

**Subject:** 170816 Official Communication-Deadline to submit VV Of the Yr; It's IRS Form 990 Time; Fall Membership Workshops;Mbr Ret Week; New Mbr Lapel Pins;

## Official Communication for August 16, 2017

### 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 1<sup>st</sup>. 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.

### 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](http://www.mooseintl.org) website, enter the Members Area, and then click on **Moose Training > Demos & Tools**. 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](http://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**.

### Fall Membership Workshops

Moose International will conduct three additional Regional Membership Workshops. Glendale, Arizona will be the next workshop on September 23<sup>rd</sup>. 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:

- 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

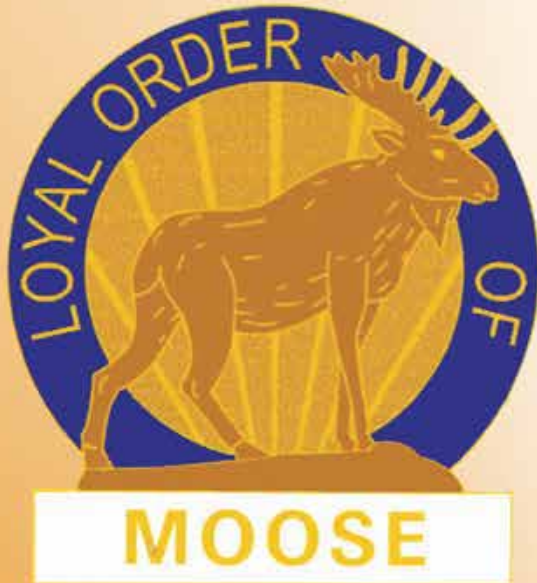


### Member Retention Week, November 5 – 11, 2017

In the coming weeks we will provide additional information via our website and also printed materials, regarding Member Retention Week. Get your committee chairman selected and begin the process of selecting your projects for the week. More information will follow!

### **New Member Lapel Pins**

Looking for that perfect inexpensive gift to give new members recently signed to your Lodge? Look no further. Moose Catalog Sales has Loyal Order of Moose lapel pins available at the low price of \$3.00 each, but wait! If you order 25 pins or more, we'll drop the price down to \$1.25 per pin. That's a small price to show appreciation to new members! Contact Catalog Sales today to order your stock of new member pins 630.966.2250 or email [catalogsales@mooseintl.org](mailto:catalogsales@mooseintl.org)



# LOYAL ORDER OF MOOSE LAPEL PIN

Tired of the one-color pin?  
This new four-color pin is \$3.00 each or  
for 25 or more just \$1.25 each.

## GREAT FOR NEW MEMBERS!

Catalog #535    Quantity \_\_\_\_\_

For more great Moose items visit our Moose International Catalog Sales web site [www.mooseintl.org](http://www.mooseintl.org)

Please ship the following order, for which you will find enclosed Check No. \_\_\_\_\_ for \$ \_\_\_\_\_ (Illinois orders add 7% sales tax.)

NOTE: Please remit in U.S. funds. Please state item number when ordering!

Prices and Shipping & Handling charges subject to change without notice

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Up to \$15.00 .....	\$6.30
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\$50.01-75.00 .....	\$15.75
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\$100.01-125.00 .....	\$20.25
\$125.01-AND ABOVE .....	\$22.75

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## 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.