

# NEST OFFICERS GUIDEBOOK

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## Introduction

This manual was composed by PFA National Headquarters to serve as a guidebook and source of information for Nest Officers. For more details, visit [polishfalcons.org](http://polishfalcons.org) or like us on Facebook.

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## The Official Falcon Seal



The emblem recognized as the official seal of the Polish Falcons of America was adopted in 1914 by the organization. At the time, the emphasis of the Polish Falcons went beyond its traditional physical education activities among the youth and into the mobilization of an army of Polish Americans prepared to fight for Poland’s independence in World War I.

In the emblem, the Falcon bird is shown breaking Poland’s chains of enslavement by the use of arms; behind the bird is a sword and bayoneted rifle. The organization's physical education aspect is depicted by the dumbbells in the bird’s claws. To the left are the laurels of victory and to the right are the initials (ZSPwA), which stand for the original name of the organization, the Alliance of Polish Falcons in America (Zwiazek Sokolow Polskich w Ameryce). In the background is the burial mound in Kraków of Thaddeus Kosciuszko, the patron of the Polish Falcons. The mound is brightened by the sunshine of freedom. The words in the circle surrounding the emblem, “Czołem Ojczyźnie Szponem Wrogowi,” translate to “Hail to the Fatherland—Talons to the Enemy,” one of the historic phrases of the Falcons.

The seal is a reminder, to the Polish Falcons of today, of their forefathers’ dedication to the principles of physical education, the love of their homeland—Poland, and their willingness to give their lives for the freedom of Poland.

# A Brief History of the Polish Falcons

By Dr. Donald E. Pienkos

The story of the Polish Falcons of America is all about a distinctive idea that six generations comprised of thousands of fine men and women believed in and made reality. Ultimately, dramatically adding to the transformation of America over the past 130 years and more.

Founded in Chicago in 1887, a city teeming with immigrants from all over Europe seeking a better life in America for themselves and their children. The Falcons' future focused idea was about creating a movement devoted to the physical and moral advancement of the young people of the community. The Falcons' motto perfectly summed up this idea, "Within a healthy body resides a healthy spirit, W Zdrowym Ciele Zdrowy Duch!" From the start, adults dedicated to its realization engaged in regularly instructing young men and women in a variety of healthy exercises and athletic skills. At the same time, they made it their mission to enlighten their charges about Poland, and the values of freedom they saw central to their lives in their new homeland. What is more, the Falcons' ideology quickly won enthusiastic support from the numerous other community organizations the immigrants had coordinated.

By the early 1900s, the Falcons' idea had spread far beyond Chicago, and local Falcon groups, also referred to as "Nests", where in every town and city in company with large numbers of settled Poles. Already a Polish Falcons "Alliance" of these Nests had formed too, with its programs of activities being topped off by gymnastics meets around the country culminating in a National meet – alongside the creation of an official Falcons' publication, Sokół Polski, or the Polish Falcon. Too, attired in their distinctive uniforms, the Falcons became a highly visible and proud presence at the Polish community's patriotic celebrations.

The Falcons' expansion occurred at the time of rising interest in supporting the great cause of Poland's restoration to independence after over 100 years of foreign domination. Freedom for Poland came naturally, given the Falcons' commitment to their founding idea and their Members' desire to see their old homeland gain the freedoms that the Poles in America already enjoyed. In many parts of the country, Falcon Nests even organized para-military training sessions in the belief that these skills would someday come in handy when the Poles rose up to regain their independence.

Thus, when World War I broke out in 1914, the Falcons were ready. Amazingly, and with U.S. government approval, several thousand Falcons were allowed to volunteer for service in a Polish army trained in Canada that saw action in France and Poland. Moreover, several thousand more Falcons did their military duty in America's armed forces when our country entered the conflict.

Indeed, Falcons have carried on this noble tradition of military service in every war the United States has fought ever since. This again is eloquent testimony to their identification with the Falcons idea.

After Poland gained independence at the end of World War I, the PFA leaders, now headquartered in Pittsburgh, began the work of adapting the Falcons idea to the new realities they faced. Eventually, their athletic and physical fitness programs started to include American sports like baseball, football, basketball, and bowling. Significantly, in the late 1920s, the Falcons established their very own life insurance program to meet their Members' needs. While the PFA was growing into an organization encompassing Americans of Polish heritage, the core idea of the organization remained unchanged.

Today, the new generations of PFA Members, many of diverse of cultural origins, carry on the idea of the Polish Falcons of America. Traditional activities centered around the Falcons' athletic and physical fitness programs not only continue, they continue to include new interests of Falcon Members, the young (volleyball) and the young in spirit (walking). Today's Falcons' publication is an eye-catching, full-color magazine that covers every aspect of PFA fraternal and social life. An American magazine in every way, it includes rich servings of features on the elements of Polish heritage, in recognition of the PFA's deeply rooted ethnic heritage. Here the Falcons continue to be leaders in the Polish American Congress, which since 1944 has worked for Poland's freedom, won in 1989, and its ties to America as our valued NATO ally, achieved in 1999. Today's PFA leadership is at the forefront among fraternal insurance benefit societies in its professionalism, as it carries out every facet of the Falcons' evolving idea.

