

**Subject:** 150810 Official Communication-Deadline for 1st Quarter Heart of the Community; Tommy Moose Kits and Protective Bags Available from Catalog Sales

## **Official Communication for August 10, 2015**

### **Deadline for 1<sup>st</sup> Quarter Heart of the Community Reports is This Saturday; Reports Must Be Submitted Through Web-Based Form to Assure Proper Credit**

With the deadline for submitting 1<sup>st</sup> quarter Heart of the Community forms being this coming Saturday, August 15, here is a reminder about the instructions for completing the web-based Heart of the Community forms. Here are the basic instructions:

- Go to [www.mooseintl.org](http://www.mooseintl.org) and go to the Admin Menu.
- Enter user name and password (the same used to access 'My Membership Record' through the website) and the FRU passcode specific to the lodge.
- Once in the FRU information screen, click on the dropdown for Forms and select Community Service. This will take you to the main screen for Heart of the Community reports, which will show a box in the center of the screen with a line for each quarter of the fiscal year.
- There will be a link next to the appropriate quarter. If this is the initial attempt at the report, the link will read 'Create'. If a version of the report has already been completed and you are adding or changing information, the link will read 'Edit'. Click on this link.
- Once the report form opens, you can type information in the appropriate fields. Remember – use short, but detailed statements for each activity. The statements should state who benefited from the effort, when the effort took place and the value of the effort where appropriate (amount of money donated or value of items donated).
- After the information has been entered, click 'Save' at the bottom of the form. This will save the information that has been entered and will transmit the report to the server at Moose International.
- Reports can be edited through the reporting deadline date. After the deadline, you will only be able to view reports that have been submitted.

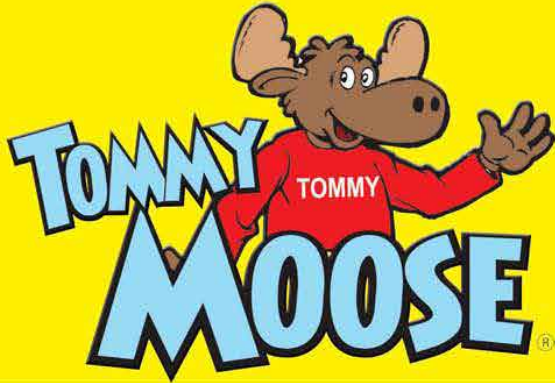
A few more items on these reports:

- Frequent saving is beneficial. It will allow you to access the most current version and will replace the previous report transmitted to Moose International. Each save displays the most current version on both ends.
- When you log in to the report screen, the screen will remain open for 55 minutes before it times out. If you open the report, enter information, walk away for 55 minutes or more and have not saved, the report will close and all information will be lost.
- Report forms are available from the 1<sup>st</sup> day of the quarter through the reporting deadline date. Therefore, there is a range of dates when reports for multiple quarters can be accessed.

Finally, as announced during the International Convention and reiterated in an Official Communication on July 20, all reports must be submitted through the web-based form. Any reports submitted by mail, fax and email will not be accepted, will not be reviewed and will not be graded. A number of lodges have mailed, faxed or emailed 1<sup>st</sup> quarter reports. Territory Managers will be contacting these lodges

and assisting them in submitting in the proper manner. No extensions will be given to lodges who do not submit by the deadline using the web-based form.

## **Tommy Moose Kits and Protective Bags Available from Catalog Sales**

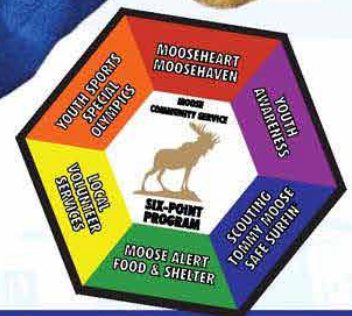
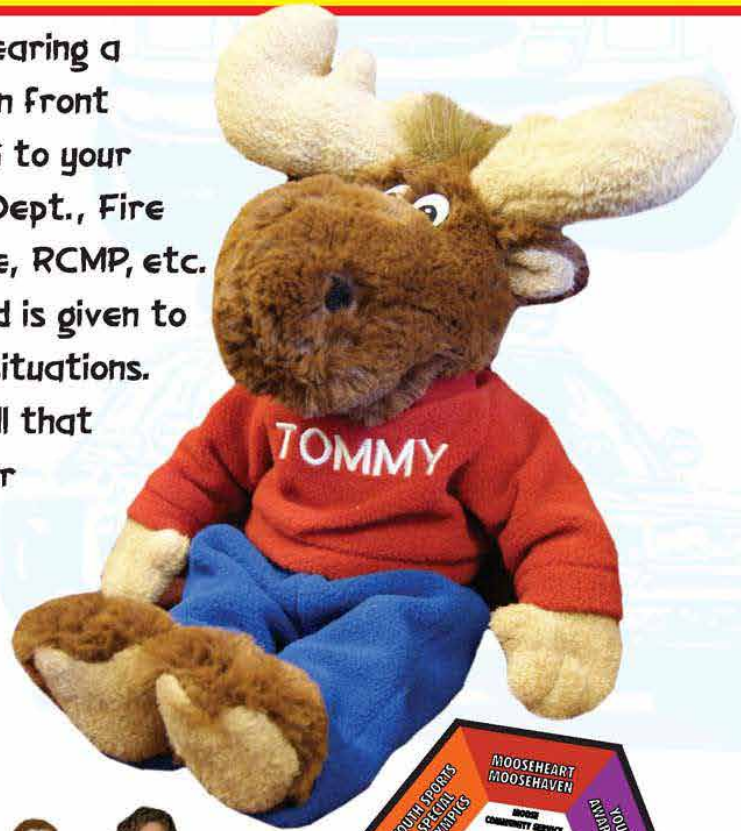


