

Subject: 170607 Official Communication- MI Conv packet mailed;IRS Form 990 Time!;2017-18 MOY Open;FRUS Collecting Child in need for Tampa;March of Cks; Procedure for ALt at Conv; Moose Volunteer Gear;

Official Communication for June 7, 2017

Pre-registered? Your credentials packet has been mailed.

Credential packets/badges, for all members that pre-registered for the International Convention in Tampa are being mailed today, June 7th. Please let your members know that are attending to keep a look out for this envelope. For our Canadian members attending the convention, your packet will be available for pickup in the registration area. For those that did not have the opportunity to pre-register and plan to attend, they can register on-site. See you in Tampa!

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, 2017**, for our fiscal year ending April 30, 2017.

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 > Moose Training Demos & Tools Page**. 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, 2017**.

2017-2018 Moose of the Year Selection Open for Entry

This program recognizes each Lodge's selection of its most outstanding member as their **Moose of the Year**. Since ALL active members of the Order may be considered as a Lodge's Moose of the Year nominee, it is our belief that **no Lodge has an excuse to not participate in this recognition program**. Submitting a timely Moose of the Year is one of the criteria for a Lodge to earn the Premier Lodge Award.

The Moose of the Year is selected by the Lodge's Junior Past Governor, serving as Chairman, and at least three other Past Governors of the Lodge. If three (3) active Past Governors are not available, the Governor may appoint other Lodge Officers to the selection committee. Additionally, if the Junior Past Governor is not available to serve as Chairman, the Governor may appoint any Past Governor of the Lodge to serve in this capacity. The Moose of the Year selection should be based upon the member's overall record as a Moose during the past year, with particular attention paid to his membership efforts, his support of Moose Charities and his contributions to his Lodge and community.

Electronic Submission. The Lodge's Moose of the Year selection will be submitted to Moose International electronically, via the Admin Menu. **Submissions can now be entered and will be accepted through Monday, July 10, 2017.**

The Junior Past Governor may convene this committee and identify their Lodge's Moose of the Year selection any time after May 1, 2017, so their selection is ready to be submitted between June 1, 2017 and July 10, 2017.

As a reminder, Lodges are required to submit a Moose of the Year nominee as part of the criteria for the Premier Lodge Award.

Has Your Lodge or Chapter Been Collecting Donations for Tampa's Children in Need?

The International Convention in Tampa is just a few short weeks away, and we will be engaging in several efforts to bring relief to the city's children in need. Attached is the flyer detailing our planned efforts. No sign-up is required to make a difference, as our donations, alone, will have the greatest impact.

On **Monday, July 3rd, between 3:30pm - 4:00pm**, donations will be presented to the following organizations:

1. **Rise Tampa** (a local Tampa Police Initiative) – Tampa Police Officers coordinate efforts to help families obtain emergency shelter (in local hotels) when they first become homeless. These caring officers often pay for the hotel rooms with their own money

rather than see these families exposed to the elements when they have no place to turn.

- **NEED: Financial Support** to fund the families' hotel stays when they first become homeless. Rise Tampa's homeless initiative is their emergency "safety net." After their initial hotel stay, these officers make arrangements to transition these families into a safe shelter provided by Metropolitan Ministries.
2. **Metropolitan Ministries** – Provides transitional housing and vocational training to 100 families, and their 400 children, to help them get back on their feet after becoming homeless.
 - **NEED:** Non-perishable food (particularly **canned meat** such as **chicken or tuna; soups and cereals**); **Diapers** (Sizes 1-5) and **Financial Support** are also needed.
 3. **Salvation Army** –Helps Tampa families obtain emergency shelter, and assists families on the verge of becoming homeless.
 - **NEED: Bed sheets and Financial Support.**
 4. **Local Fire Rescue, Police, & Sherriff's Departments** – Will accept Tommy Moose doll donations to share with several local community service organizations, including those who support pediatric burn victims at local burn camps. Free direct-shipping is available in Catalog Sales.
 5. **Blood drive** - in **Rooms 20/21** from **11:00am – 6:00pm** (*Updated timeframe) at the Tampa Convention Center on **Monday, July 3rd**. No advance registration is required.

For more information on-site about any of these efforts, or to drop-off financial donations for any of these organizations, please stop by the Heart of the Community booth.