In summary, Falcon Members can be rightly proud of their fraternal - not only for what it has achieved but in what it is doing today and what it will continue to be doing in the years and decades to come - in every place where the PFA is found.

For those who'd like to learn more about the Polish Falcons of America, there are two English language histories of the fraternal, the first published in 1987 on its centennial, the second, aptly subtitled "Forward!" which appeared on its 125th anniversary in 2012. Also, within the Polish American Encyclopedia, several entries on the PFA and its leaders appeared a few years ago. And there is the wealth of information to be found in each issue of the Falcons' magazine besides.

*Donald E. Pienkos is the Author of "One Hundred Years: A History of the Polish Falcons of America, 1887-1987" and "Forward! The Story of the Polish Falcons of America."*

# A Falcon Lexicon

## **Druh**

The traditional term by which Falcons have addressed one another. Literally, it means friend or comrade. A modern definition would be brother whereas the feminine equivalent is Druhna.

## **Czolem**

The official Falcons' salutation, literally translated as "To the forehead" or "Hail!" Czolem is one of the oldest forms of Polish salutes and is used as a greeting, a farewell, and as an expression of best wishes.

## **Gniazdo**

Literally, a nest and the name traditionally given to the local or neighborhood unit, or the national Falcons' organization. The equivalent name for the lodge in the Polish National Alliance, can be written as towarzystwo or grupa.

## **Okręg**

The District team in the Falcons' organization; its leading Officers assist with the coordination of activities within the Nests.

## **Zlot**

Literally a rally, but used in the Falcons' organization to denote an athletic meet or competition. Within a zlot, members gather to engage in group or individual competition as well as to perform their drills. The National meet is the "Walny Zlot," and the District organizations also run athletic meets every two years which are called "Zlot Okręgowy."

## **W zdrowym ciele zdrowy duch!**

The Falcons' motto, borrowed from the ancient Latin saying, "Mens sana in corpore sano." Literally, a healthy spirit in a healthy body. The motto states the Falcons' philosophy of physical fitness, exercise and sport, the key to successful building a sense of camaraderie among the younger generation.

## Current PFA Nests

<b>Nest #, City, State</b>	<b>District</b>	<b>Nest #, City, State</b>	<b>District</b>
3, Chicago, IL	II	163, Mocanaqua, PA	VII
4, South Bend, IN	VI	171, Philadelphia, PA	VII
6, Buffalo, NY	IX	172, West Warwick, RI	V
8, Pittsburgh, PA	IV	176, Pittsburgh, PA	IV
15, Braddock, PA	IV	182, Ambridge, PA	IV
17, Newark, NJ	I	188, Salem, MA	X
31, Detroit, MI	XIII	208, Derby, CT	V
36, Southwestern CT	V	247, Donora, PA	IV
41, New Kensington, PA	IV	276, Muskegon, MI	VI
42, Chicago Heights, IL	II	307, Southington, CT	V
45, St. Louis, MO	II	336, Jackson, MI	XIII
52, Rochester, NY	IX	430, Auburn, NY	IX
65, Union City, CT	V	485, Chelsea, MA	V
68, Meriden, CT	V	493, Batavia, NY	IX
74, Auburn, NY	IX	519, Middletown, CT	V
77, Carnegie, PA	IV	538, Midland, PA	IV
79, Southgate, MI	XIII	556, Jerome, PA	IV
80, South Bend, IN	VI	564, La Porte, IN	VI
86, Hamtramck, MI	XIII	580, Pittsfield, MA	V
88, New Britain, CT	V	610, Erie, PA	IX
97, Windber, PA	IV	652, Lansing, MI	XIII
104, Newark, NJ	I	725, Milwaukee, WI	II
118, Pittsburgh, PA	IV	804, Pittsburgh, PA	HQ
123, Erie, PA	IX	811, New Britain, CT	V
124, Saginaw, MI	XIII	822, South River, NJ	I
126, Elizabeth, NJ	I	827, Chicago, IL	II
128, Duryea, PA	VII	907, Cicero, IL	II
146, New Castle, PA	IV	946, Hillsborough, NJ	I
147, Mt. Pleasant, PA	IV	956, Ozone Park, NY	I
159, Ford City, PA	IV	964, Reading, PA	VII
		972, Bay City, MI	XIII

## PFA Nests With Buildings

PFA Nest 4, South Bend, IN  
3212 Keller Street  
South Bend, IN 46628  
574-288-1090

PFA Nest 6, Buffalo, NY  
3171 Broadway  
Cheektowaga, NY 14227  
716-685-0250

PFA Nest 8, Pittsburgh, PA  
60 South 18th Street  
Pittsburgh, PA 15203  
412-431-0140

PFA Nest 36, Southwestern CT  
108 Danielczuk Drive  
Ansonia, CT 06401  
203-736-8992

