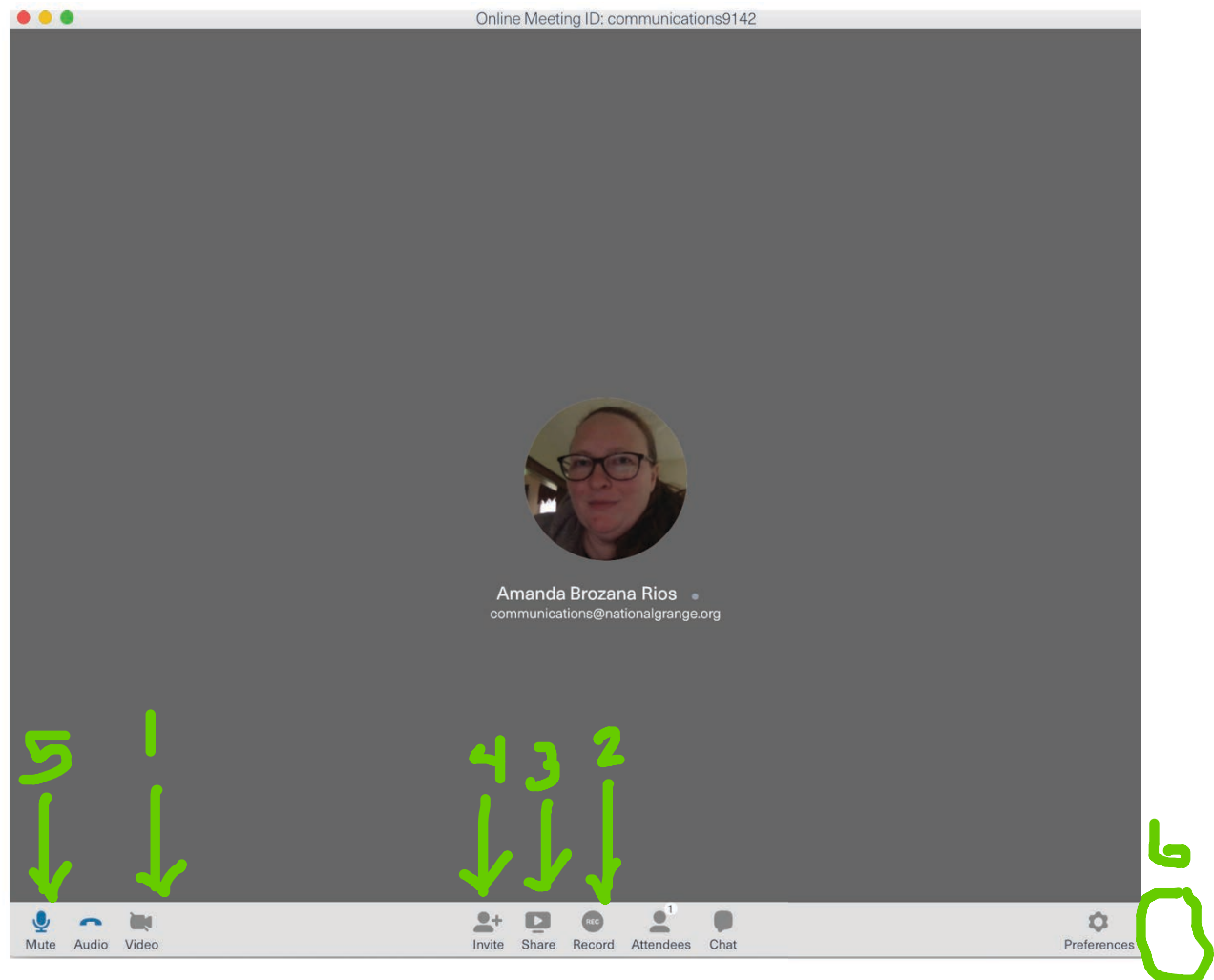
Maximum number of characters is 363

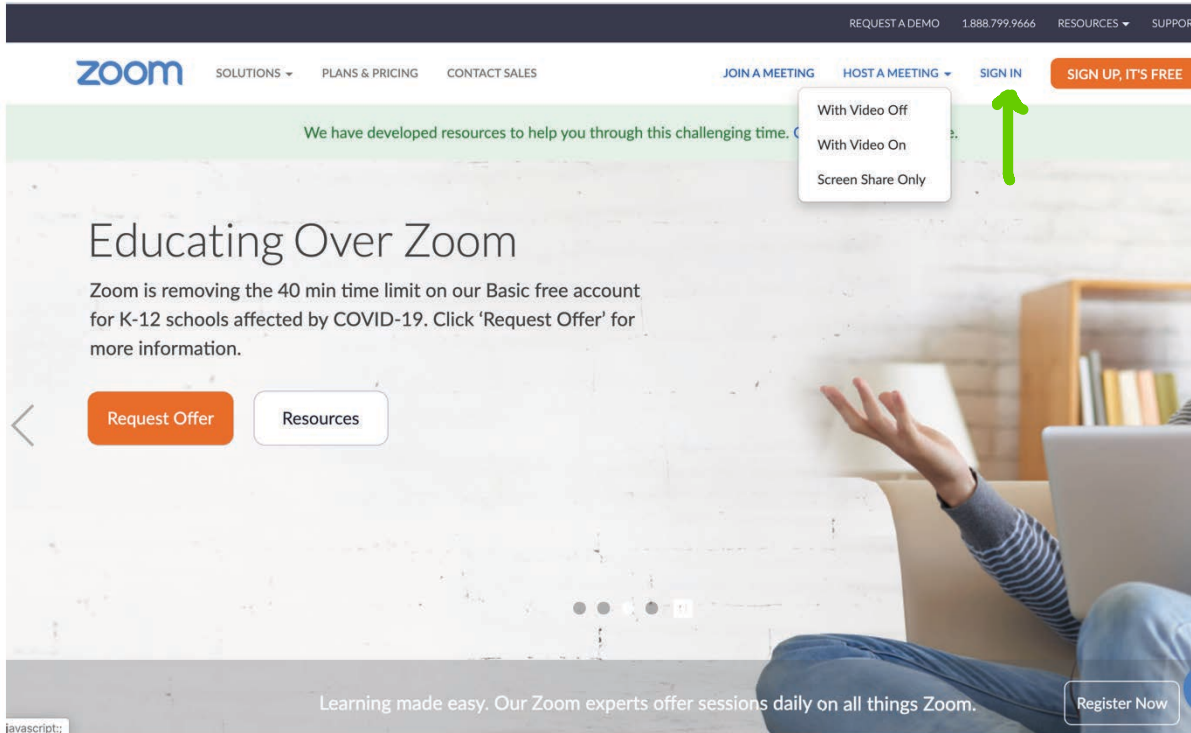
Max Characters: **363** Current count: **0**

