

Subject: 160817 Official Communication -Member Retention Week;Time for IRS 990 Forms; Lodge Safety Forms Due;Regional Mbrshp Workshop; Cat Sales

Official Communication for August 17, 2016



Member Retention Week, November 6 – 12, 2016

In the coming weeks we will provide additional information via our website and also printed materials, regarding Member Retention Week. Get your committee chairman selected and begin the process of selecting your projects for the week. More information will follow!

It's IRS Form 990 Time! (United States Fraternal Units)

Please be reminded that Federal Law requires all Moose Lodges, Chapters, Moose Legions, Associations, and any other unit that has a unique EIN, to file an annual IRS Form 990, 990-EZ or 990N no later than **September 15, 2016**, for our fiscal year ending April 30, 2016.

To assist you in completing the IRS Form 990, we have 990 online help videos. Through the www.mooseintl.org website, enter the Members Area, and then click on **Moose Training > Online Job Aids**. You will find access to 990 tax forms and help information under the 'Demos' section.

From there, you can access everything that a typical Moose Unit will need – instructions and associated schedules – on the webpage, and from within each new 990 help video. Select the appropriate 990 Tax Form for your Moose Unit based on your Unit's gross receipts and assets. Click on the "View Video" button to open the appropriate 990 help video.

If you cannot file the 990 on time, it is essential that you file an extension by September 15, to avoid costly penalties from the IRS. Use Form 8868, which you can find on the IRS website, www.irs.gov. All other schedules you may need are also available on the same IRS website.

Remember – the appropriate IRS Form 990 for your Moose Unit **must be filed by September 15, 2016**.

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

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:

- **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:

- 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

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