PFA Nest 65, Union City, CT  
100 School Street Box 1298  
Union City, CT 06770  
203-729-3772

PFA Nest 77, Carnegie, PA  
228 Ignatius Avenue  
Carnegie, PA 15106  
412-276-9765

PFA Nest 80, South Bend, IN  
325 South Sheriden Street  
South Bend, IN 46619  
574-288-3335

PFA Nest 88, New Britain, CT  
201 Washington Street  
New Britain, CT 06051  
860-225-9036

PFA Nest 97, Windber, PA  
200 Sixth Street  
Windber, PA 15963  
814-467-8256

PFA Nest 123, Erie, PA  
602 East 19th Street, P.O. Box 2004  
Erie, PA 16503  
814-454-6752

PFA Nest 124, Saginaw, MI  
5940 Swan Creek Road  
Saginaw, MI 48609  
517-781-4030

PFA Nest 128, Duryea, PA  
629-631 Main Street  
Duryea, PA 18642  
570-457-5355

PFA Nest 146, New Castle, PA  
105 West Miller Street  
New Castle, PA 16102  
724-658-9132

PFA Nest 147, Mt. Pleasant, PA  
33 Rumbaugh Avenue Mt.  
Pleasant, PA 15666  
724-547-8962

PFA Nest 159, Ford City, PA  
437 Fifth Avenue  
Ford City, PA 16226  
724-763-1471

PFA Nest 163, Mocanaqua, PA  
134 Main Street  
Mocanaqua, PA 18655  
570-542-9972

(continued on page 10)

PFA Nest 182, Ambridge, PA  
529 Eighth Street  
Ambridge, PA 15003-2440  
724-266-0990

PFA Nest 556, Jerome, PA  
205 Keim Street  
Jerome, PA 15937  
814-479-2400

PFA Nest 247, Donora, PA  
654 Thompson Avenue  
Donora, PA 15033  
724-379-7668

PFA Nest 564, La Porte, IN  
216 East Lincolnway  
La Porte, IN 46350  
219-326-9757

PFA Nest 276, Muskegon, MI  
1014 Hackley Avenue  
Muskegon, MI 49441  
231-755-1451

PFA Nest 580, Pittsfield, MA  
32 Belair Avenue  
Pittsfield, MA 01201  
413-447-9418

PFA Nest 307, Southington, CT  
33 Knowles Avenue  
Plantsville, CT 06479  
860-621-0286

PFA Nest 610, Erie, PA  
431 East 3rd Street  
Erie, PA 16507  
814-452-6146

PFA Nest 336, Jackson, MI  
1423 Joy Avenue  
Jackson, MI 49203  
517-789-6321

PFA Nest 652, Lansing, MI (Shared)  
1030 West Mount Hope  
Lansing, MI 48910  
517-374-0419

PFA Nest 493, Batavia, NY  
123 South Swan Street  
Batavia, NY 14020  
585-343-0225

PFA Nest 725, Milwaukee, WI  
803 East Clark Street  
Milwaukee, WI 53212  
414-264-0680

PFA Nest 519, Middletown, CT  
144 Prout Hill Road  
Middletown, CT 06457  
203-346-8037

PFA Nest 956, Ozone Park, NY  
91-20 95th Avenue  
Ozone Park, NY 11416

PFA Nest 538, Midland, PA  
432 Beaver Avenue  
Midland, PA 15059  
724-643-8017

# Membership in PFA

## **Qualifications**

Members of the Falcons may be persons, who at the time of their application for Membership, are sixteen (16) years of age, of good moral character, who by birth or descent are of Polish or Slavic Nationality, and their husbands and wives regardless of nationality, or any individual who is judged supportive of the purpose and ethnic heritage of the Polish Falcons of America.

## **Youth Members**

The Board of Directors shall provide for benefits on the lives of children who are younger than sixteen (16) years of age at their nearest birthday; as authorized by the laws of the Commonwealth of Pennsylvania and Bylaws established by the Society. However, such children shall have no voice in the management of the Falcons.

## **Classes of Members**

The adult Members shall be divided into two classes: the Benefit and the Non-Benefit national dues paying Members.

## **Benefit Members**

Each Benefit Member shall be entitled to all rights and privileges of PFA Membership within the Falcons. All Benefit Members must possess one of the following: a life insurance contract, an annuity, or a Medicare Supplement plan

## **National Non-Benefit Members**

A National Non-Benefit Member is a person who is 21 years of age or older, has been accepted for Membership, has paid applicable Membership dues, and has met such other requirements for Social Membership established by the Society. National Non-Benefit Members in good standing possess all rights and privileges granted by the laws of the Society including the ability to participate in the activities of Nests and Districts, and the National Organization. National Non-Benefit Members can attend meetings of the Nest of which they are Members.

National Non-Benefit Members shall **NOT**:

- 1) Vote at Nest meetings.
- 2) Hold Office in a Nest or District.
- 3) Attend District Plenary Meetings.
- 4) Be a Delegate to a District or National Convention.
- 5) Vote in the corporate and insurance affairs of the Society.
- 6) Be eligible to receive Polish Falcons Service Awards.
- 7) Be eligible for Polish Falcons Scholarships.