At this point you will be prompted to click Open FreeConferenceCall if you have already
I be prompted to download

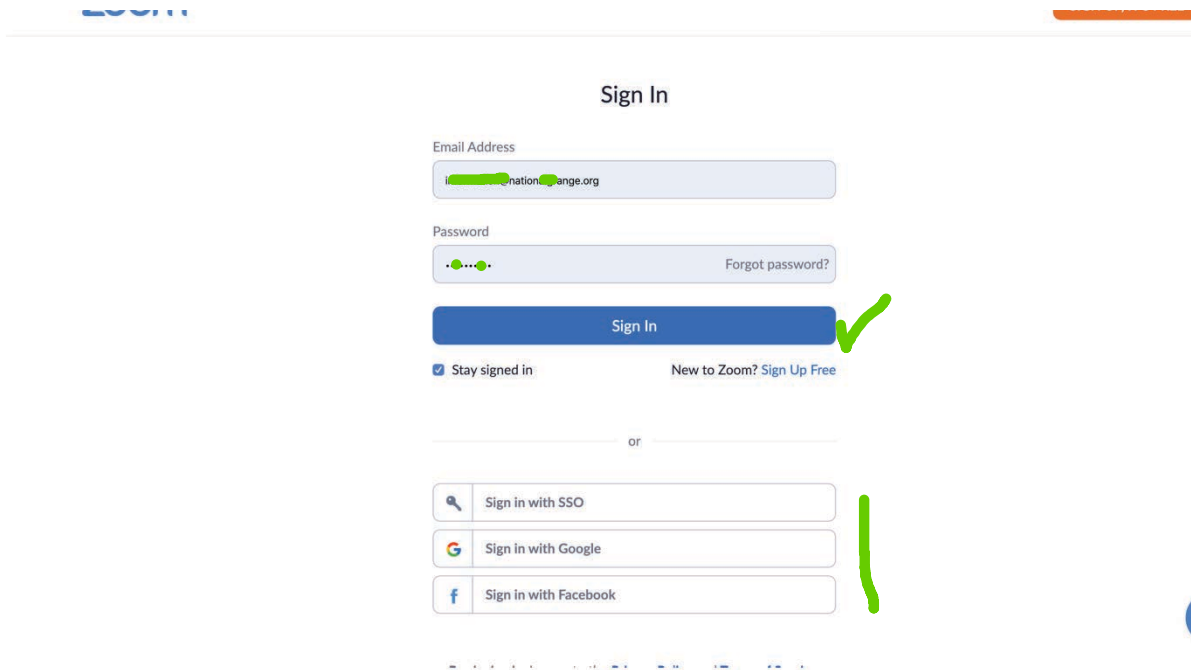


When the call opens in the app, you will see a screen similar to this. You'll want to turn your camera on (1) and prepare. You can begin the recording (2) and if you want, share your screen during the meeting (3). You can also invite additional people (4) to join while you're in the meeting room. If at some time in the meeting someone else is speaking, you'll want to mute yourself (5). You'll also notice the chat option and button to see the attendee list.





Use your email and password you used when creating your account or login using another single-sign-on like Facebook. (You must use the same thing you used to set up your account).



On your dashboard (this is the FRFF version view) you will “Schedule a New Meeting.”

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

PERSONAL

- Profile
- Meetings**
- Webinars
- Recordings
- Settings

ADMIN

- > User Management
- > Room Management
- > Account Management
- > Advanced

Attend Live Training

Upcoming Meetings Previous Meetings Personal Meeting Room Meeting Templates

Schedule a New Meeting ✓

Start Time ▾ Topic ▾ Meeting ID

The user does not have any upcoming meetings.
To schedule a new meeting click Schedule a Meeting.

Save time by scheduling your meetings directly from your calendar.

Microsoft Outlook Plugin
Add Zoom

Chrome Extension
Download

You will need to fill out all the information and make sure your time zone is correct, then click Save (at the bottom below meeting info).

