

Subject: 160323 - Official Communication;Dble Bonus Pts Moose Rewards;Lodge Safety Insp Form Due NEW Form attached; MI Offices Closed FRI; 2016 Tx Hold'em merch

Official Communication for March 23, 2016



One Time Only! Double Bonus Moose Rewards Points Offer

This is the only time during the Moose Rewards Program that your members will receive points for members signed before the program started on May 1, 2015! Don't miss out on this one-time only opportunity to earn bonus points. This offer will end April 30, 2016.

Please post the attached flyer in your Lodge to spread the word about this offer to your members. Additional information can be found on our website, along with information in our February/March issue of *Moose* magazine.

Lodge Safety Inspection Form Due April 1, 2016. New Form Attached

The next Lodge Safety Inspection Form is due no later than APRIL 1, 2016. Lodges that fail to submit the completed form by April 1, 2016 will have a Compliance Modifier added to their 2016-2017 Risk Pool Assessment, which will increase the amount the Lodge pays for the Risk Pool Coverages.

The form has been revised to reflect the **APRIL 2016** due date and lists a revision date of 1/5/2016 on Page 3. **This is a new and revised form and the only form that will be accepted.**

An email is being sent each Friday afternoon to all Regional and Territory Managers containing the list of Lodges that have submitted their form. If you need to check the status of your form, please contact your Regional or Territory Manager.

If you have any questions regarding the April 2016 Lodge Safety Inspection Form, please contact Ann Price at 630-859-6615 or aprice@mooseintl.org; or Cherie Staples at 630-859-6637 or cstaples@mooseintl.org.

Moose International Offices Will be Closed on Friday, March 25, 2016

The offices at Moose International will close at 4:45pm Central Time on Thursday, March 24, 2016 and reopen at 8:00am Central Time on Monday, March 28, 2016.

2016 Texas Hold'Em Merchandise Available from Catalog Sales – Get Yours Today!

SUBMIT COMPLETED FORM ONE OF TWO WAYS:

Scan and Email To:

lodgesafetyform@mooseintl.org

Fax To:

630-859-6624

**LOYAL ORDER OF MOOSE
LODGE SAFETY INSPECTION FORM**

(Please Print)

Lodge Name _____ State _____ Number: _____

Address _____ Contact Phone # _____

Name and Position _____ Date _____ For: **APRIL 2016**

Using this Safety Inspection Form, the Loss Prevention Chairman, or Lodge Officer, can conduct a thorough inspection of the Lodge building and property. **Please send the completed form to the Risk Management Department at Moose International by April 1, 2016.** If you have any questions, contact your State Association’s Loss Prevention Chairperson, your Territory Manager, or call the Risk Management Department at 1-800-544-4407.

All items must be checked either “Yes”, “No” or “N/A” (not applicable) in the boxes provided.

Insurance – Non Risk Pool Coverages

Any item that is checked “No” should have corrective action taken as soon as possible.

Yes No N/A Questions No. 1-4 Must Be Answered For The Form To Be Accepted.

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Name of Property (Building & Contents) Ins. Co. _____
Policy Number: _____ Effective Date: FROM _____ TO _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Name of Employee Theft (Fidelity Bond) Ins. Co. _____
Policy Number: _____ Effective Date: FROM _____ TO _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Name of Workers’ Compensation Insurance _____
Policy Number: _____ Effective Date: FROM _____ TO _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Has the Loss Prevention PowerPoint been viewed? Date viewed: _____ |

Yes No N/A General/Fire

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. First Aid kit is available for use in kitchen and has appropriate supplies. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Emergency numbers (Police/Fire/Medical) are posted near the telephone. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. The local Fire Department is familiar with the Lodge and its operations. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. An emergency evacuation (site) map is posted in the Social Quarters. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. The room maximum capacity sign is posted in the Social Quarters. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. The proper type(s) of fire extinguishers, adequate in number and size, as per local code, are properly wall mounted, located appropriately for hazard involved, identified and accessible. |

Lodge # _____

Yes No N/A

General/Fire (continued)

- 11. Fire extinguishers are “charged” and visually inspected at least monthly, inspections are noted on the inspection tag (annual inspections are completed by a professional service representative and records retained at the Lodge).
- 12. The kitchen range fire extinguisher system works and is included in the Lodge extinguisher inspections.
- 13. Ceiling sprinkler heads (when installed) have a minimum 18” operating clearance from all materials.

Exits/Stairways

- 14. Exits are identified with an “EXIT” sign, and not blocked or hidden from view.
- 15. Doors are kept unlocked during hours of operations or equipped with panic bars.
- 16. Doorways that could be confused as an exit are marked as “NOT AN EXIT” and a sign stating where it leads to, i.e. “Storeroom.”
- 17. The direction of travel in all hallways/passageways to the nearest EXIT is marked with a sign and arrow showing the way to the outside EXIT doors.
- 18. The “emergency” lighting system works (has no manual by-pass switch) and will automatically activate in the event of power failure.
- 19. Every stairway is well lit and in good repair. Those having four or more steps have a hand rail. Those 88 inches or more in width have an intermediate midway stair railing.
- 20. All open-sided floor or platform areas such as a “stage” that are 4 feet or more from the adjacent floor, have railings on all sides.
- 21. Elevator(s) are maintained and inspected according to state and local codes.

