

Subject: 171213 Official Communication; 2018 MI Conv Reg & Housing Open; 2018 *Important Dates & Deadlines; Moose Gift Ideas; 2017-18 Moose Journ Open; MI Offices Closed; New Yr Cat Sales

Official Communication for December 13, 2017

2018 Moose Convention Registration and Housing Now Open

The Moose are headed for the Big Easy! The 2018 International Moose Convention will take place from July 11-15 in New Orleans, Louisiana.

The Convention has not been in New Orleans since 1991, so a strong turnout of members is expected in 2018. Registration and housing are now open at www.moose2018neworleans.org.

New Orleans is known for its food, culture and nightlife, but this year it will also be known for its cutting-edge programming, lively general sessions and an overall festive atmosphere. Moose International has made adjustments to its meetings and programming, offering more interactive workshops, and shorter, keenly-focused general sessions to keep interest at its peak throughout the weekend.

Please note that Moose Convention meetings will be held in three locations: the New Orleans Ernest N. Morial Convention Center, the Sheraton New Orleans (LOOM), and the New Orleans Marriott (WOTM). The other change this year is that meetings will run from Thursday through Sunday, allowing members the opportunity to return to work on Monday, if necessary.

Don't wait to register! Advanced registration and meal function rates are less expensive than on-site rates. Early registration also allows you to plan your trip to take advantage of the sights and sounds of the French Quarter, the historical significance of the National World War II Museum, or even a compelling history and haunts tour. We look forward to seeing you there.

2018 Important Dates and Submissions Deadlines

The 2018 Important Dates and Submission Deadlines is attached to this e-mail. Please print and share with all officers, making them aware of any upcoming deadlines. This will also be available on our website in the coming days, via www.mooseintl.org, under Members Area, Loyal Order of Moose, Important Dates & Deadlines.

Need help getting your Holiday Shopping Done? Look No Further – A Moose Membership is the perfect gift!

Moose International has created gift certificates that you can use for Christmas and also birthdays. These gift certificates can be found/printed via the www.mooseintl.org website, under Members Area, Forms & Documents, Membership Tab. Simply click on the Gift

Certificate of your choice, attach to an actual application and give to your family and friends. Once they return the application back to you, simply give to the Lodge Administrator or Chapter Recorder, **along with appropriate monies to begin the process.**

2017-2018 Moose Journalism Awards Now Open!

Entries are now being accepted for the 56th Annual Moose Journalism Awards! Participants can download entry/informational forms online through the Moose International website under the Communication Resources section, the Heard of Moose? Facebook page, and Official Communications.

The Moose Journalism Awards program seeks to encourage and motivate editors of all Moose publications towards the achievement of consistently high journalistic standards in their newsletters and, through such achievement, to enhance communication and shared information between Moose members and their Lodges, Chapters, Moose Legions, Higher Degree Councils, and Associations.

The deadline for website submissions is 4:30pm CST, Friday, February 23rd, 2018. The deadline for publication submissions is 4:30 pm CST, Friday, March 2nd, 2018.

Winners of this year's competition will be recognized during the International Moose Convention in New Orleans, LA July 11th-15th, 2018.

Questions about the contest can be directed to Brenda Buschbacher, Executive Editor, in the Moose International Department of Communications at (630) 966-2229.

Good luck to all the participants!

Moose International Offices Closed For Holidays

The offices of Moose International will close at 11:45AM Central Time Friday, December 22, 2017, and reopen at 8:00AM on Tuesday, January 2, 2018, to enable our employees to spend time with their families, friends and loved ones at this special time of year.

While membership dues can be paid during the holidays, NO posting of payments will be done during the office closure; therefore it is important to remind your members that have a December 31, dues expiration date to plan accordingly and pay their dues early if they have plans to participate in a lodge function requiring their dues being paid. In order for members to be assured their card will be received in time, they should plan to have their payments received no later than December 19th. For all on-line payments, please advise members to print their payment receipt for proof of payment.

Ring in the New Year – One week left to order

The holidays are approaching fast, but it's never too early to start thinking about your Lodge's New Year's Eve Celebration. Let Catalog Sales solve all your party favor needs. Available for sale are party kits filled with tiaras, top hats, balloons, noise makers, leis, blowouts, a banner, and more. Everything your members will need to make ringing in the new year festive and fun! Choose between the Bonanza Party Kit(item # 180) containing party favors for up to 50 guests at just \$54.95 or the Bonanza Deluxe Party Kit(item # 181) for 100 guest at just \$84.95. Call Catalog Sales **by December 20, 2017**, to order your party kits and ensure delivery in time for your New Year's Eve Party. 630.966.2250 or email catalogsales@mooseintl.org



2017-2018 Moose Journalism Awards

OFFICIAL CALL FOR ENTRIES

DEADLINE FOR ENTRIES TO BE RECEIVED:
4:30 P.M. CST, Friday, March 2, 2018

► **Lodges/Chapters must have valid publication permit to enter contest! See *Note below.**

Editors of Lodge/Chapter, Moose Legion, Higher Degree Council, and State/Provincial Association Publications are hereby formally invited to submit entries in competition for the 56th Annual Moose Journalism Awards, to be announced at the 2018 International Convention of the Moose Fraternity in New Orleans, LA.

The Moose Journalism Awards program seeks to encourage and motivate editors of all Moose publications, toward the achievement of consistently high journalistic standards in their newsletters—and, through such achievement, to enhance communication and shared information between Moose members and their Lodges, Chapters, Moose Legions, Higher Degree Councils, and Associations.