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

PERSONAL

- Profile
- Meetings**
- Webinars
- Recordings
- Settings

ADMIN

- > User Management
- > Room Management
- > Account Management
- > Advanced

Attend Live Training

Video Tutorials

My Meetings > Schedule a Meeting

Schedule a Meeting

Topic

Description (Optional)

When

Duration hr min

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants.
Upgrade now to enjoy unlimited group meetings. [Upgrade Now](#)

Do not show this message again

Time Zone

Recurring meeting

Once you save, you will come to a screen like this. You will want to click on Copy the invitation and Paste that into an email or Word document. You can then share the link to the meeting with members who will log on by computer (ideally you'll also share phone information with them as well because they may use it if they experience any issues) and share the phone number, meeting ID and if you've set a password, that with other members who will access the meeting by phone.

The screenshot shows the Zoom 'Manage Meeting' interface. The left sidebar contains navigation options under 'PERSONAL' (Profile, Meetings, Webinars, Recordings, Settings) and 'ADMIN' (User Management, Room Management, Account Management, Advanced). The main content area is titled 'My Meetings > Manage "Testing"'. It displays the following details:

- Topic: Testing
- Time: Apr 30, 2020 08:00 PM Eastern Time (US and Canada)
- Add to: Google Calendar, Outlook Calendar (.ics), Yahoo Calendar
- Meeting ID: 742-1674-4104
- Meeting Password: ***** Show
- Join URL: <https://us04web.zoom.us/j/74216744104?pwd=NUY1S5s0SWpvcFdDSkNzS1VjVEZJUT09>
- Video: Host Off

A 'Start this Meeting' button is located in the top right corner. A green checkmark is placed over the 'Copy the invitation' link next to the Join URL.

If you already have a meeting scheduled, click Start next to the meeting name.

The screenshot shows the Zoom 'Upcoming Meetings' page. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Upcoming Meetings' and includes a 'Schedule a New Meeting' button. Below this is a table of scheduled meetings:

Start Time	Topic	Meeting ID	Start	Delete
Recurring	Youth Team Monthly Meeting	697-859-421	Start	Delete
Recurring	Executive Committee Meeting	971-802-693	Start	Delete
Tomorrow (Recurring) 04:15 PM	ZOOM Stream Meeting	956-846-292	Start	Delete
Tomorrow (Recurring) 07:30 PM	ZOOM Stream Meeting	956-846-292		Delete
Sat, May 2 (Recurring) 08:15 PM	ZOOM Stream Meeting	956-846-292		Delete
Tue, May 5 (Recurring) 01:00 PM	Executive Committee Slot	105-145-525	Start	Delete
Wed, May 6 (Recurring) 01:00 PM	Executive Committee Slot	105-145-525		Delete
Wed, May 6 (Recurring) 05:30 PM	ZOOM Stream Meeting	956-846-292		Delete

A green checkmark is placed over the 'Start' button for the first meeting in the list, 'Youth Team Monthly Meeting'.

The invitation will look something like this. You'll want to share it with your members. Those who are less confident with Zoom but accessing by smartphone, tablet or computer should be sent just what is highlighted in yellow. For those joining only by phone, consider sending on what is highlighted/noted in blue (choose the phone number you wish from the list that is closest to your area).

National Grange is inviting you to a scheduled Zoom meeting.

Topic: ZOOM Test Meeting
Time: April 30, 2020 08:00 PM Eastern Time (US and Canada)

Please download and import the following iCalendar (.ics) files to your calendar system.
Daily: https://us02web.zoom.us/meeting/tjErf-2urDlo2jr3NMhZCV59GjYJEa26Qw/ics?icsToken=98tyKuCtqDMuHNacs139d7QvW974bN_ljSNEuPBzsRffIBYGOyT8D8hnM-Aplc-B

Join Zoom Meeting
<https://us02web.zoom.us/j/956846292?pwd=bDVkNnVLR2dxNFdESWJkb0J2M2hrUT09>

Meeting ID: 956 846 292

One tap mobile
+13017158592,,956846292#,,1#570525# US (Germantown)
+13126266799,,956846292#,,1#570525# US (Chicago)

Dial by your location
+1 301 715 8592 US (Germantown)
+1 312 626 6799 US (Chicago)
+1 646 876 9923 US (New York)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)
Meeting ID: 956 846 292

Find your local number: <https://us02web.zoom.us/u/kkNF1Z8Nw>

re a participant

zoom SOLUTIONS PLANS & PRICING CONTACT SALES JOIN A MEETING HOST A MEETING SIGN IN SIGN UP, IT'S FREE

REQUEST A DEMO 1.888.799.9666 RESOURCES SUPPORT

We have developed resources to help you through this challenging time.

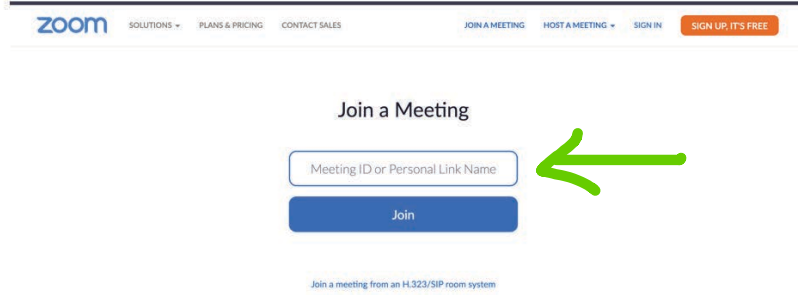
Educating Over Zoom

Zoom is removing the 40 min time limit on our Basic free account for K-12 schools affected by COVID-19. Click 'Request Offer' for more information.