## **Members in Good Standing**

For a Member to enjoy all the benefits and privileges of PFA Membership, they must be in Good Standing. To be in Good Standing, one must be current with all premium payments as well as Nest and National Dues. Furthermore, a Member not in Good Standing will be denied the opportunities of becoming a Nest Officer, receiving PFA Awards, and participating in PFA National events such as the National Bowling Tournament or Youth Camp.

## Is My Nest In Good Standing?

According to the PFA Constitution and Bylaws, there are three criteria a Nest must meet to be considered in Good Standing. They are:

- (1) At least 25 Benefit Members in good standing.
- (2) A full complement of Officers on file with National Headquarters on forms prescribed.
- (3) Holds the required number of regular meetings in accordance with these Bylaws.

The minimum number of meetings a Nest must hold per year is four.

## Nest Election of Officers

Each Nest may hold an Election of Officers either annually or bi-annually. The election must be held at the last regular meeting of the calendar year. Each Office must be filled by a Member in Good Standing. The required positions are Nest President, Nest Vice President, Nest Recording Secretary, Nest Financial Secretary and Nest Treasurer. The Nest has the option to elect another Vice President as well as a Nest Instructor or Instructress.

## Reports & Mailings from National Headquarters

Throughout the year, each Nest receives information from the National Headquarters about the Members of the Nest. This information is mostly distributed via a separate and secure website, and there is also information that is sent via the USPS. The purpose of these reports are to help the Nest Officers

For more about how to access the information for your Nest, please contact the Communications Director (See page 23). Following is a summary of the reports and information:

### 1) Complete Membership Roster

These rosters are posted to the website quarterly. It contains all the vital information for each Member of your Nest.

### 2) Monthly Nest Report

This report is meant as an update to the Membership Roster. It shows all the activity of your Membership in the previous month. It includes items such as: new Members, dues payments, Members whose policy has lapsed, cash surrenders and deaths.

### 3) New Member Letter

This letter is sent to inform the Nest that a new Member has joined PFA and has been assigned to the Nest. Often, an individual becomes a Member by working with a PFA Agent and requests to belong to a specific Nest. Remember, the Nest still retains the right to reject an applicant for Membership in the Nest. If that is case, the Member will be assigned to another Nest.

#### **4) Annual Nest Mailing**

Every year, in early November, each Nest Financial Secretary receives a packet of forms and information from the National Headquarters while the Nest President receives a copy of the information in a memo. Included are:

##### **Nest Officers Form**

A Nest Officers form for those Nests who will be having an Election of Officers. Each Nest has the option of having Elections every one or two years.

##### **Nest Activity Form**

This form is necessary to gather information in regards to the events and community activity in which each Nest is involved. Consequently, the information is then forwarded to the American Fraternal Alliance, who in turn, use it to create a comprehensive report of the impact fraternal benefit societies possess in the United States.

##### **Nest Insurance Coverages**

A form asking which insurance coverages the Nest carries. If a Nest has a building, there tends to be more insurance coverage available. A copy of the insurance declarations page is requested to be returned along with this form.

##### **Form 990**

The 990 status form is to inform the National Office of the amount of revenue generated by each Nest. If your Nest possess annual gross receipts of less than \$50,000, your Nest is required to file Form 990N. This filing is an electronic filing that can only be completed via the Internet. In order to facilitate the filing of Form 990N, National Headquarters will file the Form 990N for all Nests that are required to do so. The information on the form is all we need to complete the filing.

To keep the group federal tax exemption intact for PFA Nests, National Headquarters is required to report the status of each Nest to the IRS on an annual basis. It is crucial that all Nests comply with this request and return the enclosed Form 990 Filing Status Report. Keep in mind, that if your Nest has gross receipts of more than \$50,000, the Nest is responsible for filing either Form 990 or Form 990EZ. When completing the Form 990, please remember that Polish Falcons of America is a 501 (c) (8) organization and should be marked as such on the Form 990. Please send a copy of your Nest's 990 filing to National Headquarters after it has been submitted to the IRS.

##### **National and Nest Dues Roster**

The roster serves a dual purpose. The primary purpose being to inform the Nest of the status of their Members in regard to National Dues. The second purpose is to show the status of Nest Dues (provided that National Headquarters collects the Nest's Dues).

#### **Nest Dues**

Each Nest can charge its Members Nest Dues. The amount is determined by the Nest. In addition, if a Nest so chooses, National Headquarters will collect Nest Dues for a Nest. The bills for Nest Dues are sent with the bills for National Dues. There is no fee for this service.

If a Nest would like National Headquarters to collect their dues, a form has to be completed, and then Nest has to identify which Members are exempt from Nest Dues.

