

**Subject:** 160815 Official Communication - First Qtr HOC Reports DUE TODAY; Tommy Moose From Catalog

## Official Communication for August 15, 2016

### First Quarter Heart of the Community Reports are due **TODAY**, August 15, 2016.

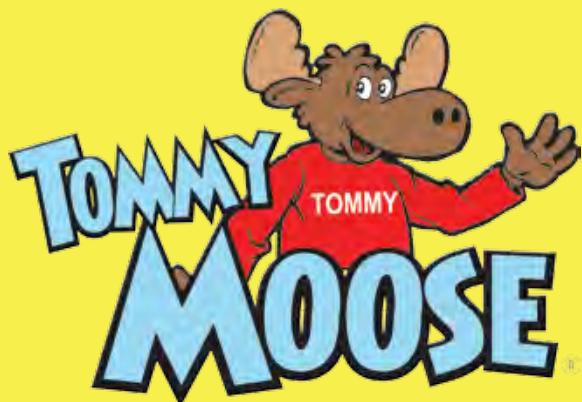
The deadline for the first quarter Heart of the Community reports is today. Please note the following reporting tips to ensure the most credit for your efforts. Once you have submitted your report, it is in your best interest to alert your Territory Manager so they can look it over and give you advice on any necessary changes to ensure the most credit:

#### KEY REPORTING TIPS:

1. **Absolutely NO Fax, Email, or U.S. Mail submissions** will be accepted, **NO exceptions**.
2. **Submit a few days early** - to allow time for any unforeseen computer glitches.
  - a. If you encounter any problems accessing the reporting system from the lodge computer, you can easily submit from *any* other internet-connected computer – *home, library, etc.*
3. Be **SPECIFIC, yet CONCISE, in descriptions**. The more specific, the more likely you are to receive proper credit.
  - a. **WHO**, exactly, benefitted from your efforts?
  - b. **WHEN**, exactly, did it occur? (Only actual efforts performed this quarter; not ‘*ongoing*’ or ‘*planning to*’)
  - c. **HOW MUCH?** (# Hours, \$ Money donated, # Miles driven).
  - d. **BE CONCISE:** Only fill in *ONE* line of data per effort; Never use multiple lines to describe one effort.
4. **Verify Efforts should count as ‘Community Service’**
  - a. **Ask**, “*Would we need to put on a Moose volunteer shirt for the activity so people out in the non-Moose community know that we represent the Moose?*”
  - b. Credit is **NOT** given for efforts made by **individual members**.
  - c. **WOTM & Moose Legion efforts are NOT included in this report** – this prevents ‘*double reporting*’ across all fraternal units, which could skew year end reporting at International convention.
  - d. **Efforts that ‘help our own’ are NOT considered community service** (helping a member of the lodge is not getting the Moose name out into the non-Moose community).
5. **Proper Categorization** – This is a very common error. Please **double check each entry** is in the correct category.
  - a. Ensure that entries **directly relate to the program they list them under**. Efforts and donations to *Youth Awareness, Special Olympics, Safe Surfin’, and Scouts* should specifically benefit these particular programs/organizations – not similar organizations/programs. Often times, efforts listed under these categories should actually be listed under “*local community*” efforts instead.
  - b. In the past, Moose International has ‘cut and paste’ many of these entries into the correct category for such errors, but will no longer be doing this. Therefore, utilize the guidance of your Territory Manager.

6. **Do NOT list duplicate entries for the same single effort** – Only list an effort *one time*, in *one place*.
  - a. i.e. Tommy Moose plush dolls given to a Fire Department would only go under Tommy Moose, not *also* under Emergency Services.

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