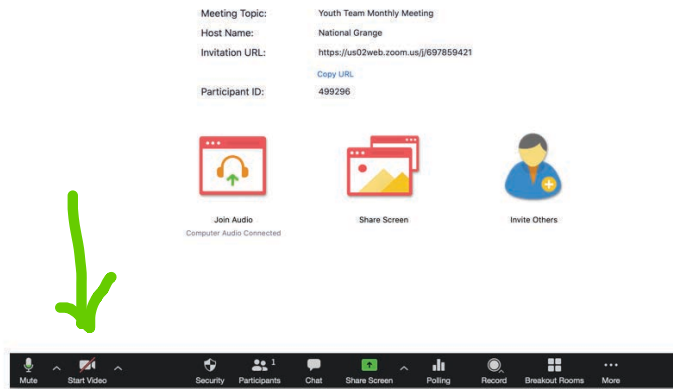
Request Offer Resources

Learning made easy. Our Zoom experts offer sessions daily on all things Zoom. Register Now

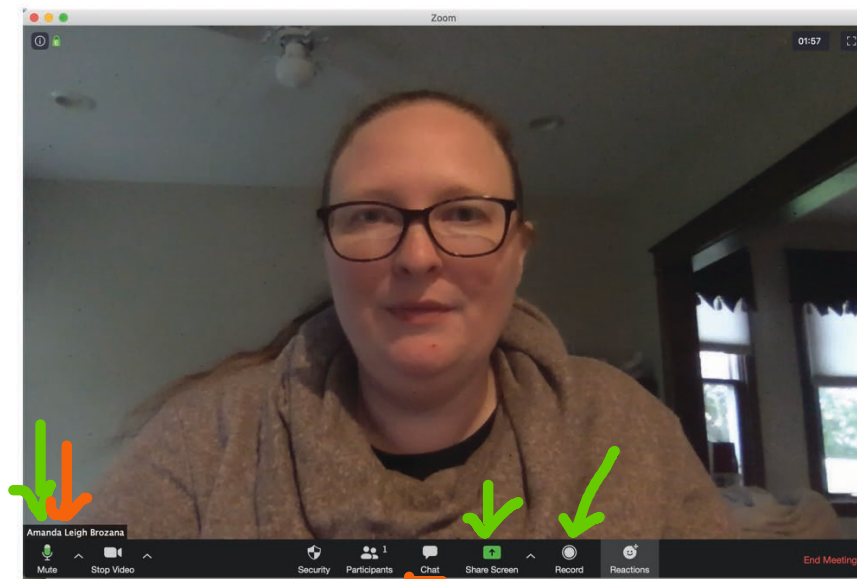
in.



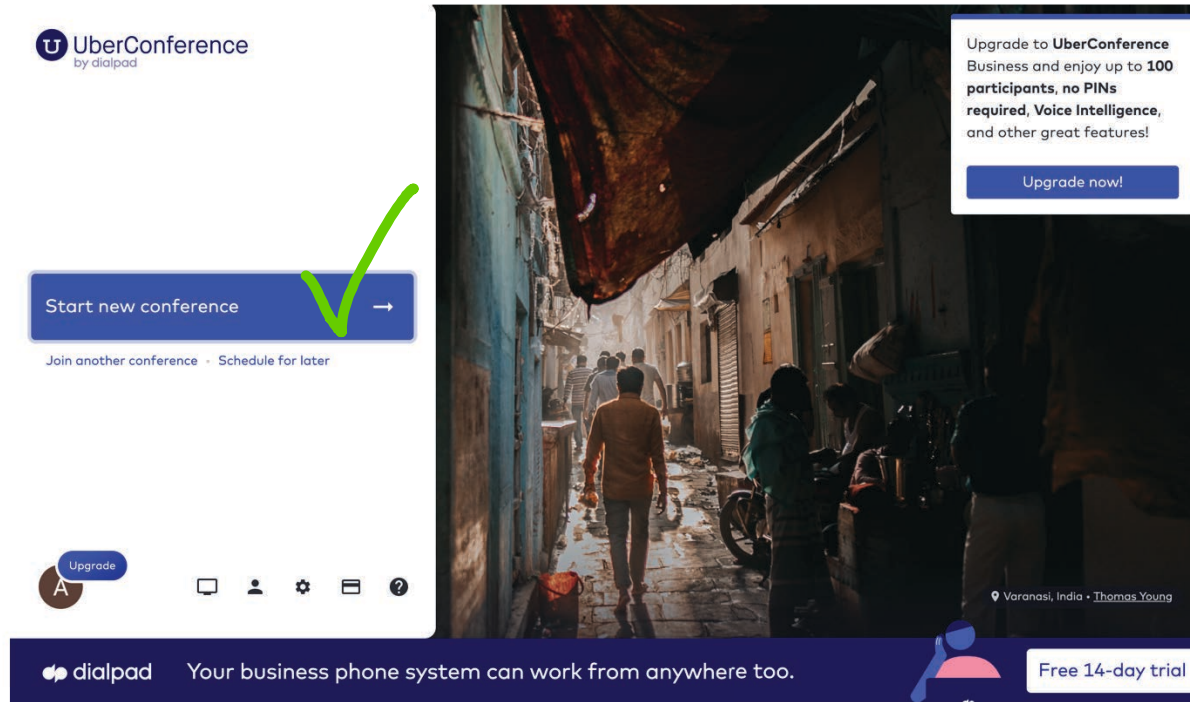
The webpage will launch the application if you've downloaded and take you to the meeting where you will want to click on start video.



