

Subject: 150910 Official Communication- News From The Grand Chancellor

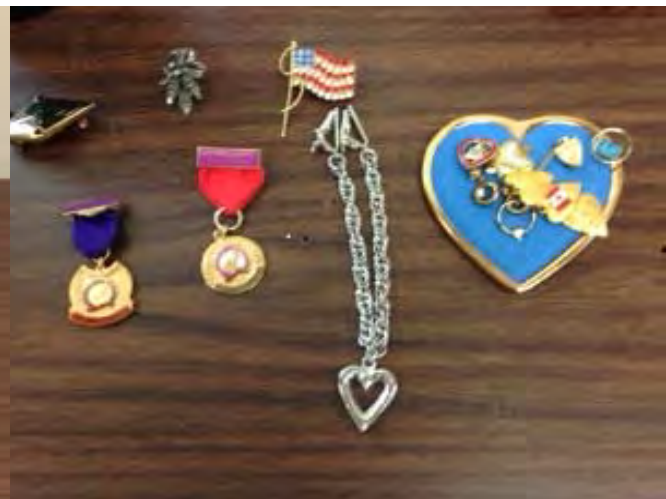
WOTM Official Communication Sept. 10, 2015

Attached please find an important message from the Grand Chancellor. Please share the information at the next Chapter meeting and post on the Chapter bulletin board.

Our office still has several unclaimed items from the International Conference in Nashville, TN. Please contact Sandy Martin at 630-966-2243 or smartin@mooseintl.org to claim your property.

Lost & Found Items:

- College of Regents Brooch with Stones
- Heart (gold rhinestones) clip sweater guard
- Crystal US Flag pin
- Blue (Academy of Friendship) Heart Pins with charms
- Black shoes (size 10)
- Black hooded sweater (size 4)
- Black binder
- Black mesh coin purse
- College of Regents mug
- Moose catalog sales bag with Moose Wine Stopper, purple cup holder and shot glass
- 3 Picture Albums (Annual Adams Memorial Golf outings 2nd 3rd and 4th place) "Quebecor World"
- Geneva National, Lake Geneva, WI
- Pine cone pin
- Sim card (512 MB)





*Message from Grand Chancellor
Barbara McPherson
August/September 2015*

Honors

The International Office of the Women of the Moose has finished grading the Award of Achievement and Green Cap honor for the 2014-2015 Chapter year for all states and will begin grading for the Academy of Friendship soon. If you feel that you qualified and have not received your letter, please check with whomever picks up the Chapter mail.

Moose Charities Chairman

There appears to be some confusion regarding the Moose Charities Committee as a Special Committee of the Chapter. While the General Laws of the Women of the Moose are correct, Moose Charities is an exception to the rule because that is why our Chapters exist – to aid in the support of Mooseheart and Moosehaven.

As a participant attending a Moose Charities fundraiser, I would make the assumption that all proceeds from the fundraiser were being donated to Moose Charities. If I were to discover otherwise, I doubt that I would participate in future endeavors as I was misled.

In all cases of "charitable fundraising", whether open to the public or held for our members only, 100% of the net profits are to be donated to the specified charity unless advertised otherwise. This is very different from "Committee Fundraising".

Proper Processing of Applications

When an application is received, it should be given to the Application Review committee for proper review first. The application is then reviewed. If it is rejected by the Application Review Committee it is reported as unfavorable to the Board of Officers and the application and money are returned to the applicant with a letter telling her that it has been rejected and the applicant can reapply in 180 days. (Sec. 38, b. of the WOTM General Laws)

Should the application receive a favorable vote of the Application Review Committee, a favorable report is given to the Board of Officers, the application is given to the Recorder to be entered into LCL.net and transmitted as a new application. Once transmitted as an applicant, the Chapter is then billed the \$20.00 application fee on their Statement of Account.

The application is then brought to the Chapter floor for a vote by the membership. If accepted, the Recorder then enters the ballot date and enroll date (which should be the same) and transmits the application as enrolled. Once reported as enrolled, the Chapter is then billed \$22.00 per capita for the Moose International portion of the members' dues on their Statement of Account.

If it is rejected by the membership, again, the application and money paid are returned to the applicant with a letter telling her that it has been rejected and the applicant can reapply in 180 days. (Sec. 40 of the WOTM General Laws) Should this happen, it is necessary to delete the application and contact Moose International to receive a credit for the \$20.00 application fee.

