



How the Heart of the Community Report Works



The HOC Report must have an entry in at least 2 of the 3 initiatives to earn a grade, and at least 1 entry for each of the 3 initiatives (*Core, Companion, and Local*) to earn a grade of "Superior".

Every **properly entered Line Item** within the Core Initiatives will be given 5 points, Companion Initiatives will be given 3 points and Local Volunteer Services will be given 2 points.

Total Pts	Grade
30+	Superior
20-29	Excellent
10-19	Good
0-9	No Grade

All entries require verifying documentation. This would include roster sheets for volunteers with hours worked (include name and contact of representative from host organization. *Ex: Special Olympics coordinator, Supervisor at Retirement Home, Veteran Coordinator, etc.*), receipts for purchases made for activities, receipts of donation to organizations like Salvation Army, Red Cross, Goodwill, etc.

Do NOT list individual efforts – i.e. a member who is a baseball coach, etc. All Volunteering must be done as a LODGE effort. Efforts must be a group of members performing actions in the name of the Moose Lodge.

Only those things done on behalf of non-members may be included on this report. Helping lodge/chapter members does NOT count as Community Service!

Check with your State Association to help meet its Moose Charities special project goal

Core Initiatives (5 pts per line)

Mooseheart/Moosehaven: List donations made to: Endowment, Cradle fund, Rocker fund, Penny Fund, Centennial Project, Wish List Donations (see link at below), specific activities at Mooseheart/Moosehaven like the soccer team, band, bowling team, etc.. You can claim your portion of the State Association Project here. *Ex: "Endowment fund - \$200" (If you gave every month, which you should be doing, list the total amount on one line), "Sent \$200 towards the purchase of new jerseys for the basketball team on 12/13/18"*

Tommy Moose: List the number of Tommy Moose Dolls donated, who they were given to and when. *Ex: "25 TM Dolls delivered to Anytown Police Dept. on 3/15/19"*

Special Olympics: List the efforts made by your lodge to help the Local Special Olympics Events. *Ex: "The Lodge volunteered at the Local Special Olympics bowling event handing out medals on 2/15/19", or "The Lodge donated reflective vests to the Local Special Olympics at a cost of \$45 on 1/15/19 so the volunteers could be recognized"*

Safe Surfin: List events held for the public with Child ID kits, Cop in a Box, Protect the Protector bullet-proof vests, or if your Lodge made a donation to Moose Charities earmarked for Safe Surfing (**minimum \$100 per year \$25 per quarter**). *Ex: "The Lodge hosted a Child ID event for over 20 children on 4/15/19" or "The Lodge remitted \$25 to Moose Charities for Safe Surfin on 2/13/19"*

Veterans' Program: List events held for non-member Veterans such as donations to VFW, American Legion, Local Homeless Veterans, etc. (**Do Not List events held for Valued Veteran Members**) *Ex: "Our Lodge donated 2 boxes of toiletries to the local VFW on 3/15/19", "The Lodge provided free meals to 15 homeless Veterans on 2/10/19", "The Lodge hosted an Open to the Public event and gave free meals to Veterans on Veteran's Day 11/11/18"*

Youth Awareness: List any monies donated to Moose Charities earmarked for Youth Awareness (**minimum \$100 per year \$25 per quarter**), hosting of Youth Awareness conferences or Congresses, Sponsored a Student or coordinated a Moose Kids Talk. *Ex: "We donated \$50 to Moose Charities earmarked for Youth Awareness on 3/15/19", "The Lodge held a Youth Awareness Congress meeting on 1/15/19", or "The Lodge helped {Student's Name} deliver a Kids Talk at Anytown Elementary School on 2/14/19 about Bullies"*

Companion Initiatives (3 pts per line)

Make-A-Wish Foundation, Big Brother/Big Sister: List efforts/donations for these Programs.

D.A.R.E.; Red Ribbon: List events held in support of or donations made to local schools for these Programs.

Emergency Services: List efforts or events for Police, Fire, or EMTs. If your Lodge is registered as a Certified Emergency Center then that should be listed here every quarter regardless of whether your services were used.

Scouting: List efforts your Lodge sponsored for Boy/Girl Scouts. *EX: pancake breakfast fundraiser, banquet hosting, donated room use, etc.* Also include donations to Moose Charities earmarked for Scouting.

Youth Sports: List donations/events for Local Youth Sports. *(Lodge hosted a fundraiser for the Little League or School Football, Soccer, Basketball, Baseball, Softball, Cheerleaders, etc., if you donated all or part of your hall/facilities for a Youth Sports banquet, or if you sponsored a team with jerseys, or advertisement)*

Salvation Army: List donations/collections for the Salvation Army *(i.e. clothes drives, and volunteer efforts)*

Local Volunteer Services (2 pts per line)

List all efforts made to support the Local Community that do not fall under the Core or Companion Initiatives. Basically things that benefit the community as a whole, or **non-member** residents of the community such as donations or events sponsoring, but not limited to, these organizations: The American Red Cross, Homeless Shelters, Churches, Schools, Food Banks, Blood Banks, Convalescent Homes, Goodwill, etc.

Total Monetary Donations: This should be a total of all the monies donated in the line items listed above. Add up all of the Moose Charities donations, Endowment, Companion and Local monetary donations made during the reporting quarter. *(You may not factor an "hourly volunteer rate", nor may you include mileage here. This field is SOLELY for monetary donations made.)*

Total Volunteer Hours: Enter the total hours volunteered during the events listed above. *EX: if you had 10 volunteers helping at the Special Olympics, and 5 of them worked for 8 hours, and the other 5 only worked 4 hours, then you would say $5 \times 8 + 5 \times 4 = 60$ total hours. Then you add that up for all the events and activities and it gives you a total volunteer hours.* Please enter **ONLY** the number of hours **your members** volunteered here.

Total Miles Driven: This is the sum total of miles driven by members for community service activities. For example, if you have members that drive **non-member** Veterans to doctor appointments, then you add up all the miles driven by them for the reporting quarter. You would also include miles driven for dropping off donations to Shelters, Goodwill, Salvation Army, etc. and enter that total amount in this box.

Total Number of Volunteers: Count the total number of volunteers that participated in each line item event or activity and enter the sum total in this box.

Chairman: Submit name of Chairman appointed by the Lodge Governor.

Watch Training Video on YouTube: https://www.youtube.com/watch?v=ZVEL-SPC8_Q

Quarterly Reporting Tips: <http://www.mooseintl.org/wp-content/uploads/2017/05/HOC-Reporting-Tips.pdf>

Mooseheart and Moosehaven Wish Lists: <http://www.moosecharities.org/giving/wish-list/>



More questions? Contact your State Association HOC Chairman, Moose International HOC Chairman, or Local Territory Manager. Public interest for your Lodge starts in the Heart of the Community!