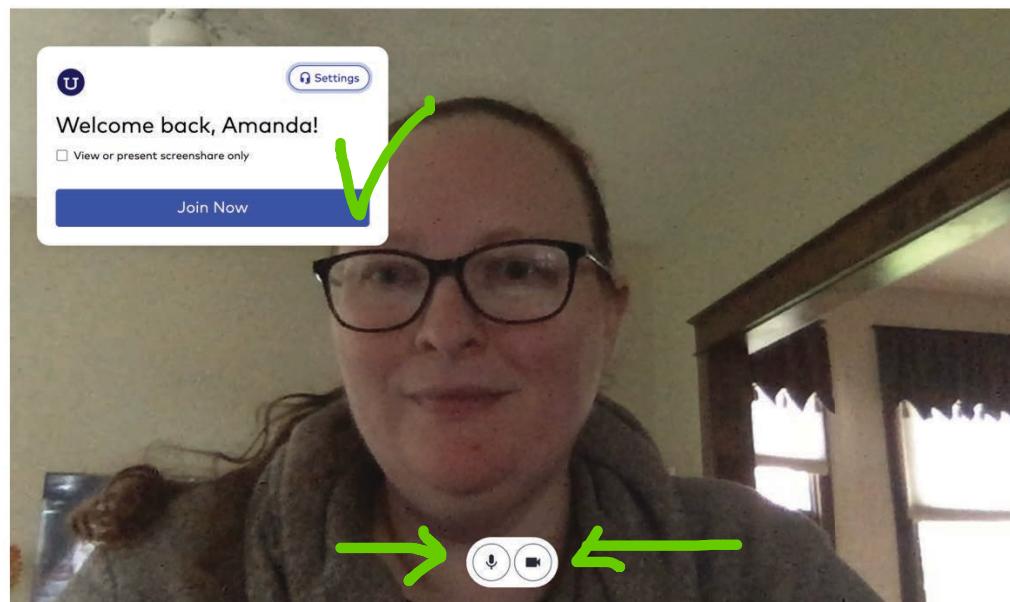
her features available to you as a
are End meeting occurs in this screen
n and end meeting, which



