

Subject: 170127 Official Communication-ways to help become a sponsor; All New -Member Retention Kit;Have you properly entered eligible new members for Active Milit/First Resp?

Official Communication for January 27, 2017

Looking for ways to help your membership become sponsors?

The Membership Department now has a "How To Sponsor Guide" brochure, which is available from Catalog Sales (Item #M7), 50 per package. They are free, but shipping charges do apply. The Sponsor Guide is a wallet size tool that can be quickly accessed to provide materials that will provide the new sponsor with suggestions and basic information on the fraternity. Order yours today, simply by contacting Catalog Sales at catalogsales@mooseintl.org or 630.966.2250.

All New - Member Retention Kit

Beginning February 6th Lodges and Chapters will receive, via e-mail, materials for members who expire in 90 days; therefore the first kit is for members who expire on April 30, 2017. This information is being provided to assist the fraternal unit in contacting their members **prior** to their dues notices being created. This is the perfect opportunity to talk with the member, thanking them for being a member of their lodge/chapter and see if they had any issues that would stop the member from paying their dues. This enables the lodge/chapter to discuss the issues and resolve if needed. The Member Retention kit is similar to the Expired Member Kit, which will still be provided, providing the current members name and contact information, along with their sponsors information. It also provides scripting they can use for the calls/e-mail/letters and a file for labels, if needed. If you have any questions, please don't hesitate to contact your Territory Manager or our call center at memberservices@mooseintl.org or 630.906.3658.

Have you properly entered in all eligible new members for the Active Military/First Responders Special Promotion?

As a reminder to all Lodge Administrator's, Chapter Recorder's and Moose Legion Secretary's, we are attaching the FAQ information sheet previously provided. This FAQ provides the process of entering your new applicants in LCL.net AND your Admin Menu. If you have not done the process in the Admin Menu, your fraternal unit **will be billed** for each application fee and enrollment fee. Keep in mind, please do not enter any new active military/first responders applications on the last day of each month, as you cannot mark an eligible application on Admin Menu as the application would not be accepted until the following day (2 day process – enter one day, mark as active military/first responder the next day). If you have any questions, please do not hesitate to contact your Territory Manager or our call center at memberservices@mooseintl.org or 630.906.3658.

Active Military/First Responders Membership Promotion FAQ



Overview:

Members of the military and first responders have always been individuals who have gravitated towards the Moose, often providing effective leadership for our lodges and chapters. In almost every case, they are solid members of their communities and productive members of the fraternal unit in which they belong. This program focuses on these two groups and offers a significant cost savings for new individuals who may be interested and asked to join the Moose.

Time frame:

January 1, 2017 – April 29, 2017, with the option of extending the program through December 31st, 2017 if it proves to be successful in attracting this demographic.

Program:

Moose International will waive all fees and dues for a new or re-enrolled member as a pilot program endorsed by the Supreme Council and Grand Council. Men and women of the military (active) and first responders could potentially join at no cost if your lodge or chapter waives its portion of the dues as well. However, these new members should be asked to attend orientations, functions, dinners, social quarter's activities and Heart of the Community efforts that will more than make up for the lost revenue. Additionally, members of both groups who join the Moose via this program should be urged to promote membership to their colleagues, thus increasing the impact of the program.

Further, this group would be excellent candidates for advancement to higher degrees, including the Moose Legion. As part of the program, the Moose Legion Council is also waiving all international dues and fees for any current active military or first responder, as well as all new members of these groups who qualify during the proposed time frame.

Who Is Included?

Active Duty Military: Army, Navy, Air Force, Marines, Coast Guard, Active Reservist

First Responders: Law Enforcement, Firefighters (full-time and volunteer), Paramedics, Emergency Medical Technicians

Not included at this time: Veterans, doctors, nurses, National Guard, Moose multi-members

How do I Fill Out and Submit the Application?

Complete and submit a membership application as you would any other. In the employer and/or occupation line, indicate the area (active military or first responder) where the individual qualifies and give the specific title as requested (i.e. First Responder, Anytown Fire Station, Firefighter). If the lodge or chapter has waived its portion of the dues, you simply need to turn in the application. If not, collect the lodge or chapter's portion of the dues with the application and submit both to the administrator or recorder. In either case, do not collect the \$20 application fee or the ABCD dues portion that is submitted to Moose International.

As an Administrator, Recorder, or ML Secretary, How do I Process the Application?

Lodge, Chapter and Moose Legions should enter all eligible applications into their LCL.net program for the Active Military/First Responders Program. (You will need to check the fees paid/dues paid boxes for the application to be submitted). Once the application is accepted in LCL.net, the Administrator/Recorder/Secretary will need to provide additional information via the Admin Menu so they are not billed for the application fees and membership dues for the eligible applications.

- Under the Admin Menu, click on Tools and scroll to New Member Promo. This will display all accepted applications starting with a January 1, 2017 application date.
- Select the member's name that is eligible for the Active Military/First Responders Program.
- Once the name is selected, choose the appropriate occupation, Active Military, Active Reservist, EMT, Firefighter, Paramedic or Police.
- Then hit save. If they serve in multiple occupations, select the one that best fits the majority of time committed to this occupation.

Each of these members will appear on your monthly billing statement, but will show a \$0 fee under the application and membership dues.

If this Admin Menu process does not occur prior to the end of month processes, Lodge, Chapter and Moose Legions will be billed for the application/dues. If this does happen, you will need to provide proof the member was eligible (copy of application) and a credit will be issued via Member Services at memberservices@mooseintl.org.

If a billing for the application occurs, you should still enter the necessary information so that the membership dues are not also billed.

If a member that was not eligible is selected, then the information is saved, in error, an e-mail to Member Services will be required to delete this information. If this application had already been submitted for \$0 billing, we will then submit a charge to that Lodge, Chapter or Moose Legion.

Administrators and Recorders please note: Do not enter a new member into this program on the last day of the month in January, February, March or April. Moose International bills on the last day of each month and with the added step for processing (listed above) you will likely be billed at the regular rate if entered on these days.

Can I Approach Groups Regarding This Program?

Groups of first responders, like a police or fire station, may receive information about the program, but note the guidelines identified below by the General Governor's Office:

- This membership campaign does not mean you should allow "just anyone" to become a member. It is imperative that all applications for membership be properly distributed, completed, investigated, and voted on by the membership to ensure that the applicant meets the current membership qualifications contained in the General Laws of our Fraternity.
- It is absolutely necessary that a lodge/chapter member educate and invite a candidate on an individual basis (i.e. it is inappropriate to mass solicit an entire army base for membership). Each candidate must be sponsored by a current lodge/chapter member. The Application Review Committee must exercise due diligence in the investigation of applicants and the approval or rejection of an application. Finally, the Lodge membership must vote either favorably or unfavorably on all applications at a regular general membership meeting.
- For more information, go to www.mooseintl.org under Military/First Responders Program