**ONLY \$80.00 A DOZEN  
INCLUDING SHIPPING**

**Community Service Program**

This unique, soft and cuddly Moose, wearing a red sweater with "Tommy" embroidered on front in white, is designed to be donated in bulk to your local Public Safety Agencies (i.e. Police Dept., Fire Dept., Sheriff's Dept., State Police, RCMP, etc. to carry in their service vehicles) and is given to calm young children in crisis situations.

The recognition and the goodwill that the Lodge, Chapter, Moose Legion or Moose Association generates with the Tommy Moose Program is PRICELESS, especially when the emotions of a young child are changed from distraught and distressed to calm and happy.



[www.tommymoose.org](http://www.tommymoose.org)

Please ship the following order, for which you will find enclosed Check No. \_\_\_\_\_ for \$ \_\_\_\_\_  
(Illinois orders add 7% sales tax.)

Send check or money order - no CODs

Name \_\_\_\_\_

CATALOG SALES DEPARTMENT  
85 N. International Drive  
Mooseheart, Illinois 60539-1171

Street No. \_\_\_\_\_ Box No. \_\_\_\_\_

**CATALOG #130**

City \_\_\_\_\_

Phone 630-966-2250

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Fax 630-859-3505

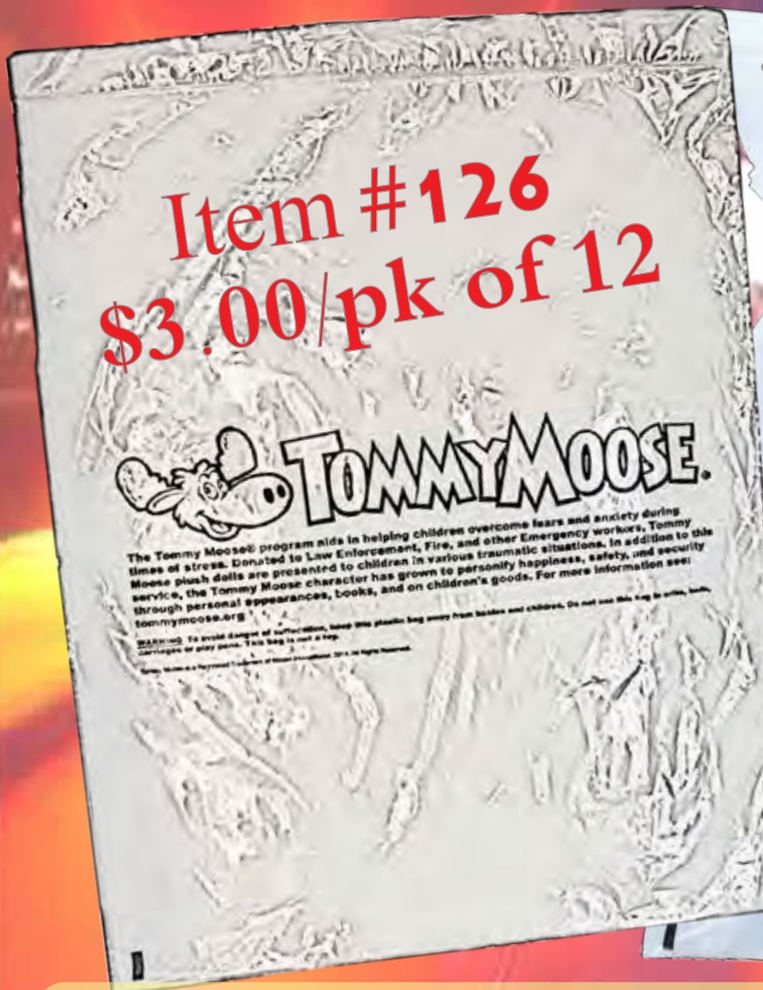
Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Website [catalogsales@mooseintl.org](mailto:catalogsales@mooseintl.org)

Signature \_\_\_\_\_



# TOMMY MOOSE STORAGE BAGS



## Cleaner Storage in Police Cruisers, Ambulancs, & Fire Trucks

To Order Tommy Moose Storage Bags and/or Dolls, Contact the Catalog Sales Department:

Email: [Catalogsales@mooseintl.org](mailto:Catalogsales@mooseintl.org)  
Phone: 630.966.2250  
Fax: 630.859.3505