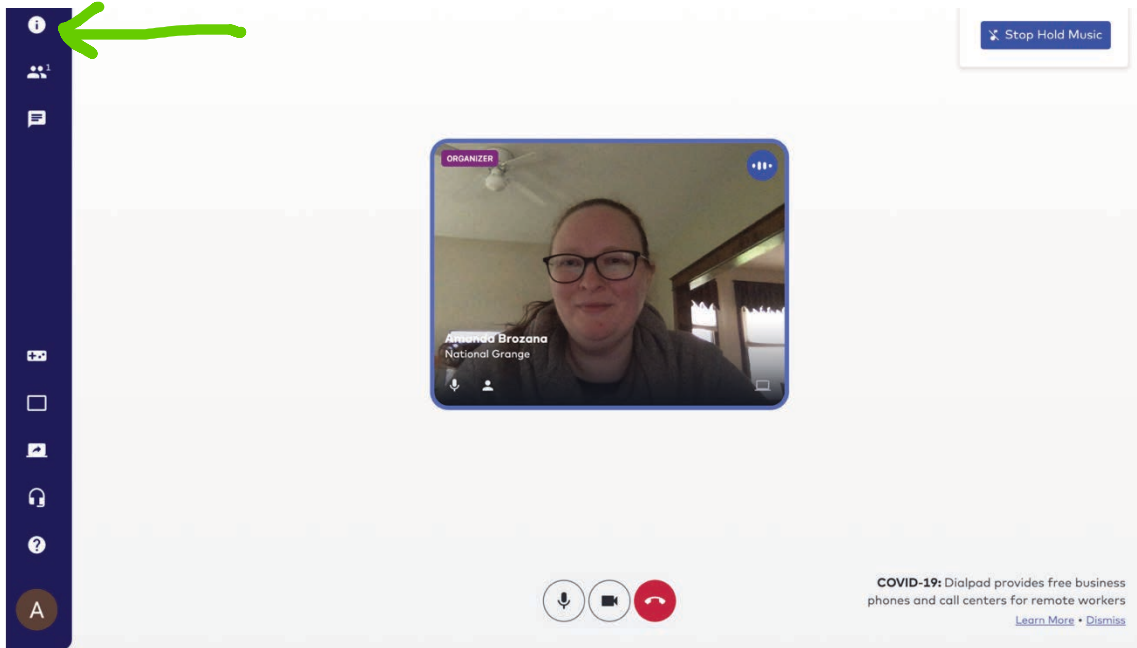
Uberconference.com



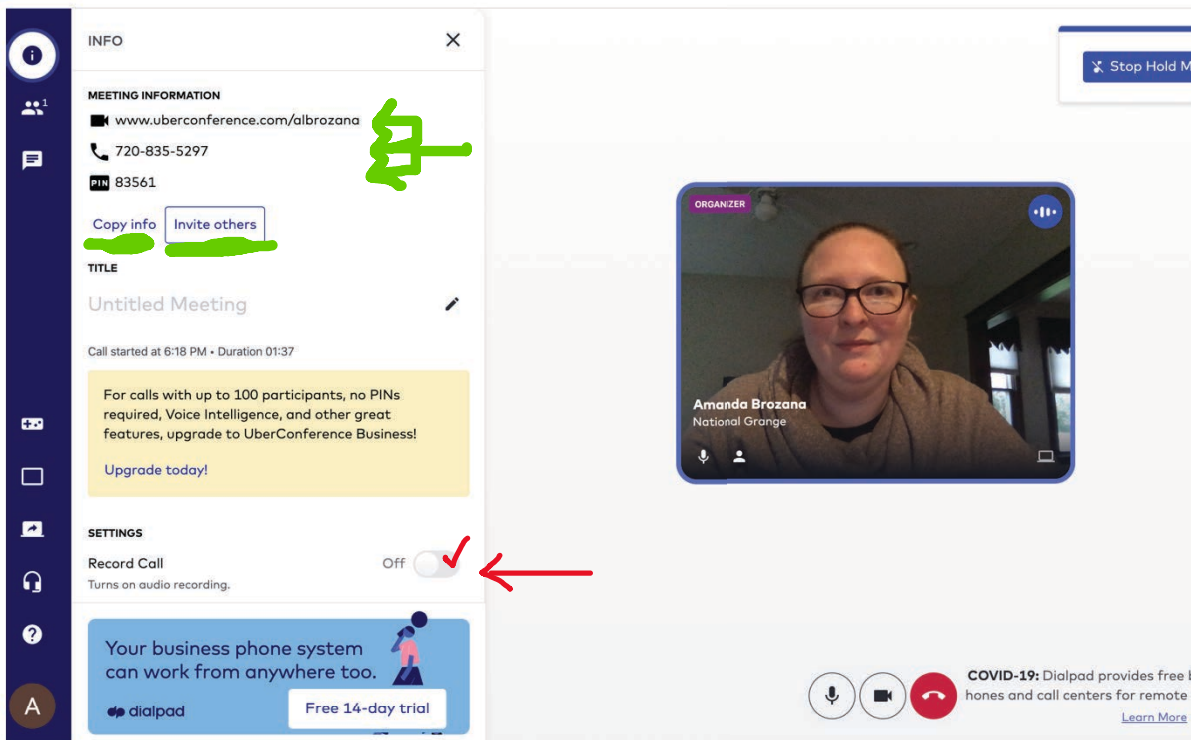
oin
be on mute.



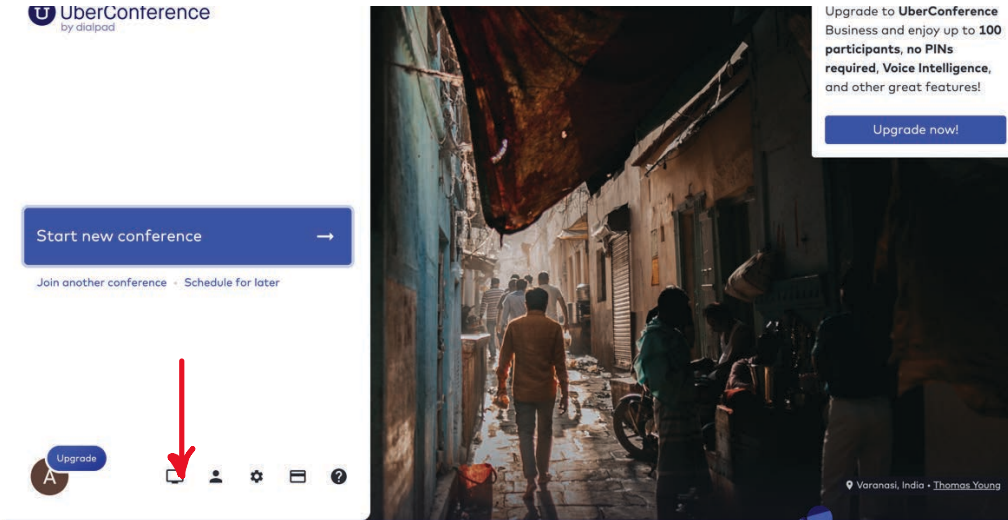
display the
meeting information that you can provide to your members. The link and number will be the same for each meeting you host.



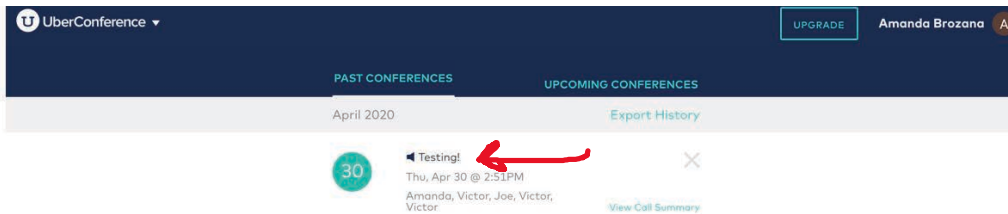
s in



Record Call button (previous image) once to toggle it from off to on.
You can find the recordings on your home screen by clicking



The recordings will appear in Past Conferences. Click on the meeting name to download the recording.



n the



, then click next.

Schedule a conference

Start Date
30 Apr 2020

How often should this conference occur?
Non recurring


Time 07:00 PM **Time Zone** US/Mountain (GMT-0600)

Duration
45 min

Name this conference *(Optional)*
April Grange Month Celebration Social

Upgrade

Upgrade to **UberConfere** Business and enjoy up to **participants, no PINs required, Voice Intelligen**c and other great features!
Upgrade now!



