

**Subject:** 150421 Official communication Officer entry, Reporting of enrolment dates, online payments, processing dates and Extended hours

## **End of Year Communication for April 21, 2015**

### **Officers Entry For 2015-2016 Available At 3:00 PM Central Time May 1, 2015**

Lodges, Chapters and Moose Legions can enter their 2015-2016 officers beginning at 3:00 PM Central Time on May 1, 2015.

Please do NOT enter an ending date on your current officers. We have a year-end closing process that will automatically enter in the end dates for your current officers. Ending a 2014-2015 term of office prior to April 30, 2015, could potentially disqualify a member from receiving honors or recognition that they otherwise have earned.

### **Proper Reporting Of Enrollment Dates - Thousands Of Applicants Still In "Accepted" Status**

There are currently hundreds of **Loyal Order of Moose** and **Women of the Moose** applications that have been reported since May 1, 2014, and remain in "Accepted" status in LCL.Net.

Any applicants presently in your LCL.Net that both remitted dues and received a favorable vote of the membership, not previously transmitted with an enroll date, must be immediately transmitted to Moose International **using today's date as the enroll date**. Chapters must ensure that an appropriate ballot date is also transmitted.

The transmission of an applicant's enrollment date to Moose International may not be held pending attendance at an orientation and/or Enrollment Ceremony. Lodges and Chapters are encouraged to continue to hold these functions but they **cannot delay reporting an enrollment date** until this occurs. Lodges with separate door access cards from the Moose Membership Card may withhold those items until a member attends one of these functions, so long as this is the procedure for all members, but **the applicant is a member once**

he or she has paid dues and has received a favorable vote of the Lodge's or Chapter's membership.

### **On-Line Payments Included In 2014-2015 Year-End Totals**

Members can pay **online** with a credit card, MasterCard, Visa or American Express, at

<https://secure.mooseintl.org/QuickPay>. Payments made prior to **11:59 PM Central Time on April 30, 2015**, will be included in the 2014-2015 year-end totals.

### **Special Thursday April 30, 2015 Application And Enrollment Processing**

Any new or former member applications received by a Lodge, Chapter or Moose Legion must be transmitted, error free, to Moose International **before 7:00 PM** on, **Thursday, April 30, 2015**, if the Lodge, Chapter or Moose Legion intends to report them as enrolled prior to 10:00 PM Central Time on April 30, 2015.

Moose International will process transmitted applications at 1:00 PM, 7:00 PM and 10:00 PM Central Time. As a result, Lodges, Chapters and Moose Legions will **NOT** be able to transmit application or enrollment information from LCL.Net to Moose International **from 1:00 PM to 1:30 PM Central Time** and **again between 7:00 PM and 7:30 PM Central Time** on Thursday, April 30, 2015.

Beginning at 1:30 PM and again at 7:30 PM Central Time on Thursday, April 30, 2015, Lodges, Chapters, and Moose Legions will once again be able to:

- 1) Transmit new applications that will count towards their application totals.
- 2) Be able to report as "enrolled", any "accepted" applications showing in LCL.Net, including those new applications that were transmitted to Moose International on Thursday, April 30<sup>th</sup>, prior to 7:00 PM Central Time.

**\*\*Remember you must transmit the application back to Moose International in order for the member to be counted as enrolled.**

### **Extended Hours – Assistance Available Until 8:00 PM Central Time On 4/30/15**

The Member Services Department will be **open until 8:00 pm Central Time on April 30, 2015** to assist you with any needs, including taking last minute payments for dues. The Member Services Department can be reached at (630) 906-3658.