

Official Communication for August 8, 2017

Deadline for Supreme Council Lodge Grant Program Entry is tomorrow, 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.

Deadline for First Fall Membership Workshop is tomorrow, August 9, 2017

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

Deadline for 1st Quarter Heart of the Community Reports is August 15, 2017

With the deadline for submitting 1st 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 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.**

Deadline to submit your “Valued Veteran of the Year” Honoree is September 1, 2017

The deadline to submit your “Valued Veteran of the Year” honoree to Moose International is September 1st. Please note that this MUST be done in the “ADMIN” menu, similar to the way the “Moose of The Year” is selected. **As a reminder, only one Valued Veteran will be honored within the lodge/chapter.** If the honoree is a man; the lodge is responsible for reporting the Valued Veteran. Or, if the honoree is a woman; the chapter is responsible for reporting the Valued Veteran.

To report your Valued Veteran of the Year in ADMIN:

- Login to your ADMIN screen as you normally would do.
- Place your mouse-pointer over “Forms” on the menu bar.
- Left-Click on “Awards” for Valued Veteran of the Year; then select your Valued Veteran’s name in the “member” drop down screen.
- Once selecting your Valued Veteran, click “Save”, your request is automatically submitted to Moose International.

Custom Memorial Bibles

The death of a Moose Member can be difficult for Lodges and Chapters and even more so for the member’s family. The gift of a custom engraved memorial bible is the perfect expression of sympathy your fraternal unit can show to the grieving family. Catalog Sales offers a Memorial Bible in either a Stratford Presentation Case or a Sierra Chest. The cases are engraved with the Fraternal Unit’s name and number using a handsome gold-embossing. Memorial Bibles must be ordered in quantities of 6 or more, but the orders can be mixed and matched between Catholic and Protestant Denominations. To order, please contact the Catalog Sales Department at Moose International: 630.966.2250