Type your email address (and if you have any of the emails for your members) into the box. Just typing yours may be easiest as you can then click Schedule Conference

Send invites

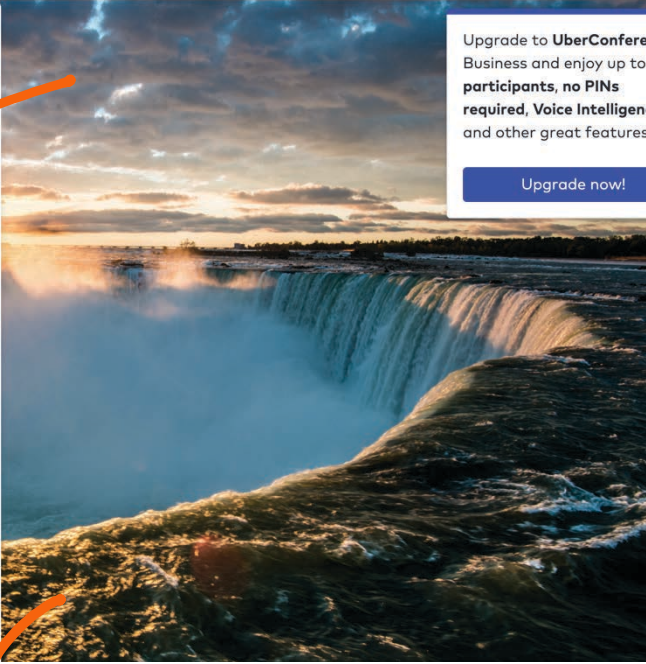
Select an invitee by entering their name, email address or phone number.

albrozana@gmail.com



No contacts found.

Add "albrozana@gmail.com" to contacts? Add

Upgrade to **UberConfere** Business and enjoy up to **participants, no PINs required, Voice Intelligen**c and other great features!
Upgrade now!




You'll receive an email that looks like this which you can then forward to your members with email and print and mail to your members without email. You can also take the information provided and call your members without internet and provide them the phone number, pin, time and date of the scheduled meeting.

UberConference  Inbox - Personal 6:28 PM Details 

Conference Created: April Grange Month Celebration Social on Thursday April 30, 2020 @ 7:00 pm (...)

To: Amanda Leigh Brozana Rios




By Dialpad


You have created a conference call!

Your UberConference Will Begin At:

April 30, 2020 at 7:00PM (MDT - US/Mountain)



April Grange Month Celebration Social

 1 Participants

JOIN THE CALL

Other ways to join

URL - <https://www.uberconference.com/albrozana>


Conference Number - 720-835-5297 PIN - 83561

Add to my calendar: [Google](#) | [Outlook](#) | [iCal](#) | [Yahoo](#)

1 Participants

A

Amanda Brozana

 albrozana@gmail.com

TECH SOLUTIONS FOR SCHEDULING SOCIALS OR BALLOTING

You may find the need to schedule a social event or something outside your traditional meeting time as a way to meet the needs of your members or community or supplement the work you are doing. A great, free tool you can use is Doodle. You can download the app or you can go online to doodle.com, create an account by clicking on Sign Up, and begin creating your first poll.

REMEMBER: If you have members who do not use the internet or smartphone apps, you should also include them in the poll or voting in some form, like calling and asking their choice and including their response in your overall tally. If you are concerned with the secrecy of balloting, you may choose to hold official ballots until you are able to meet in person.

GRANGE TRADITIONS INCLUDED IN MEETING

If you are holding a business meeting, you should work to include important aspects of the Grange order of business into your event. Much of the work verbiage in the Order of Business may still be read or spoken without alteration, such as Master's opening and closing statements, the Chaplain's prayers and the salutation. These are important aspects, maybe even more so, when our Granges are meeting in non-traditional ways to set the stage and get everyone in the mindset of a Grange meeting.

While the flag presentation and opening of the Bible may not be done in traditional fashion, you can still take a moment to acknowledge that the Bible has been opened (ex. "Worthy _____ [may be Lady Assistant Steward, Chaplain or some other member], can you please open the Bible." "The Bible is open Worthy Master/President.") and to have a flag in sight or on a screen and conduct the Pledge of Allegiance.

If your members do not have Grange manual at home, we have included the Subordinate Alternative Grange Meeting Order of Business including the Opening and Closing below. Since you likely do not have a gavel at home, you may do your best to rap or otherwise indicate to your members as business moves forward where typically you would provide one, two or three raps.

Where you would normally ask the Gatekeeper/Greeter to identify or introduce any guests, you may choose to have the visitors identify and introduce themselves. After the voluntary introductions, should the Gatekeeper (or Master if the Gatekeeper is not available) see any phone numbers or video participants they do not recognize, take a moment to ask them to identify themselves (ex. "Someone has joined us with the phone number 810-867-5309. May I ask who is with us on that number?" Or "Sally and John, I see you have someone visiting you. So our secretary can keep accurate minutes, may I ask who is joining us?") You may wish to add something like: "Visitors, we are pleased to share our Grange with you and hope you will stay after we close the business meeting to ask any questions you may have about the Grange or our work of our mentorship team."

If you have guests/potential members joining, you may add time at the close of the business meeting for questions by new members and answers by a smaller, assigned mentorship team for your Grange. Please note that if you have chosen to do so where suggested in recognition of visitors.

