

Subject: 160914 Official Communication- IRS 990 Deadline; Lodge Safety Due; Regional Mbshp Wrkshp Next Saturday; Journ Award Open;Catalog Sales

Official Communication for September 14, 2016

Tomorrow is the deadline to submit your IRS Form 990! (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 tomorrow **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).

Next Regional Membership Workshops is next Saturday, September 24th

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

2016-2017 Moose Journalism Awards Now Open!



Newsletter Editor Heather McIntosh of Anchorage, AK Lodge 1534

was selected as the Top Moose Journalist for 2015-16 by Director General

Scott Hart.

Entries are now being accepted for the 55th Annual Moose Journalism Awards!

This year, just like last year's contest, all entry forms will be posted **online only**. Participants can download entry/informational forms online through the Moose International website under the Members Area under News, the Heard of Moose? Facebook page, and Official Communications.

The Moose Journalism Awards program seeks to encourage and motivate editors of all Moose publications towards the achievement of consistently high journalistic standards in their newsletters and, through such achievement, to enhance communication and shared information between Moose members and their Lodges, Chapters, Moose Legions, Higher Degree Councils, and Associations.

The deadline for website submissions is 4:30pm CST, Friday, February 24th, 2017. The deadline for publication submissions is 4:30pm CST, Friday, March 3rd, 2017.

Winners of this year's competition will be recognized during the International Moose Convention in Tampa, FL June 29- July 3, 2017.

Questions about the contest can be directed to the Moose International Department of Communications at (630) 966-2229.

Good luck to all the participants!

<<journalism award 2017 website entry.pdf>> <<2016-17 Journalism Awards entry form.pdf>>

Catalog Sales has Degree Polo Shirts on Sale – Just in Time for Celebrating their Newest Moose Achievements!

<<Degree Polo Clearance.pdf>>

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2016-2017 Moose Journalism Awards

OFFICIAL CALL FOR ENTRIES

DEADLINE FOR ENTRIES TO BE RECEIVED:
4:30 P.M. CST, Friday, March 3, 2017

► **Lodges/Chapters must have valid publication permit to enter contest! See *Note below.**

Editors of Lodge/Chapter, Moose Legion, Higher Degree Council, and State/Provincial Association Publications are hereby formally invited to submit entries in competition for the 55th Annual Moose Journalism Awards, to be announced at the 2017 International Convention of the Moose Fraternity in Tampa, FL.

The Moose Journalism Awards program seeks to encourage and motivate editors of all Moose publications, toward the achievement of consistently high journalistic standards in their newsletters—and, through such achievement, to enhance communication and shared information between Moose members and their Lodges, Chapters, Moose Legions, Higher Degree Councils, and Associations.

****NOTE: Lodge/Chapter publications are eligible for the Moose Journalism Awards competition ONLY if they hold a valid Moose Publication Permit (per requirement of the General Laws), UPDATED with EDITOR'S E-MAIL ADDRESS, or have sent a completed Publication Permit application to the Moose International Communications office that has been received by January 31, 2017. If you're unsure whether your lodge holds such an UPDATED permit, call 630-966-2229. Association, Moose Legion and Higher Degree Council publications do not require a permit, but are required to follow the permit requirement of mailing one copy of every issue of the publication to the Dept. of Communications, 155 S. International Drive, Mooseheart, IL 60539-1174.***

RULES 2017 MOOSE JOURNALISM AWARDS

General Excellence/Lodge & Chapter Publications

All entries in the General Excellence classifications will be evaluated by the Fraternity's International Communications Committee, on attractiveness of page layouts, readability of printing, quality of writing, effective use of photographs (where applicable), and comprehensiveness of content concerning Lodge, Chapter, and Fraternity-related news of interest to members — especially with regard to programs on membership production and retention.

1. **You must hold a valid Moose Publication Permit to enter contest. See *Note on page 1 for instructions.**

2. **Categories based on male membership:** Those entering Lodge/Chapter Publications for competition need know only what their Lodge's male enrollment was as of the end of the last Moose fiscal year (April 30, 2016). They need only note that enrollment number (on the form on page 4 to be completed, detached and mailed), and we will take care of the rest. Your publication will then be judged against others in one of four enrollment categories:

- Lodges of 200 members or fewer
- Lodges of 201-400 members
- Lodges of 401-800 members
- Lodges of 801 or more members

Categories are not based on production method. It is up to you as Editor, and your Lodge and Chapter officers, to determine what resources of time, talent, funding and production equipment you feel you can devote to your newsletter – which will be judged against newsletters from Lodges of roughly your same size, and potential resources.

If you do not know what your Lodge's male enrollment was on April 30, 2016, ask your Administrator; if he does not know for sure, call us at 630-966-2229.

3. You must choose and send three consecutively dated hardcopies of each issues of your Lodge/Chapter publication for your entry. For example, the issues for Jan., Feb., and March—or whatever combination of consecutive issues (whether monthly, bimonthly or quarterly) that fall within the contest period of April 2016 through March 2017. This is required to show continuity of excellence.
4. Newsletters that are distributed solely via e-mail ARE eligible — BUT, hardcopies must be submitted, and entry MUST be marked “e-mail only publication.”
5. A Lodge/Chapter combination may not make more than one entry; i.e., may not send a Jan./Feb./Mar. three-issue entry to compete against another entry of April/May/June from the same Lodge/Chapter.
6. **Entries on which any officer's column appears routinely on page one of every issue will be DISQUALIFIED.**

General Excellence/State & Provincial Association Publications

Association newsletters will be evaluated on the same criteria as Lodge/Chapter newsletters (see above), except that content will be evaluated on effectiveness of communicating appropriate information between the Lodges of the Association, and from leaders of the Association to Lodges/Chapters and members.