In the case of a Transfer or Reinstatement, the application must not be entered until after it has been voted on favorably by the membership as when the transfer or reinstatement application is transmitted, the member automatically becomes a member of the Chapter and then it is really difficult to correct.

Recorders Compensation

While the General Laws of the Women of the Moose indicate that the Recorder may receive reasonable compensation for her services as determined by the Chapter Board of Officers and membership, compensation paid to a Recorder continues to be the subject of controversy.

A good rule of thumb to use when calculating the Recorders compensation would be Chapter dues amount x Active members = Gross income of dues plus average enrollment fees per year to the Chapter x 10 %. That amount divided by 12 months = monthly reasonable compensation.

Chapters with very large memberships may want to add an additional amount but this should be sufficient for most Chapters.

Online 2-HOTT Training

Online 2-HOTT Training is available for our Chapter Recorders to use as a refresher tool or as a job aid. New Recorders **attempting qualify for the Star Recorder degree will not receive credit** toward their honors for attending an online 2-HOTT Class. Recorders who hold the Star Recorder degree may use the online 2-HOTT Training to fulfill their requirement of attending a class every two years.

Missing Documents and Missing Positions

The annual Missing Documents and Missing Positions letters will be mailed the first week of October this year to ensure that the Award of Achievement Certificates (if applicable) will be received in time to be presented during the College of Regents Committee Activity Night meeting in November.

Please remember that many times forms cross in the mail. Be sure to check the date within the letter to determine if that is the case. The receipt of the Forms 114 and 166 can also be viewed through the online Admin Menu at www.mooseintl.org.

Officer Information Entry

Several Chapters have not entered their Officers for the 2015-2016 Chapter year into the online Officer Maintenance Screen. Do not enter this information in your LCL.net. For assistance entering this information, visit http://shopmoose.mooseintl.org/portal/FraternalEducation/demos/OfficerEntry_demo/Officer%20Entry_demo.htm

Please make sure that the information for each Elected Officer (i.e. phone number, email address, etc.) is up to date and current. In the event we need to contact one of the Chapter Officers, we need to know how to get in touch with them.

If the Recorder has not entered the Officers for 2014-2015, there is still time. If the Officer information has not been entered, those who are attempting to qualify for honors will not earn them, as we do not know who is serving in office.

Once again, I thank each of you for your continued dedication and commitment to ensure the well being of our children and our seniors as well as the future of Mooseheart and Moosehaven.

2015-2016 Donation Amounts

Please remember that the minimum donation for the Special Project of the committee was raised this year from \$20.00 to \$30.00 in order for the Chapter to earn the Award of Achievement. The Scholarship and Maintenance remains at \$20.00. If the chapter would like to make up the difference, please see the information below.

Instructions for “No Checks Received”

If a chapter did not send in the \$20.00 Sch/Main and \$30.00 Project obligation, they will show up as “No Checks” in the Admin Menu.

Here are some examples on how to resubmit the paperwork and the information requested to fulfill the obligation(s):

Example 1:

If the chapter originally sent in \$15.00 for the Scholarship and Maintenance fund and \$20.00 for the Special Project, please use the original appropriate 114 form (s) and add the additional check number and amount to the form(s). The form(s) and check(s) are to be mailed to Moose International. See picture below on how the form(s) should be written:

Chapter check(s) for:

Women of the Moose

Scholarship and Maintenance Fund

Project assigned to Committee

Endowment Fund

(collected and deposited since last report)

Check No.	1234 + 1268	Amt.\$	15.00 + 5.00
Check No.	1235 + 1269	Amt.\$	20.00 + 10.00
Check No.		Amt.\$	

Example 2:

If the chapter sent in the form(s) without the check(s), the chapter will need to show proof that the check(s) have been cashed by Moose International by:

Retrieving the page from your bank statement showing a copy of the checks that cleared with the information listed under the check or the page of the bank statement showing that check number xxx has cleared in the cleared check list.

Please provide the proof along with the appropriate 114 form (s) for credit. These can either be emailed to wotmmail@mooseintl.org or faxed to 630-966-2211

"Progress always involves risks. You can't steal second base and keep your foot on first."

Frederick B. Wilcox