You may choose to wait on balloting for candidates and holding the welcoming or other ceremonial initiation into membership until you are permitted to meet again in person. We encourage you to welcome the potential new member and tell them, "We are happy you have decided to join us. We will do a full welcoming when we are again permitted to meet in person, but until then, we encourage you to listen, learn and ask any questions at the appropriate time." And assign them a Grange mentor from your membership.

Because of the length of the meeting, you may dispense with the program and hold a social or program night separate from the business meeting. We certainly encourage you to continue to hold programs and publicize them as many in our communities are looking for ways to connect with others in this difficult time. At your program event, we encourage you to dispense with the formal meeting in lieu of a more casual atmosphere that helps to cultivate connections and allow individuals to enjoy our fraternal bonds.

SUBORDINATE/COMMUNITY GRANGE ALTERNATIVE OPENING & CLOSING

OPENING THE GRANGE

M./Pres.: [Calls the Grange to order and stands during the opening ceremony; each officer, as he/she takes part should stand while speaking.] The hour of labor has arrived and the work of another day demands our attention. Worthy Overseer/Mr./Madam Vice President, are we ready to begin?

O.V.P.: Worthy Steward, please prepare for our work.

S.: My Assistants will open the Bible upon the Altar.

M./Pres.: And now, Worthy Chaplain, as laborers under the Great Master of the Universe, let us stand and bow in prayer. [Master calls up]

Chap.: [Gives the usual or an optional prayer]

Almighty Father, maker of Heaven and Earth, and Giver of all good, we return our heartfelt thanks that we are permitted again to meet each other here for work in our glorious cause. Give us patience and wisdom in our counsels as a body, that our work may be good and acceptable in Your sight, and that our labors may be blessed with a liberal harvest, and when we are called to lay down our implements on earth, may we enter that Paradise not made with hands, eternal in the heavens, and receive that welcome greeting, "well done, good and faithful servants."

We beseech You to bless the officers and members of this Grange, and all concerned with the Order from the highest to the lowest degree, and grant them prosperity. We ask all in Your holy name.

All: Amen

M./Pres.: Worthy Lecturer/Program Director, please announce the opening song.

[Lecturer announces song.]

M./Pres.: Patrons, I am about to open the Grange. Please assist with the Salutation that signifies that: A good Patron places Faith in God, nurtures Hope, dispenses Charity, and is noted for Fidelity. Patrons, in Faith, in Hope, in Charity, and with Fidelity, this Grange meeting is now opened. Worthy Overseer/Mr./Madam Vice President, please proclaim it accordingly. *[Master opens Implement Case.]*

O.V.P.: By command of the Worthy Master/President, I proclaim this Grange opened for promoting the welfare of our country and of mankind, for advancing the interests, elevating the characters, and increasing the influence of all its members, by properly transacting our business and by exemplifying our principles in Faith, in Hope, in Charity, and with Fidelity.

[Presentation of the flag, optional]

SALUTE TO THE FLAG

[Master calls down.]

M./Pres.: Worthy Gatekeeper/Greeter, do we have any guests present to be introduced?

[Gatekeeper/Greeter will respond yes or no, and if yes, will introduce the visitors.]

ORDER OF BUSINESS

1. Roll call of officers.
2. Reading records of last meeting.
3. Proposals for membership.
4. Balloting for candidates
5. Obligation, Welcoming, or Conferring of Degrees.
6. Reports of standing committees.
7. Reports of special committees
8. Report of Grange Services.
9. Communications.
10. Have reports to Pomona and State Grange been duly and promptly made?
11. Bills and Accounts/ Treasurer's report.

12. Unfinished business.
13. New business.
14. Is any member sick or in distress?
15. Program.
16. Suggestions for the Good of the Order.
17. Reading and adopting of minutes (optional).
18. Closing the Grange.

CLOSING THE GRANGE

M./Pres.: Worthy Overseer/Mr./Madam Vice President, are the labors of the day completed?

O.V.P.: They are, Worthy Master/President.

M./Pres.: As there is no more work for us today, the Steward will see that the implements are properly secured for the night, and the Assistant Stewards will close the Bible upon the Altar. *[Calls Grange up.]*

Brothers and Sisters, as we are again to separate and mingle with the world, let us not forget the principles of our Order. Let us add dignity to labor, and in our dealings with our fellow men, be honest, be just, and fear not. We must avoid intemperance in eating, drinking, and language, also in work and recreation, and whatever we do, strive to do well. Let us be quiet, peaceful citizens, feeding the hungry, helping the fatherless and the widows, and keeping ourselves unspotted from the world.

Worthy Lecturer, please announce the closing song.

[Closing song]

M./Pres.: Patrons, I am about to close the Grange, Please assist with the Salutation, that signifies that: A good Patron places Faith in God, nurtures Hope, dispenses Charity, and is noted for Fidelity.

[Retirement of the flag, optional]

M./Pres.: Worthy Overseer/Mr./Madam Vice President, please declare the Grange closed.

O.V.P.: By command of the Worthy Master/President, I proclaim the Grange closed until lawfully opened again in Faith, in Hope, in Charity, and with Fidelity.

M./Pres.: So be it.

All repeat: *So be it.*

Chap.: May the Divine Master protect, guide, and bless us all, now and evermore.

All: Amen.

M./Pres.: The labors of the day are closed. *[Gives one rap of the gavel.]*