# Social Media & Your Nest

In today's world, social media is an integral part of an organization's communication efforts. PFA National Headquarters is very active on Facebook, with a presence also on Twitter, YouTube, Pinterest and LinkedIn. We encourage our Nest Officers to share their Nest's activities with us on social media, as well as grow their own following. Here, we are including an instruction sheet to assist our Officers in posting to Facebook. We recommend our Officers designate a Member to post regularly. If you are in need of help setting up your Nest's Facebook page or posting to an existing page, please contact the Communications Director (see page 23).

Please note: If you have a personal Facebook profile, you can still share your Nest's activities with us. Just be sure that your post is set to "public." See image at bottom of instruction sheet.

Share your Nest's activity in a timely and interactive manner on Facebook using the following tips. Creating a great post is as easy as 1, 2, 3...

## 1) Take a photo:

- a. Gather your group for a photo. Be sure everyone's face is visible.
- b. Choose a well-lit area to take the photo. Avoid mirrors, windows, and clutter in background to improve the photo.
- c. Center your photo, or crop it later.

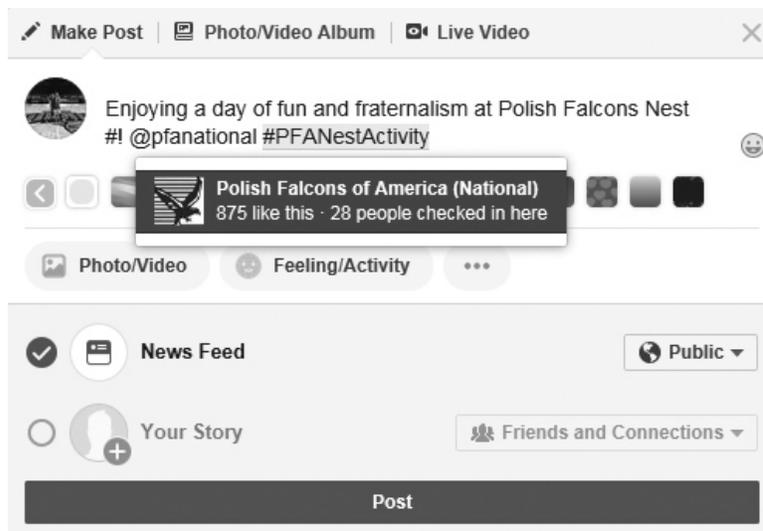
## 2) Write a message:

- a. Share a message that is positive and inviting. Below are some sample messages.
  - i. Enjoying a day of fun and fraternalism at Polish Falcons Nest \_\_!
  - ii. Celebrating \_\_\_\_ at Polish Falcons Nest \_\_!
  - iii. Thank you to Polish Falcons Nest \_\_ Members and volunteers!

## 3. Tag PFA National Headquarters and use the PFA Nest hashtag:

- a. Type @pfanational within your post, and click on the drop-down that reads "Polish Falcons of America (National)."
- b. Type #PFA\_Nest\_Activity within your post. This hashtag is searchable and allows all of our Members to see your Nest's activity.

## Example:



# Conducting A Meeting

Basic Nest Meeting Agenda and Procedural Tips

## 1) Call to Order

The President opens the meeting by saying, “The meeting of Nest ## of the Polish Falcons of America will come to order. Czołem.”

## 2) Pledge of Allegiance and/or singing of the National Anthem

(If singing the U.S. and Polish anthems, the Polish anthem is first, followed the by U.S. anthem.)

## 3) Roll Call

## 4) Verification of Quorum

Eight members are required to establish a quorum. A sign-in sheet may be used to determine attendance and a quorum, or the secretary may record the names of those in attendance. If it is a large gathering, a sign-in sheet is preferred as it will save time and provide a more accurate record of attendees. If there is no quorum for a meeting, discussions may be held but there can be no motions or decisions made.

## 5) Reading of the Minutes

## 6) Secretary's Report

The Secretary may read the minutes of the previous meeting. Minutes may also be presented to each attendee of the meeting in written form. In that case, the minutes do not have to be read aloud. In either case, after the minutes are presented, the President asks if there are any changes or corrections to the minutes. If there are, the Secretary will record the changes. If not, the President can simply state that the minutes will stand approved as presented.

## 7) Officers' Reports

Each Officer of the Nest presents an oral or written report. Generally, this is a report of their official duties and activities since the previous meeting. The reports may be accepted individually or as a group after they are all presented. As with the minutes, these reports may be presented in written form to all attendees of the meeting. In that case, the reports do not have to be read aloud.

## 8) Treasurer's Report

This is a financial report of the all the funds in the Nest treasury. See the sample financial report. (This is not a report of the Treasurer's activities since the last meeting. That is done with the other Officers' reports.) There is no motion made on this report unless it has been audited. When the report is audited, then it is the Audit Committee's report that the Nest accepts.

## 9) Committee Reports

The Chairperson of each Nest Committee reports on what each Committee has been doing since the last meeting, and each Committee report should be accepted individually.

## 10) Unfinished Business"

The President presents items that were discussed at previous meetings that were not resolved for discussion and resolution.

## 11) New Business"

Any Member may introduce new items for consideration at this time, and these items are introduced by making a motion. If the motion is seconded, discussion can continue, but if there is no second, the motion “dies” and cannot be discussed further.

