

**Subject:** 170802 Official Communication; deadline 1st Qtr HOC; Supreme Coun Lodge Grant Prog; FALL Mbrshp Workshops;Comm Sve Projects;

## Official Communication for August 2, 2017

### **Deadline for 1<sup>st</sup> Quarter Heart of the Community Reports is August 15, 2017; Reports Must Be Submitted Through Web-Based Form to Assure Proper Credit**

With the deadline for submitting 1<sup>st</sup> quarter Heart of the Community forms being Tuesday, August 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.mooseintl.org](http://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.
- 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:

- Submitting your form early provides your Territory Manager time to review and provide any suggestions to improve your report.
- 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 55 minutes before it times out. If you open the report, enter information, walk away for 55 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. Therefore, there is a range of dates when reports for multiple quarters can be accessed.

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. **A grade of Good or better is a requirement for the Premier Lodge Award.**

### **Supreme Council Lodge Grant Program Entry Open through August 9, 2017**

Please use the following instructions to submit your Supreme Council Lodge Grant request.

Login to your ADMIN screen as you normally would do.

Place your mouse-pointer over “Forms” on the menu bar.

Left-Click on “Grant Request” for Supreme Council Lodge Grant Program; then submit requested information.

Once completing your form and you select “Save”, your request is automatically submitted to Moose International.

### **Fall Membership Workshops Begin**

Moose International will conduct four new Regional Membership Workshops beginning in August. Workshops cover topics such as new trends, retention strategies, member study results, and more. Registration is free for these one-day, interactive sessions and both men and women can sign-up today. See attached form for additional information.

#### **Scheduled workshops include:**

- August 12<sup>th</sup> – Louisville, KY Lodge #5
- September 23<sup>rd</sup> – Glendale, AZ Lodge #2243
- October 7<sup>th</sup> – Winston-Salem, NC Lodge #466
- October 14<sup>th</sup> – Grand Prairie, TX Lodge #1818

### **Let’s talk Community Service Projects.....**

Did you know Moose International has a great community service program called Tommy Moose? Tommy is a soft, unique, cuddly plush moose designed to be donated, in bulk, to your local public safety agencies (i.e. Police, Fire, Sheriff, State, and other first responder

departments) to carry in their service vehicles and given to calm young children in crisis situations.

Tommy Moose Plush are available through the Catalog Sales Department at the price of just \$80/dozen. Also available are Tommy Moose Storage Bags, made to keep Tommy cleaned while being stored in Emergency Vehicles until he is needed. The storage bags are \$3.00/dozen.

To help with the community service project, Catalog Sales along with Moose International, will cover the shipping and handling costs of Tommy Moose purchased in dozen quantities. Shipping and handling on storage bags will also be covered, if ordered at the same time as Tommy Moose Plush. Contact Catalog Sales today to order your Tommy Moose and do your part in helping to calm a child during what could be the most difficult time in their childhood. Call 630.966.2250 or email [Catalogsales@mooseintl.org](mailto:Catalogsales@mooseintl.org)

## Attend A Regional Membership Growth & Retention Workshop!

This fall, Moose International's Membership Department will be conducting a series of regional workshops to discuss recruitment and retention challenges, as well as methods to address common issues expressed by Lodges and Chapters throughout the Fraternity.

Scheduled workshops include:

- August 12<sup>th</sup> – Louisville, KY Lodge #5
- September 23<sup>rd</sup> – Glendale, AZ Lodge #2243
- October 7<sup>th</sup> – Winston-Salem, NC Lodge #466
- October 14<sup>th</sup> – Grand Prairie, TX Lodge #1818

