

Subject: 161114 Official Communication-DEADLINES; 2nd Qtr HOC; Mbr Retention Activity Forms; Online Registration 2017 Texas Hold'Em Poker Tourn; Catalog Sales

Official Communication for November 14, 2016

Tomorrow is the deadline for 2nd Quarter Heart of the Community Reports; Reports Must Be Submitted Through Web-Based Form to Assure Proper Credit

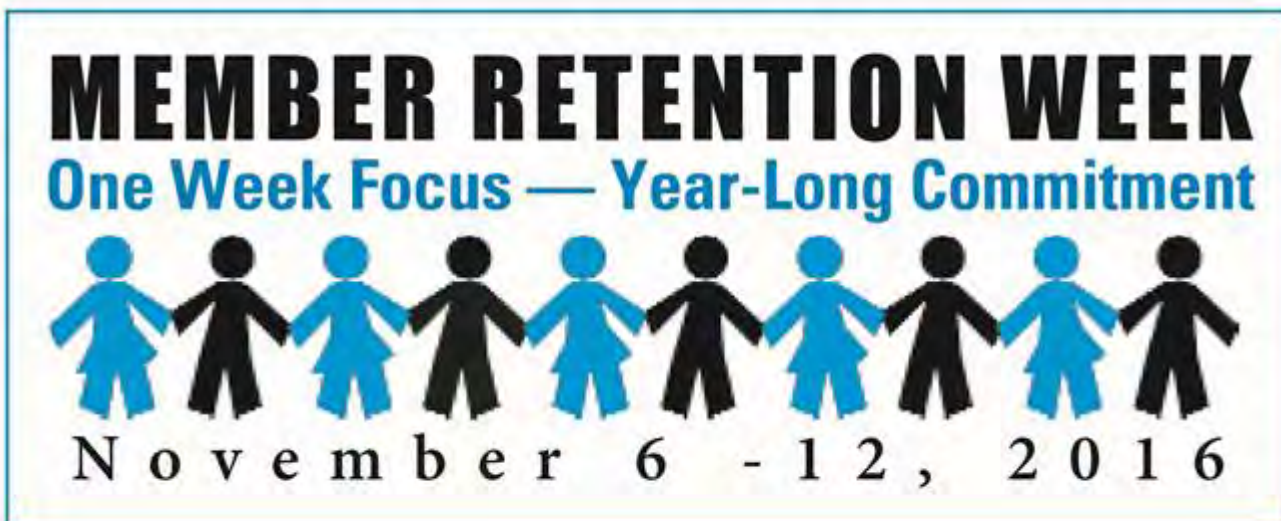
With the deadline for submitting 2nd quarter Heart of the Community forms being Tuesday, November 15, here is a reminder about the instructions for completing the web-based Heart of the Community forms. Here are the basic instructions:

- Go to www.moosintl.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 30 minutes before it times out. If you open the report, enter information, walk away for 30 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.

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.



Deadline to submit Member Retention Week activity forms is this Friday, November 18, 2016

The deadline to submit your on-line form to be eligible to awards is this Friday, **November 18, 2016**. We are looking for photos from Lodges/Chapters that have a successful events that we can share on our website and also our Heard of Moose Facebook pages. Please e-mail digital photos, along with a description of your events to Kim Thompson at kthompson@mooseintl.org.

Online Registration For The 2017 International Texas Hold ‘Em Poker Tournament Is Open through December 2, 2016!

Access to the online registration system for the 2017 Texas Hold ‘Em Poker Tournament is now available on the Moose International website at www.mooseintl.org, in the ‘Member Area,’ under ‘Activities & Sports’/‘International Sports Tournaments’/‘Texas Hold ‘Em.’ The tournament will return to the Golden Nugget Hotel & Casino in Las Vegas, Nevada, and will take place **January 8 – 12, 2017**. The **deadline to register is Friday, December 2, 2016**. Members may opt to mail in a physical registration form which is downloadable in the same location on the website; but please note that **all mailed entries must be postmarked no later than December 2nd to be accepted**. Please be sure to encourage members to register early; the commonly preferred morning session of the tournament will be given to registrants on a ‘first come first serve’ basis.

It's never too early to plan your New Year's Eve party – get your supplies from Catalog Sales today!

Bonanza Deluxe

Party for 100 People

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- 1 Top Hat (for Bartender)
- 1 Elegant Tiara (for Waitress)
- 5 Plastic HNY Top Hats
- 5 Plastic HNY Derbies
- 45 HNY Glittered Tiaras
- 45 Full Size Fancy Foil Hats
- 50 Colorful Plastic Noisemakers
- 25 Fancy Foil Horns
- 50 Assorted Color Poly Leis
- 25 Festive Party Blowouts
- 50 Assorted Color Balloons
- 1 10' Mylar Banner
- 200 Serpentine Throws

Qty. _____ 100 People @ \$84.95 each

Bonanza -50

Party for 50 People

Contents: Catalog #180

- 1 Top Hat
- 1 Large Plume Tiara
- 3 Plastic Derbies with Happy New Year Band
- 2 Plastic Top Hats with Happy New Year Band
- 25 Happy New Year Tiaras
- 25 Happy New Year Large Foil Hats
- 25 Foil Horns
- 13 Party Blowouts
- 12 HNY Plastic Noisemakers
- 25 Balloons
- 25 Poly Leis
- 100 Throws (5 rolls of 20 throws)
- 1 Banner

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