**12) Announcements**

The President, or any Member, shares information with everyone at the meeting about upcoming events and activities.

**13) Good of the Order "**

This is an opportunity for Members to informally discuss issues regarding the Nest, but this doesn't involve formal motions or business matters.

**14) Adjournment**

The President asks if there is any further business. If there is none, he/she may declare the meeting adjourned, or a Member may make a motion to adjourn.

**How to handle a motion**

A motion may be made by any Member during the meeting. In order for there to be discussion, and eventually a decision on the motion, there must be a second. But if there is no second, the President states the motion dies for lack of a second. However if there is a second, then a discussion is held on the motion. The President should give anyone who wishes an opportunity to voice their opinion on the matter. The President then calls for a vote to decide the matter.

**Form of Minutes**

The minutes are the official record of the proceedings of the Nest. The minutes should contain a record of what was done at a meeting, not what was said at a meeting. Minutes should never reflect the Secretary's opinion on anything that was said or done. The minutes should be kept in a book or binder.

**Financial Report**

The following is a sample Treasurer's Financial Report:

Report of the Treasurer of Polish Falcons Nest ###  
 For the period January 1, 2018 to January 31, 20xx  
 (or whatever period the report covers, i.e. monthly, quarterly, annual)

<b>Balance as of January 1, 20xx</b>	<b>\$1,253.25</b>
<b>INCOME</b>	
Member's Dues	\$500.00
Proceeds from Chirstmas	\$1,248.76
Party Donations	\$350.00
<b>TOTAL INCOME</b>	<b>\$2,098.76</b>
<b>EXPENSES</b>	
Hall Rental Bank	\$250.00
Fees Letterhead	\$32.00
Printing Postage	\$122.40
<b>TOTAL</b>	<b>\$78.00</b>
<b>EXPENSES</b>	<b>\$482.40</b>
<b>Gain</b>	<b>\$1,616.36</b>
<b>Balance as of January 31, 20xx</b>	<b>\$2,869.61</b>

# Polish Falcon Basic Protocol

## **1) Special Invitations**

All invitations for the National President, a representative from Headquarters for a Nest event, or occasion should be sent to the National President via email or a written letter. It should be sent well in advance of the date of the celebration, and the invitation should include all the specific details regarding the event.

## **2) Complimentary Tickets**

When the speaker has accepted your invitation, it is a good policy to send them a complimentary ticket along with one for their guest.

## **3) Formal or Informal Dress**

When extending an invitation, you might mention if dress is to be formal or informal.

## **4) Officer Rank**

The importance of Officers is listed as National, District and Nest. Nest Officers and appointed Officers precede Committee Chairman. When a District Officer is the highest ranking Officer in attendance, the same respect should be given to him/her. Past National Officers should be recognized. At some time during the program, recognition should be given to the Chairmen of the Committees responsible for the event. A National Officer should also be acknowledged when attending some function in another Nest and in his or her own Nest on special occasions.

## **5) Seating**

If there is a head table, the chairman or presiding Officer is always at the center of the head table, or to the right, off-center first place. The guest of honor is always seated to the right of the presiding Officer. If there is no head table, seat the guest in an appropriate place of honor.

## **6) Correct Introductions**

When you introduce guests of honor, ask them to rise. You introduce the highest ranking guest first and go down the list. If each of the guests are to say a few words of greeting or congratulations, then start with the guest of the lowest rank and go up the list so that the last expression comes from your top ranking Officer or guest. Discuss the length of remarks with Officers or guests before the ceremony begins. Introducing honored guests should be gracious, but short—a rule to remember is “the higher the office, the shorter the introduction.”

## **7) Thank You Notes**

Promptly send thank you notes (email works as well) to your guests, and make sure to tell them that they helped make your event a success

## **8) Basic Protocol For Installation**

The President introduces the installing Officer. In installing new Officers, create the installation brief, and thank the outgoing Officers. Vary the procedure of installation, but in some manner, call attention to their duties and responsibilities. After taking the oath of office, declare them duly installed and congratulate them. When installing the President, or at the end of the ceremony, present the gavel with the head of the gavel cupped in your hand so that the gavel may be lifted easily from your hand by the handle; further, in passing the gavel, always pass with the hand crossing the body.

## PFA Membership Award Programs

*The purpose of the Polish Falcons of America Legion of Honor is the preservation and fostering of the noble ideals, principles, traditions, precepts, and customs of the Falcon Order – as defined by its founders and its originators. Those Members entitled or qualified for the honor, are the deserving men and women who by their untiring sacrifice have worked within the Falcons, and among Polonia, gaining respect and esteem. Also, they have also shown integrity, and an unimpeachable character to obtain the finest reputation amongst the Polish Falcon Members.*

*The PFA Legion of Honor was established by a resolution adopted at a Special Convention; the convention was held through November 26 and 28 in Detroit, Michigan during 1925. Consequently, the members thus honored would later form the “Legion of Honor” of the Polish Falcons of America.*

Nests are strongly encouraged to honor the deserving Members on an annual basis. Primarily, the first step in the process is to review the rules of the Awards Program and appoint an Awards Committee to nominate worthy candidates. All of this information, including application forms can be found on the PFA website.