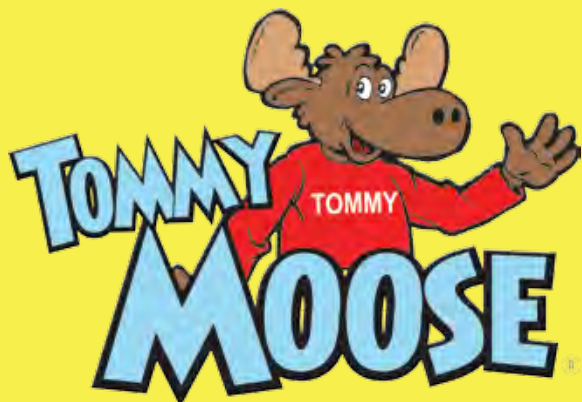
What you will learn from attending:

- New trends to help attract and retain members in 2017 and make your lodge more profitable.
- Strategies for retaining members through a monthly program of communication, programming, and activity tracking.
- Review of the Member Rewards program and how you can take advantage.
- Communicating the value of the Moose to potential members.
- Best membership practices from around the Fraternity.

Details:

- All interested Loyal Order of Moose or Women of the Moose members are invited to participate.
- There is no fee to attend.
- You may attend any workshop on the schedule, regardless of your location.
- All workshops run from 10:00am – 3:00pm, allowing most individuals the option of driving in and out the same day.
- A working lunch is provided by each Lodge at a cost of \$7.00 per attendee. Cash will be collected at the Lodge the day of each workshop.
- All workshops are business casual-to-casual dress.
- Sessions are meant to be interactive between participants and presenters. Please bring questions and suggestions.
- Please check the Lodge websites for any evening activities prior to or following the workshops.
- RSVP's are required to attend in order to allow for the proper amount of materials and food.
  - **Email the following information to the appropriate address below:**  
Membership Growth & Retention workshop (followed by):  
Your name; MID#; Lodge/Chapter #; Lodge/Chapter office you hold (if any); names of others accompanying you; a contact phone #; and an email address
  - For Louisville: [rpollitt@mooseintl.org](mailto:rpollitt@mooseintl.org) (RSVP Deadline: Wednesday, August 9th)
  - For Glendale: [bcavanaugh@mooseintl.org](mailto:bcavanaugh@mooseintl.org) (RSVP Deadline: Wednesday, September 20th)
  - For Winston-Salem: [ahopkins@mooseintl.org](mailto:ahopkins@mooseintl.org) (RSVP Deadline: Wednesday, October 4th)
  - For Grand Prairie: [rtrygstad@mooseintl.org](mailto:rtrygstad@mooseintl.org) (RSVP Deadline: Wednesday, October 11th)

Questions? Please email the contacts above for information pertaining to a specific site.



*Community Service Program*

This unique, soft, and cuddly Moose is designed to be donated, in bulk, to your local Public Safety Agencies (i.e. Police Dept, Fire Dept, Sheriff Dept, State Police, RCMP, etc.) to carry in their service vehicles and given to calm young children in crisis situations.

The recognition and goodwill that the Lodge, Chapter, Moose Legion, or Moose Association generates with the Tommy Moose Program is PRICELESS, especially when the emotions of a young child are changed from distraught and distressed to calm and happy.

Order Tommy Moose Doll Storage Bags for cleaner storage while in Emergency Vehicles



#130



#126



Shipping on Storage Bags included when purchased with Tommy Moose Plush

[www.tommymoose.org](http://www.tommymoose.org)

\_\_\_\_\_ Qty Tommy Moose Plush #130 @ \$80/dz

\_\_\_\_\_ Qty Tommy Moose Storage Bags #126 @ \$3/dz

Please ship the following order, for which you will find Check # \_\_\_\_\_ for \$ \_\_\_\_\_ (IL orders add 7% sales tax)

Name: \_\_\_\_\_

Street No: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone No: \_\_\_\_\_

Credit Card No: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Send Order with Payment to:**  
**Catalog Sales**  
**85 N International Dr.**  
**Mooseheart, IL 60539**

**PHONE (630) 966-2250 FAX (630) 859-3505**  
**or EMAIL us at: [catalogsales@mooseintl.org](mailto:catalogsales@mooseintl.org)**