

Subject: 160329 Official Communication-Weekly Payouts Delayed;Dble Bonus Moose Rewards;Lodge Safety Insp Forms Due - NEW FORM ATTACHED; Cat Sales Offers

Official Communication for March 29, 2016

Weekly Payouts Delayed

We have been unable to process the weekly payouts due to unavoidable issues in our Dues Processing/Finance Department. We sincerely apologize for any inconvenience this may cause. We plan on sending out all payments due to our Lodges, Chapters, and Moose Legions on the regular schedule next week.

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 Posi-pour's available for purchase from Catalog Sales – Order Yours Today!

MOOSE POSI-POUR 2000

LIQUOR CONTROL

NOW!



There has never been a better time than today for liquor portion control. Constant price increases, higher liquor taxes and tougher drunk driving laws make it essential for you to stop over-pouring NOW.

POSI-POUR™
MADE IN USA

The POSI-POUR portion control pourer is the greatest innovation yet in liquor control. The POSI-POUR looks just like a "free" pourer and pours fast and accurately. Easy to clean, no costly breakdowns and very affordable. The POSI-POUR is available in 5 preset sizes.

_____ Doz. 1-1/2 oz. @ 49.95.....Cat. 164-15	_____ Doz. 1-1/4 oz. @ 49.95.....Cat. 164-125
_____ Doz. 1-1/8 oz. @ 49.95.....Cat. 164-118	_____ Doz. 1 oz. @ 49.95.....Cat. 164-1
_____ Doz. 7/8 oz. @ 49.95.....Cat. 164-78	

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

Name _____
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 City _____
 State _____ Zip Code _____
 Credit Card # _____ Exp. Date _____
 Signature _____



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 Fax 630-859-3505
 Website catalogsales@mooseintl.org



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.

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.

1. Name of Property (Building & Contents) Ins. Co. _____

Policy Number: _____ Effective Date: FROM _____ TO _____

2. Name of Employee Theft (Fidelity Bond) Ins. Co. _____

Policy Number: _____ Effective Date: FROM _____ TO _____

3. Name of Workers' Compensation Insurance _____

Policy Number: _____ Effective Date: FROM _____ TO _____

4. Has the Loss Prevention PowerPoint been viewed? Date viewed: _____

Yes No N/A General/Fire

5. First Aid kit is available for use in kitchen and has appropriate supplies.

6. Emergency numbers (Police/Fire/Medical) are posted near the telephone.

7. The local Fire Department is familiar with the Lodge and its operations.

8. An emergency evacuation (site) map is posted in the Social Quarters.

9. The room maximum capacity sign is posted in the Social Quarters.

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)

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. The kitchen range fire extinguisher system works and is included in the Lodge extinguisher inspections. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13. Ceiling sprinkler heads (when installed) have a minimum 18” operating clearance from all materials. |

Exits/Stairways

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 14. Exits are identified with an “EXIT” sign, and not blocked or hidden from view. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15. Doors are kept unlocked during hours of operations or equipped with panic bars. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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.” |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18. The “emergency” lighting system works (has no manual by-pass switch) and will automatically activate in the event of power failure. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 21. Elevator(s) are maintained and inspected according to state and local codes. |

Yes No N/A

Floor and Walking Surfaces

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 22. Floor coverings such as tile and carpet are in good repair and have no holes. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 23. Carpeting is in good shape, with no torn or loose threads that could cause someone to trip and fall. The carpet on stairways is tight with no loose ends. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 26. The dance floor has a “non-slip” treatment or other material to prevent slipping. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 27. Portable signs indicate wet-mopped floors or temporary hazards. |

Kitchen/Bar Areas

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 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.