As with Lodge publications, editors of Association Publications must send one copy each of three consecutively dated issues for judging.

Any Moose Association District publication, or Association Activity Group (such as Moose Riders), that is entered into competition will be judged in the Association category.

General Excellence/Moose Legion & Higher Degree Council Publications

Moose Legions and Higher Degree Councils must send one copy each of three consecutively dated issues of their actual publications. All Moose Legion and Higher Degree Council publications will be evaluated in one group.

Best Editorial

Beginning with this year's contest, we will have a category for an editorial on any topic, rather than only one as in year's past.

An editorial differs from a news story in that it clearly states an opinion, cites facts supporting that opinion and explains why the opinion is held, and concludes by urging action—or change in belief—on the part of the reader.

1. The contest editorial must appear in a Moose publication (Lodge, Association, Moose Legion or Higher Degree publication) during the current contest period (in issues of publications dated on or before March 2017).
2. The editorial should be approximately 250-500 words in length.
3. The editorial must be bylined – written by a Lodge officer (an Association officer if appearing in an Association publication), a committee chairman, or the publication's editor.
4. The editorial should have an appropriate headline.
5. The Best Editorial entry, which must consist of one printed copy of the actual newsletter containing the editorial, **must be submitted in a separate envelope, which must be clearly marked “Best Editorial,” and must include the name of the author.**

Best News Story

1. Write and publish a news or feature story about any Moose activity, event, or personality during the present contest period – April 2016 to March 2017.
2. The news story must be printed in your publication during the contest period, and be submitted as a direct clip from that printed publication.
3. The news story should be approximately 250-500 words in length.
4. If covering an event or activity, the news story should be written after the event or activity was held.
5. An appropriate headline must appear on the news story; the quality of the headline as well as the text will be evaluated.
6. The “Best News Story” **entry must be submitted to contest judges as a separate category (in a separate envelope) and marked “Best News Story,” with the name of the author indicated.** One printed copy of the actual pages of the publication containing the News Story must be submitted as an entry in the contest.
7. There need be no limit on the number of different stories that can be submitted from a given publication; however, each must be packaged and mailed as a separate entry.

PLEASE NOTE: A news story, for the purpose of this contest, can be either one that provides information to readers in a factual and objective manner involving events and activities of the Lodge/Chapter or of its individual members, or it can be a news feature that entertainingly relates a memorable event, or that profiles an interesting member, etc.

How To Submit Newsletter Entries

(See separate insert for information on WEBSITE entries)

Checklist

- _____ Newsletter being mailed regularly to Dept. of Communications? (as required by Moose Publication Permit) (*Even if 100% e-mail distribution, hardcopy of every issue **must be** mailed to our office.*)
- _____ For Lodge/Chapter Publications, is there a permit on file at the Dept. of Communications? (To check, call 630-966-2229)
- _____ In this submittal, is there a hardcopy of each of three issues of the publication?
- _____ Are the three newsletter issues submitted consecutively dated? (i.e., Dec/Jan; Feb/March; April/May) (For "Best Editorial") Is there a copy clipped or photocopied directly from newsletter—250-500 words in length?
- _____ (For "Best News Story") Is there a copy clipped or photocopied directly from newsletter—250-500 words in length?
- _____ Are **Entries From Each Category** General Excellence, Best Editorial, and Best News Story) in **Separate Envelopes**?
- _____ Does the Officer's column NOT appear on page 1 in every issue? Those appearing on page 1 will be **DISQUALIFIED!**

Please fill out the information below and mail with your contest entry. (Please Print)
(Detach, complete, and submit with your entry in separate envelopes)

- Check box of category: Lodge Association Moose Legion/Higher Degree Council
- Best Editorial (page # _____) Best News Story (page # _____) Email-only Publication

Lodge Name, State and Number, or Name of Higher Degree Council, or of Moose Association

Name of Publication

Name of Publication Editor/Story Author Editor's E-Mail Address Editor's Phone Number

(For Lodge/Chapter Publications only) Male Enrollment as of 4/30/16

Title of Best News Story, if entry is submitted in this category

All material submitted in all categories must have been published in Moose newsletters dated from April 2016 through March 2017. Entries must be RECEIVED in the Moose International Department of Communications NO LATER than 4:30p.m. CST, FRIDAY, MARCH 3, 2017.

Send Entries to:
Moose Journalism Awards
Moose International
155 S. International Drive
Dept. of Communications
Mooseheart, IL 60539-1174

OFFICE USE ONLY
Category: _____



2016-2017 Moose Journalism Awards

OFFICIAL CALL FOR WEBSITE ENTRIES

DEADLINE FOR ENTRIES TO BE RECEIVED VIA EMAIL:
4:30 P.M., Friday, February 24, 2017

To enter, webmasters should send an email to Brenda Buschbacher (bbuschbacher@mooseintl.org), indicating which of three categories (Lodge/Chapter Websites, Association Websites or Higher Degree Websites) is being entered; the webmaster's name, any passwords; *and the site address*. Entries will be accepted up through February 24, 2017.

We will in turn then email the five members of the International Communications Committee with the address of every contestant website. Then, in the several weeks before they gather for judging, the Committee will review each site and evaluate it on the following criteria:

- **Ease of use and navigation**
- **Quality and usefulness of information**
- **Quality of writing and design**
- **Accuracy of content**
- **Not busy or crowded**
- **Freshness; frequently updated**
- **Originality; not just lifting from mooseintl.org**
- **Emphasis on fraternalism over beverage sales**
- **Advertising limited and in good taste**

Members of the Communications Committee will then rank and select a First Place Award, Second Place Award and Honorable Mention Awards to be announced at the 2017 International Convention in Tampa, FL.