~ **Let's All Show TAMPA What It Means To Be A MOOSE!** ~

Moose Charities March of Checks At The Tampa International Convention

We thank you - each member, Fraternal Unit, District, Council of Higher Degrees and Association for your donations to Mooseheart and Moosehaven.

As you make your plans and prepare for the Tampa International Convention, please remember that there will be a 'March of Checks' at the Sunday morning Joint Session.

All donations need to be brought to the Moose Charities booth no later than 4:00 p.m. on Saturday, July 1. This will enable us to announce the total of all donations received at this convention.

Donors of \$500.00 or more will receive a 'receipt' that permits the donors to take part in the March of Checks and be recognized on stage.

Procedure for Alternates at International Convention

The annual Moose International Convention is an opportunity to gain knowledge, inspiration, know-how, and new ideas. For these reasons, every Lodge is required to send its Governor and Administrator, who are the Lodge's official representatives. However, any active Lodge member selected by the Lodge may serve as an alternate representative in the event the Governor or Administrator is unable to attend.

The procedure to have an alternate is as follows: when an alternate has been voted on in a general membership meeting, he shall bring with him a statement on lodge letterhead to present at the registration desk at convention. The letter shall state that John Jones, MID #_____ was selected at a general membership meeting on (Date) 00/00/0000 to be the alternate for the Administrator or Governor at the Moose International Convention.

This letter is to be signed by both the Governor and Administrator, with the lodge seal applied (if available).

Moose Volunteer Gear

Moose Lodges and Chapters cannot survive without the blood, sweat, and tears of our generous volunteers. Make it easier to spot a Moose Volunteer with brightly colored safety pink or safety yellow t-shirts from Catalog Sales. When volunteers are easier to spot, more raffle tickets can be sold, activities get set up faster, and overall events run smoother. Also available are Moose Aprons featuring front pockets and adjustable waist ties. Aprons are great for volunteers to stay clean while donating their time to cook or grill during Moose sponsored events. Show appreciation to your volunteers by supplying them with Moose Volunteer Gear from Catalog Sales 630.966.2250 or Catalogsales@mooseintl.org



“Making a Difference. . . It’s What We Do!”

Heart of the Community Initiatives

2017 International Moose Convention, Tampa Florida

The Moose has reached out to several community-based organizations to coordinate activities that will positively impact the lives of families with children in the Tampa area.

The Tampa Police Department’s Homeless Initiative – *Rise Tampa* starts its work where the city budget stops. Funding for families is needed for emergency shelter before transitioning to Metropolitan Ministries. This homeless initiative is outside of Tampa Police’s budget and the officers often pay out of their own pockets just to give families a room to sleep in while transitioning to a homeless shelter program.

Metropolitan Ministries – Provides homeless children and their families with food, clothing, shelter, job training and counseling to get back on their feet. Approximately 100 homeless families, including 400 children, live at Metropolitan Ministries.

The Salvation Army – Provides a number of services throughout the Tampa area including emergency shelter for the homeless; youth character-building programs; Angel Tree (clothing and toys at Christmas); family services; and summer camp for children.

Safe Surfin’ Foundation – Safe Surfin’ representatives and local Moose members will conduct a community-wide EZ Child ID Event at the Florida Aquarium near the Tampa Convention site!

Blood Drive – Moose International is working with One Blood of Tampa to help supply needed blood components to individuals throughout the Bay area.

How You Can Help!

Financial Donations – You or your lodge/chapter may make donations by check in advance of the Convention, or by check or cash onsite, to one or more of the first three organizations listed above.

Food/Supplies Donations – Organize a lodge or chapter program to collect needed items for the less fortunate in the Tampa Florida area. See reverse side for specific items needed in this community.

Volunteers – No sign-up required. Because of the limited time frame for events at this year’s Convention, volunteers are only needed on Monday, July 3rd to help load donations onto distribution vehicles and to appear in the background for media presentations with collaborative organizations.

Tommy Moose – Lodges and Chapters may order Tommy Moose dolls from Catalog Sales in advance of the Convention for distribution to Tampa Police and Fire, local burn victims, and community service organizations.

Blood Donations – You may walk-in to give blood during the event in Rooms 20/21 at the Tampa Convention Center on Monday, July 3rd from 12:30pm to 5:30pm.