Yes No N/A

Floor and Walking Surfaces

- 22. Floor coverings such as tile and carpet are in good repair and have no holes.
- 23. Carpeting is in good shape, with no torn or lose threads that could cause someone to trip and fall. The carpet on stairways is tight with no loose ends.
- 24. Tile areas, i.e. kitchen floor, are kept clean and in good repair; broken, chipped, or missing tile has been replaced or the area leveled to prevent trips/falls.
- 25. Rugs and mats, i.e. doorway and kitchen, are clean and secured from movement, with no turned-up edge(s), so that no one will trip over them.
- 26. The dance floor has a “non-slip” treatment or other material to prevent slipping.
- 27. Portable signs indicate wet-mopped floors or temporary hazards.

Kitchen/Bar Areas

- 28. Compressed gas cylinders are secured to prevent them from falling over or from having the control valve damaged.

Lodge # _____

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Kitchen/Bar Areas (continued)

- 29. The meat slicer blade is set at zero when not in use.
- 30. All “cutting” knife blades are protected to prevent accidental cuts.

Electrical

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 31. All electrical wall outlets have appropriate covers and have not been modified to feed more lines than originally designed, i.e. two plug-ins equal two plugs.
- 32. Only UL listed “surge protected” electrical extension cords are in use.
- 33. All electrical equipment is properly grounded.
- 34. All electrical wall panel boxes have at least a 30 inch clearance in front of their door. Each circuit breaker or fuse port is marked as to list its controls and every wire leading into, or out of, the panel box has protection against contacting the metal frame of the panel box.

Hazardous Chemicals

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 35. A written inventory of all hazardous chemical substances, i.e. ammonia, bleach, metal cleaners, etc., is kept on hand in the Administrator’s office.
- 36. All employees are aware of the hazards related to the chemicals used in the Lodge and how to protect themselves from chemical harm.
- 37. Flammable and combustible liquids (paints, solvents, etc.) are stored in metal safety cabinets or off premises.

Rest Rooms

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 38. Customer and employee facilities have clean sinks, mirrors and commodes.
- 39. Floors are dry and clean.
- 40. Soap and towels or air dryer are provided.
- 41. Employees are required to wash hands thoroughly before leaving the rest rooms.
- 42. Lights operate satisfactorily.

Parking Lot/Sidewalk Areas

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- 43. Parking areas have adequate lighting; curbs and parking spaces are identified (marked), handicap parking and access is appropriate (signs, ramps, restricted).
- 44. The sidewalk and paved parking area is in good repair (no pot-holes, or broken/raised cement). Curbs and parking stops/blocks are clearly marked (painted).
- 45. Steps and ramps are well maintained, identified/marked and have adequate lighting and rails. Step-ups and/or step-downs are clearly identified.
- 46. Non-slip material such as salt or sand is provided for stairs, ramps, outside doorways and parking areas as appropriate, i.e. during periods of bad weather.

MOOSE REWARDS

Earn points for helping the Moose grow and prosper, then redeem your points for valuable awards, gifts and experiences.

One Time Only! DOUBLE BONUS POINTS OFFER!

Every individual you have sponsored whose membership expired prior to December 1, 2015 and pays his/her membership dues in March or April, 2016, will earn you double Moose Rewards Points!

This is the only time during the Moose Rewards Program that you will receive points for members signed before the program started on May 1, 2015, so don't miss out on this unique chance to add valuable points to your total.

For example, if Bob's dues expired in November of 2015 and he renews again in March or April, his sponsor will receive 1,200 points instead of 600. Lodge, Chapter and Moose Legion members all qualify. This is the only time you will receive credit for individuals who joined the Moose before May 1, 2015. So reach out now to the members you have sponsored that are late in paying and encourage them to renew their membership!

Your Membership Just Became More Valuable

All program access is online. Simply visit the "My Membership Record" section of the Moose website and your Rewards Record will be contained in your individual section.

Please visit the Moose Rewards page, www.mooserewards.org, for the complete set of official rules and information.



**EARN BONUS
REWARDS —
RECRUIT A
FAMILY TEACHER**



**EARN UP TO 25,000
MOOSE REWARDS
POINTS!**

Refer a Family Teacher candidate to Mooseheart and YOU can earn **5,000** Moose Rewards points* (*if the referral is hired and completes training).

+

Earn **10,000** more points if the referral is employed as a Family Teacher for 6 months.

+

Earn another **10,000** points if the referral is employed as a Family Teacher for one year.

=

Total Moose Rewards points can add up to **25,000**.

For information regarding Family Teachers please visit www.mooseheart.org and select employment or call Kyle Rife, Director of Admissions & Recruiting, at 630-906-3631.

Texas Hold 'Em 2016 Merchandise



910 Long Sleeve Charcoal T-Shirt
 Front, Back, & Sleeve Print
 Screen Logo
 50% Cotton 50% Polyester

S-XL	\$13.00
2XL	\$15.00
3XL	\$17.00
4XL	\$19.00

Order your Lodge's Texas Hold 'em Merchandise by returning this email, with quantities, to Catalogsales@mooseintl.org



914
 Stainless Steel
 Bottle Opener
 \$3.00



915
 Key chain
 Bottle Opener
 \$3.00



913 Neon Camo Hat
 with Mesh Back
 \$12.00

913-O Safety Orange
 913-G Safety Green