

Subject: 160803-Official Communication;Deadline 1st Qtr HOC;Lodge Safety Forms Due;Regional Mbshp Workshops;Entryway Moose Floor Mats Avail Catalog:

Official Communication for August 3, 2016

Deadline for 1st Quarter Heart of the Community Reports is August 15, 2016; Reports Must Be Submitted Through Web-Based Form to Assure Proper Credit

With the deadline for submitting 1st quarter Heart of the Community forms being Monday, August 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).
- After the information has been entered, click 'Save' at the bottom of the form. This will save the information that has been entered and will transmit the report to the server at Moose International.
- 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, **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. Territory Managers have access to view your reports immediately upon submission. They can be contacted to verify your entry was successful and properly submitted. No extensions will be given to lodges who do not submit by the deadline using the web-based form.

Lodge Safety Inspection Form - Due OCTOBER 1, 2016 - NEW ELECTRONIC FORM

The next Lodge Safety Inspection Form is due no later than October 1, 2016. The form has been converted to an electronic form and is the only form being accepted (**we will no longer accept faxed or mailed forms**). It can be located on the Mooseintl.org website-Members Area-Moose Admin.-Forms-Lodge Safety Inspection Form-October 2016. Once the form has been completed and submitted, a message will display confirming the information has been submitted to Moose International. A confirmation email will be sent to the Lodge's smart mail account ending in "mooseunits.org" within ten (10) business days of receiving the form.

Lodges that fail to submit the completed form by October 1, 2016 will have a Compliance Modifier added to their 2017-2018 Risk Pool Assessment, which will increase the amount the Lodge pays for the Risk Pool Coverages.

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

Regional Membership Workshops to Begin Soon

Over the past two years, the Moose Membership Department has been conducting day-long membership workshops in various parts of the country, offering information to lodges and chapters that will help them recruit and retain members. These regional forums were created to make interaction with Moose International staff possible for individuals who may not be able to travel long distances due to time or cost issues.

For 2016, workshops include:

- **August 13 – Eau Claire Wisconsin Lodge 1408**
- **September 24 – Dearborn Heights Michigan Lodge 1795**
- **October 1 – East Aurora New York Lodge 370**
- **October 22 – East Portland Oregon Lodge 1891**

Previous topics included results from membership surveys; strategies for signing new members; information on why members leave the Moose; details on the Moose Rewards program; and case study examples of successes and failures.

New this year is a presentation on Attracting Younger Members, which proved very popular at the 2016 International Moose Convention.

Presenters for 2016 include Moose International's Director of Membership/Chief Marketing Officer, Kurt Wiebe; Assistant Director of Membership, Field Operations, Dave Smoot; and Assistant Director of Membership, Retention and Recognition, Kim Thompson. Other individuals will also assist on presentations depending upon location.

“These interactive workshops have been well-supported by our members in the past and we have heard good comments about the information and how it is delivered,” notes Wiebe. “Any active individual with an interest in membership growth is welcome to attend and the only cost for participating has been a small charge for lunch in the lodge.”

Sessions last from 10:00a.m. to 3:00p.m. so members can often get from home to the meeting and back in a single day. Individuals are encouraged to bring questions and success stories; and a summary of the session's information is handed out to all participants at the end of the day so that it may be reviewed by others in the participants' lodges and chapters when they return.

Registration is handled by the Territory Manager for each Workshop location:

- Eau Claire - Gary Beck, Territory Manager – gbeck@mooseintl.org or 810-691-2184
- Dearborn Heights – Dave Coffey, Territory Manager – dcoffey@mooseintl.org or 810-441-7072
- East Aurora - Stan Adams – Territory Manager – sadams@mooseintl.org or 724-699-5776

- East Portland – Mike Hauzenberger – Territory Manager – mhauzenberger@mooseintl.org or 360-606-1534

To register, please provide the following in an email **no later than one week prior to the workshop** you will be attending:

- Name
- Lodge/chapter number
- Member ID number
- Lodge/chapter office held, if applicable
- Cell phone number

Spruce up your Lodge Entryway with New Moose Floor Mats Available from Catalog Sales

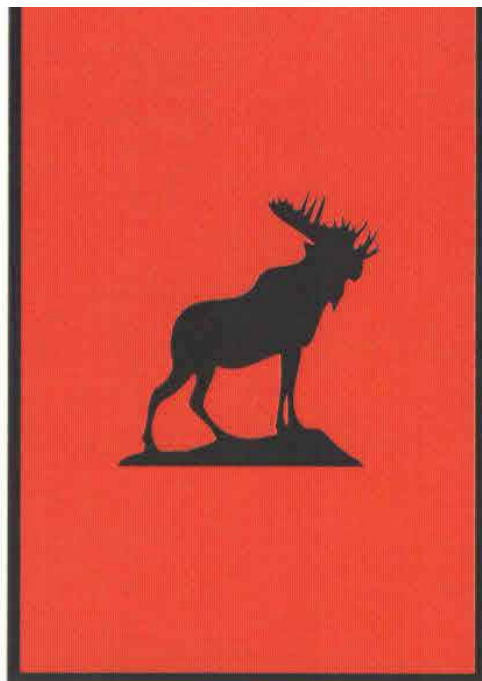
ORDER FORM

MOOSE LODGE

ENTRYWAY MATS



HORIZONTAL



VERTICAL

Above are reproductions of our fine quality entryway mats that are backed by a **one year** guarantee against wear. The fiber is 100% high density olefin that is soil resistant and will absorb one gallon of water per square yard. The backing is a pliable vinyl that grips even the slickest floor and has a tapered edge to eliminate trip hazards.

These mats are functional, attractive and best of all cost effective.

The Trademark can be applied on a vertical and horizontal mat. Use the term **V** for vertical and **H** for horizontal when ordering.

SPECIAL OFFER

| | H | V | SIZE | | |
|------------|--------------------------|--------------------------|------|--------------------|----------|
| ----- #297 | <input type="checkbox"/> | <input type="checkbox"/> | 3X5' | SINGLE DOOR | \$90.00 |
| ----- #298 | <input type="checkbox"/> | <input type="checkbox"/> | 4X6' | DOUBLE DOOR | \$120.00 |
| ----- #299 | <input type="checkbox"/> | <input type="checkbox"/> | 4X8' | SINGLE DOOR RUNNER | \$150.00 |

MOOSE MAT COLORS

• Gray • Burgundy • Black • Red • Brown • Royal Blue • Green • Hunter Green

MOOSE IMPRINT COLORS

• Black • Brown • Royal Blue • Beige • Gold • Maroon • Red • Gray • Navy Blue

SPECIFY CHOICE Mat Color _____ Imprint Color _____

Optional Imprint Lodge Name & No (20 letters maximum \$25.00 per mat) _____

**Maintenance sheets are enclosed with each mat.*

NOTE: Customer will be responsible for proper selection of mat & imprint color.
Allow 4 to 6 weeks delivery. (No Freight Allowed) (Illinois residents add 7% sales tax)

Lodge Name & No. _____

Street No. _____

City _____ State _____ Zip Code _____

Credit Card # _____ Exp. Date _____

Signature _____



Send check or money order - no CODs
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PACKING & SHIPPING
Will be charged at
ACTUAL SHIPPING COST



PLEASE STATE CATALOG NUMBER WHEN ORDERING
 Phone 630-966-2250
 Fax 630-859-3505
 Website catalogsales@mooseintl.org

