

Subject: 161118 Official Communication- Member Retention Week Survey Forms DUE; Catalog Sales

Official Communication for November 18, 2016



Today is the deadline to submit Member Retention Week Survey forms; Reports Must Be Submitted Through The Web-Based Form to Assure Proper Credit

With the deadline for submitting Member Retention Week Survey forms being today, here is a reminder about the instructions for completing the web-based 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/chapter.
- Once in the FRU information screen, click on the dropdown for Forms and select Member Retention. This will take you to the main screen for Member Retention reporting, which will show a box in the center of the screen with a line for the 2016 Member Retention Survey.
- There will be a link next to the 2016 Member Retention Survey. 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. After the information has been entered, click 'Save and Submit' 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.

The deadline to submit your on-line form to be eligible for awards is **today, 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.

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

Contents: Catalog #181

- 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

Qty. _____ 50 People @ \$49.95 each



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