There are two different Awards a Member may receive through this program: The Star of Merit and Legion of Honor. Each of these Awards has three levels: Gold, Silver and Bronze.

### Star of Merit

The first Award is the Bronze Star of Merit. To be eligible for a Bronze Star, a Member must be a Member in Good Standing no less than three years, and be active and render services to the Nest for the entire three years, and must be at least 19 years of age.

Between each award, a five-year period must elapse, and the Member must absolutely be very active in the Nest and render meritorious service during the entire time. For all award levels, the Member must be in Good Standing.

The Star of Merit Award applications are approved by the National Executive Committee. All applications are to be sent to the National First Vice President at least 30 days prior to the presentation.

### Legion of Honor

After receiving all three Star of the Merit Awards, and immediately followed by a period of at least five years after receiving the Gold Star, a Member is then eligible to receive the Bronze Legion of Honor. The application process is the same as the Star of Merit, but the requirements for the Legion of Honor are more stringent. Again, all the details can be found on the PFA website.

Between each Award, a period of five-years must elapse, the Member must be absolutely active in the Nest, and must also render meritorious service during the entire time. For all Award levels, the Member must be in Good Standing. Activities in the Nest are the main criteria for being considered for the awarding of the Legion of Honor. Work in other organizations, whether political or professional, cannot be the main consideration. Outside activities are and can be listed for informational purposes.

The National Executive Committee and Legion of Honor Commandery approve the applications. All applications are to be sent to the National First Vice President, and should be received at least 60 days prior to the presentation.



# Scholarship Program

## **Dr. T.A. Starzynski Scholarship**

The main objective of the Dr. T.A. Starzynski Scholarship Fund is to provide scholarships for deserving Members who are aspiring to attend institutions of higher learning. Started in 1961, the program was created in honor of past PFA National President Theophil A. Starzynski.

Specifically, young men and women who are PFA Insured Benefit Members are invited to apply for the Dr. T.A. Starzynski Scholarship Grant. Within the program, there are various levels of scholarship awards depending on the applicant's involvement in the Polish Falcons and their community.

## **Nest 92 Education Grant for Adult PFA Members**

The program was developed when the dissolution of Nest 92, Toledo occurred. Consequently, the Members donated funds to the Dr. T.A. Starzynski Program, and requested the creation of a program for adult non-traditional students.

This is a one-time grant only available to PFA Members. The recipient must be at least 25 years of age, and is currently enrolled, at least part-time, in a college, trade, technical, or similar institution.

For more information regarding rules and complete eligibility requirements, contact the PFA Scholarship Committee Chair (See page 23).

## **Richard C. Gorecki Scholarship**

The Richard C. Gorecki Scholarship Fund is named after Druh Gorecki, a longtime Member of Nest 79, Southgate, Michigan. He passed away in 1994, and generously bequeathed a portion of his estate to the Polish Falcons for education purposes. In 1998, the Gorecki Scholarship Fund was established.

Every year, an independent panel of judges chooses only three worthy PFA Members as the recipients of three grants. Members awarded these grants are those who exemplify both high academic standards and strong leadership qualities. Applicants must be at least a junior who is enrolled full-time in college, or full-time post-graduate studies. Members may only receive this grant once.

# PFA Funeral Ceremony

The ceremony will be conducted according to both the deceased's religious beliefs and the wishes of the family.

## **Notification**

Upon receiving news of a Member's death, the President of the Polish Falcons Nest contacts the family of the deceased Member to ask if it is acceptable to say prayers and offer condolences. The President then asks the Secretary of the Nest to inform other Nest Members of the death and time of the prayer ritual.

## **For the Services**

The Members gather at the funeral home to offer prayers for his/her soul. Standing at each end, two Falcons will act as Honor Guard at the casket. If present, the Flag Bearers position the American flag on the group's right, the Falcon flag on the group's left.

## **Prescribed Dress**

It is preferred, but not required, that Members attending this ceremony wear their Falcon uniforms including their Legion of Honor ribbon and or pins.

## **The President or Representative Leads and Recites**

O Lord, hear our prayers in which we humbly beseech You for Your divine mercy. Accept into Your hands the soul of your servant \_\_\_\_\_, whom You have called to his/her eternal reward. We thank You for all the blessings You have bestowed upon \_\_\_\_\_, and for the opportunity of serving together with us as a Falcon/Falconette during his/her earthly life. We pray that You will accept our deceased Member into the Community of Saints in heaven. We ask this in the Name and through the power of Jesus Christ, Your Son, Who lives and reigns with You in the unity of the Holy Spirit, One God forever and ever, Amen.

## **We will now recite:**

One "Our Father, Hail Mary, and Eternal Rest."

