

Subject: 151111 Official Communication - Thank You Veteran's;Deadline for 2nd Qtr HOC Reports;Registration for 7th Annual MI Texas Hold 'Em Tourn Now Open;Order Your New Year's Eve Party Supplies

Official Communication for November 11, 2015

Thank You Veteran's

Thank You to all of those who served our great country in the Armed Services and have provided the freedoms we experience today. Our utmost respect to you as we remember all of our Veteran's today nationwide.

Deadline for 2nd Quarter Heart of the Community Reports is This Sunday; Reports Must Be Submitted Through Web-Based Form to Assure Proper Credit

With the deadline for submitting 2nd quarter Heart of the Community forms being this coming Sunday, November 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 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).
- As you enter information it is **extremely important to hit 'Save' frequently**. The report times out after 55 minutes and if you have not saved it, the information you entered will be lost.
- To submit the final version click 'Save' again at the bottom of the form. When you hit 'Save' it does transmit to the server at Moose International. **There is not a separate 'Submit' button and you will not receive a confirmation that it has been transmitted.**
- 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 16th 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. No extensions will be given to lodges who do not submit by the deadline using the web-based form.



As indicated in our Member Retention Week program materials, any Lodge/Chapter participating **must submit the Member Retention Form, via e-mail on or before Friday, November 20, 2015** – no exceptions, to be eligible for any of our cash awards. If you have not yet submitted your form, please click on the link below, and provide the necessary information. If you need additional assistance please don't hesitate to contact Member Services at 630.906.3658.

<https://secure.mooseintl.org/MemberRetentionSurvey/>

We are still accepting photos of events being held during Member Retention Week. If you have photos of events, please e-mail these directly to Kim Thompson at kthompson@mooseintl.org.

Registration for 7th Annual Moose International Texas Hold 'Em Tournament Now Open Through December 7th

Registration for the 2016 Moose International Texas Hold 'Em Tournament is now available through the Moose International website. The tournament will be held from January 10-14, 2016 at the Golden Nugget Hotel & Casino in Las Vegas.

Members can log in to the Members Area and click on the Activities & Sports link on the left side of the Members Area homepage. Next, click the link for Sports, and then select the dropdown menu for Texas Hold 'Em. Members can print a registration form to send by mail, or use the online registration system to pay by credit card and receive an immediate receipt.

It's Time To Order Your New Year's Eve Party Supplies From Catalog Sales

Bonanza Deluxe

Party for 100 People

Contents: Catalog #181

- 1 Top Hat (for Bartender)
- 1 Elegant Tiara (for Waitress)
- 5 Plastic HNY Top Hats
- 5 Plastic HNY Derbies
- 45 HNY Glittered Tiaras
- 45 Full Size Fancy Foil Hats
- 50 Colorful Plastic Noisemakers
- 25 Fancy Foil Horns
- 50 Assorted Color Poly Leis
- 25 Festive Party Blowouts
- 50 Assorted Color Balloons
- 1 10' Mylar Banner
- 200 Serpentine Throws

Qty. _____ 100 People @ \$84.95 each

Bonanza -50

Party for 50 People

Contents: Catalog #180

- 1 Top Hat
- 1 Large Plume Tiara
- 3 Plastic Derbies with Happy New Year Band
- 2 Plastic Top Hats with Happy New Year Band
- 25 Happy New Year Tiaras
- 25 Happy New Year Large Foil Hats
- 25 Foil Horns
- 13 Party Blowouts
- 12 HNY Plastic Noisemakers
- 25 Balloons
- 25 Poly Leis
- 100 Throws (5 rolls of 20 throws)
- 1 Banner

Qty. _____ 50 People @ \$49.95 each



NEW YEAR'S EVE

Party Favors

Send Orders To:

Moose International, Catalog Sales Department, Mooseheart, Illinois 60539-1171

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

Name _____ No. _____

Street No. _____ Box No. _____

City _____

State _____ Zip Code _____

Credit Card # _____ Exp. Date _____

Signature _____ Page 4 of 4

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Send check or money order - no CODs
CATALOG SALES DEPARTMENT
 85 N. International Drive
 Mooseheart, Illinois 60539-1171



PACKING & SHIPPING CHART
 Please use this chart to compute your packaging/shipping cost. These charges represent only part of the actual cost . . . we pay the rest

ORDERS ADD	
Up to \$15.00	\$6.30
\$15.01-\$25.00	\$9.50
\$25.01-\$35.00	\$12.35
\$35.01-\$50.00	\$13.75
\$50.01-\$75.00	\$15.75
\$75.01-\$100.00	\$18.50
\$100.01-\$125.00	\$20.25
\$125.01-\$150.00	\$22.75

Illinois residents please include 7% sales tax.



PLEASE STATE CATALOG NUMBER WHEN ORDERING
 Phone 630-966-2250 **Posted: 1/12/2015**
 Website catalogsales@mooseintl.org