[See the reverse side of this form for additional instructions!](#)

Financial Donations

In advance:

You or your lodge/chapter may make donations by check in advance of the Convention, or by check or cash onsite, to one of the three organizations listed. Mail checks (payable as described below) to:

Moose International
c/o Heart of the Community – Tampa
155 S. International Drive
Mooseheart, IL 60539-1183

On-site:

At the Tampa Convention Center, please deliver all financial contributions to the Heart of the Community Booth near International Moose Convention registration before noon on Monday, July 3rd, 2017.

- * **Tampa Police:** Make payable to *Rise Tampa* with *Tampa Police, Homeless Initiative* in the memo line.
- * **Metropolitan Ministries:** Make payable to *Metropolitan Ministries* with *Homeless Families* in the memo line.
- * **Salvation Army:** Make payable to *Salvation Army* with *Homeless Families* in the memo line.

Food/Supplies Donations

Organize a lodge or chapter program to collect needed items for the less fortunate in the Tampa Florida area. See below for specific items needed in this community:

Food: Critical items include **canned meats** (chicken and tuna); **canned beans**; **cereals** (boxed – both hot and cold varieties welcome, i.e. instant oatmeal/Cream of Wheat). **NOTE:** Though appreciated, *canned vegetables and fruits are more regularly donated and there is more of a need for the items mentioned above.*

Supplies: **Diapers** – all sizes; **Towels, blankets and sheets.**

Volunteers

No sign-up required. Because of the limited time frame for events at this year's Convention, volunteers are only needed on Monday, July 3rd to help load donations onto distribution vehicles and to appear in the background for media presentations with collaborative organizations.

Volunteers should arrive outside in front of the Tampa Convention Center by 3:30 p.m. on Monday, July 3rd. Donation loading will take place through 4:00pm when the media presentation to the organizations will occur.

Tommy Moose

Lodges and Chapters may order Tommy Moose dolls from Catalog Sales in advance of the Convention for distribution to First-Responders and community organizations on-site. **Contact Catalog Sales with your order (cases preferred) at 630-966-2250 no later than June 9th, 2017.** You must indicate that this order is for donation at the International Convention and should be included in the shipment to the Tampa Convention Center.

Blood Drive

You may walk-in to give blood during the event in **Rooms 20/21 at the Tampa Convention Center on Monday, July 3rd from 12:30pm to 5:30pm.** Please have a photo ID available.

Moose Volunteer



Moose Volunteer T-Shirt
Bright Colors
50% Cotton 50% Polyester
Preshrunk



Adjustable
Waist
Ties

Front
Pockets

#661
Moose
Volunteer
Apron
\$14.95

BACK
VIEW

#649

#648

Safety Safety
Yellow Pink
#648 #649

Small	_____	_____	Qty @ \$10.95
Medium	_____	_____	Qty @ \$10.95
Large	_____	_____	Qty @ \$10.95
X-Large	_____	_____	Qty @ \$10.95
2XL	_____	_____	Qty @ \$12.95
3XL	_____	_____	Qty @ \$14.95
4XL	_____	_____	Qty @ \$16.95
5XL	_____	_____	Qty @ \$18.95



Volunteer Lapel Pins \$3.00 ea
#517 Loyal Order of Moose
#C521 Women of the Moose

Send Order with Payment to: Catalog Sales
85 N International Dr. Mooseheart, IL 60539
Please ship the following order, for which you will find
Check # _____ for \$ _____ (IL orders add 7% sales tax)

Lodge/Chapter Name # _____
Name: _____
Street No: _____
City: _____ State: _____ Zip: _____
Phone No: _____
Credit Card No: _____ Exp Date: _____
Signature: _____

Please state ITEM # when
ordering:
PHONE (630) 966-2250
FAX (630) 859-3505
or EMAIL us at:
catalogsales@mooseintl.org
www.mooseintl.org

Please use this chart to compute
your shipping/handling cost.
These charges represent only
part of the actual cost, we pay
the rest. Illinois residents please
include 7% sales tax.

PAYMENT BY CREDIT CARD
WITH AMERICAN EXPRESS,
MASTERCARD, AND VISA
ARE ACCEPTED

Orders	Add
Up to \$15.00	\$6.30
\$15.01 to \$25.00	\$9.50
\$25.01 to \$35.00	\$12.35
\$35.01 to \$50.00	\$13.75
\$50.01 to \$75.00	\$15.75
\$75.01 to \$100.00	\$18.50
\$100.01 to \$125.00	\$20.25
\$125.01 and up	\$22.75