*Our Father, Who art in Heaven, hallowed be Thy name; Thy Kingdom come, Thy will be done on earth as it is in Heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.*

*Hail Mary full of Grace, the Lord is with thee. Blessed are thou among women and blessed is the fruit of thy womb Jesus. Holy Mary Mother of God, pray for us sinners now and at the hour of our death. Amen.*

*Eternal rest grant unto them, O Lord, and let perpetual light shine upon them. May the souls of all the faithful departed, through the mercy of God, rest in peace.*

**President or Representative**

Dearly beloved and bereaved family of our deceased Member \_\_\_\_\_. We offer you our deepest and heartfelt sympathy. We are gathered here to pay our respect to \_\_\_\_\_, and and to those he/she bestow on him/her the greater gift of eternal life. he held dear. We have prayed that God, Who had given him/her the gift of life, may now bestow on him/her the greater gift of eternal life. him/her the greater gift of eternal life.

We, in the Falcon organization shall remember his/her services for a long time, especially \_\_\_\_\_. (Here insert a special contribution or long held office or some other item unique to this individual.) The Members of Nest \_\_\_\_\_, all Falcons and Falconettes of District \_\_\_\_\_, and Members of the National Board of the Polish Falcons of America join the family in your sorrow at this time, for a Member who was loyal to (the highest) Falcon ideals and to the principles of democracy (of the American and Polish nations). All of us gathered here leave you with a prayer to Almighty God that He reward \_\_\_\_\_, your beloved deceased with eternal memory and may his/her soul rest in eternal peace.

The LORD is my Shepherd, I shall not want. He makes me lie down in green pastures, he restores my soul. He leads me beside quiet waters, for his name's sake. Even though I walk through the valley of the shadow of death, I will fear no evil, for you are with me; Your rod and your staff, they comfort me. You prepare a table before me in the presence of my enemies. You anoint my head with oil; my cup overflows. Surely goodness and love follow me all the days of my life, And I will dwell in the house of the LORD forever. Amen.

(Follow with eulogy)

**Eulogy**

(the one provided below, or one written by a close friend of the deceased is to be used)

In the name of our Nest and the Polish Falcons of America, we express our deep condolences and sympathy to the family, relatives and friends of our dear Member \_\_\_\_\_. We beseech the Lord to reward him/her with peace and the eternal vision of the Heavenly Light for your labors on earth. Until we meet again.

Condolences are offered to the family. If a Legion of Honor Member, it would be appropriate to present the bible at this time.

**NOTE:** Each Member may now approach the family and offer personal condolences

**For Falconettes use only**

Dear bereaved family of the deceased \_\_\_\_\_. We Falconettes of Nest \_\_\_\_\_ of which \_\_\_\_\_ was a Member for many years have gathered here to pay our respect to her and to those she held dear.

We all know she led a faithful and exemplary life as a wife, a Mother, and as a loyal Member of our group in the organization. Her memory will remain with many of us for a long time to come.

Today, we bid her farewell, and pray that God rewards her with eternal peace for her years of toil and faithful service. May her family be comforted to know that the Lord does not take life away from the faithful, He only changes it, for He has prepared an eternal dwelling for her with Himself.

## PFA Contact Information

**Adult and Youth Activities (Volleyball, Walking, Future Leaders, Camp, Zlot)**

Christine Puskar – cpuskar@polishfalcons.org

**Awards / Scholarships**

See pages 19-20.

**Communications Director**

Courtney Caughey-Stambul – ccaughey@polishfalcons.org

**Community Service (Come Together: Make a Difference)**

Courtney Caughey-Stambul – ccaughey@polishfalcons.org

**Disaster Relief Fund**

Christine Puskar – cpuskar@polishfalcons.org

**Fraternalist of the Year**

Daniel Michalak – dmichalak@polishfalcons.org

**Member Magazine (Sokol Polski)**

Courtney Caughey-Stambul – ccaughey@polishfalcons.org

**National Bowling Tournament**

Janet Knauber – multimech@aol.com

**National Golf Tournament**

Mary Whalen – whalenmh@yahoo.com

**National Sales and Marketing Director**

John Denning – jdenning@polishfalcons.org

**Newborn Benefit**

John Denning – jdenning@polishfalcons.org

**PFA Scholarship Committee Chair**

Patricia Del Busse – vptrish@polishfalcons.org

**Constitution and Bylaws**

[polishfalcons.org/national-headquarters](http://polishfalcons.org/national-headquarters)

**National Convention Minutes**

[polishfalcons.org/national-headquarters](http://polishfalcons.org/national-headquarters)

**Awards Program**

[polishfalcons.org/awards](http://polishfalcons.org/awards)

**Scholarship Program**

[polishfalcons.org/scholarships](http://polishfalcons.org/scholarships)

**Nest Directory**

[polishfalcons.org/nest-directory](http://polishfalcons.org/nest-directory)

**Legion of Honor Commandery**

[polishfalcons.org/commandery-directory](http://polishfalcons.org/commandery-directory)

**Falcon Uniform & Flag Display Guidelines**

[polishfalcons.org/guidelines](http://polishfalcons.org/guidelines)