****NOTE: Lodge/Chapter publications are eligible for the Moose Journalism Awards competition ONLY if they hold a valid Moose Publication Permit (per requirement of the General Laws), UPDATED with EDITOR'S E-MAIL ADDRESS, or have sent a completed Publication Permit application to the Moose International Communications office that has been received by January 31, 2018. If you're unsure whether your lodge holds such an UPDATED permit, call 630-966-2229. Association, Moose Legion and Higher Degree Council publications do not require a permit, but are required to follow the permit requirement of mailing one copy of every issue of the publication to the Dept. of Communications, 155 S. International Drive, Mooseheart, IL 60539-1174.***

RULES 2018 MOOSE JOURNALISM AWARDS

General Excellence/Lodge & Chapter Publications

All entries in the General Excellence classifications will be evaluated by the Fraternity's International Communications Committee, on attractiveness of page layouts, readability of printing, quality of writing, effective use of photographs (where applicable), and comprehensiveness of content concerning Lodge, Chapter, and Fraternity-related news of interest to members — especially with regard to programs on membership production and retention.

1. **You must hold a valid Moose Publication Permit to enter contest. See *Note on page 1 for instructions.**

2. **Categories based on male membership:** Those entering Lodge/Chapter Publications for competition need know only what their Lodge's male enrollment was as of the end of the last Moose fiscal year (April 30, 2017). They need only note that enrollment number (on the form on page 4 to be completed, detached and mailed), and we will take care of the rest. Your publication will then be judged against others in one of four enrollment categories:

- Lodges of 200 members or fewer
- Lodges of 201-400 members
- Lodges of 401-800 members
- Lodges of 801 or more members

Categories are not based on production method. It is up to you as Editor, and your Lodge and Chapter officers, to determine what resources of time, talent, funding and production equipment you feel you can devote to your newsletter – which will be judged against newsletters from Lodges of roughly your same size, and potential resources.

If you do not know what your Lodge's male enrollment was on April 30, 2017, ask your Administrator; if he does not know for sure, call us at 630-966-2229.

3. You must choose and send three consecutively dated hardcopies of each issues of your Lodge/Chapter publication for your entry. For example, the issues for Jan., Feb., and March—or whatever combination of consecutive issues (whether monthly, bimonthly or quarterly) that fall within the contest period of April 2017 through March 2018. This is required to show continuity of excellence.
4. Newsletters that are distributed solely via e-mail ARE eligible — BUT, hardcopies must be submitted, and entry MUST be marked “e-mail only publication.”
5. A Lodge/Chapter combination may not make more than one entry; i.e., may not send a Jan./Feb./Mar. three-issue entry to compete against another entry of April/May/June from the same Lodge/Chapter.
6. **Entries on which any officer's column appears routinely on page one of every issue will be DISQUALIFIED.**

General Excellence/State & Provincial Association Publications

Association newsletters will be evaluated on the same criteria as Lodge/Chapter newsletters (see above), except that content will be evaluated on effectiveness of communicating appropriate information between the Lodges of the Association, and from leaders of the Association to Lodges/Chapters and members.

As with Lodge publications, editors of Association Publications must send one copy each of three consecutively dated issues for judging.

Any Moose Association District publication, or Association Activity Group (such as Moose Riders), that is entered into competition will be judged in the Association category.

General Excellence/Moose Legion & Higher Degree Council Publications

Moose Legions and Higher Degree Councils must send one copy each of three consecutively dated issues of their actual publications. All Moose Legion and Higher Degree Council publications will be evaluated in one group.

Best Editorial

Beginning with this year's contest, we will have a category for an editorial on any topic, rather than only one as in year's past.

An editorial differs from a news story in that it clearly states an opinion, cites facts supporting that opinion and explains why the opinion is held, and concludes by urging action—or change in belief—on the part of the reader.

1. The contest editorial must appear in a Moose publication (Lodge, Association, Moose Legion or Higher Degree publication) during the current contest period (in issues of publications dated on or before March 2018).
2. The editorial should be approximately 250-500 words in length.
3. The editorial must be bylined – written by a Lodge officer (an Association officer if appearing in an Association publication), a committee chairman, or the publication's editor.
4. The editorial should have an appropriate headline.
5. The Best Editorial entry, which must consist of one printed copy of the actual newsletter containing the editorial, **must be submitted in a separate envelope, which must be clearly marked “Best Editorial,” and must include the name of the author.**

Best News Story

1. Write and publish a news or feature story about any Moose activity, event, or personality during the present contest period – April 2017 to March 2018.
2. The news story must be printed in your publication during the contest period, and be submitted as a direct clip from that printed publication.
3. The news story should be approximately 250-500 words in length.
4. If covering an event or activity, the news story should be written after the event or activity was held.
5. An appropriate headline must appear on the news story; the quality of the headline as well as the text will be evaluated.
6. The “Best News Story” **entry must be submitted to contest judges as a separate category (in a separate envelope) and marked “Best News Story,” with the name of the author indicated.** One printed copy of the actual pages of the publication containing the News Story must be submitted as an entry in the contest.
7. There need be no limit on the number of different stories that can be submitted from a given publication; however, each must be packaged and mailed as a separate entry.

PLEASE NOTE: A news story, for the purpose of this contest, can be either one that provides information to readers in a factual and objective manner involving events and activities of the Lodge/Chapter or of its individual members, or it can be a news feature that entertainingly relates a memorable event, or that profiles an interesting member, etc.

2018 Lodge Reporting, Remittance and Submission Deadlines

- 1/15/2018 Moose International Offices Closed
- 1/15/2018 Transmit MONTHLY financial reports from QuickBooks
- 1/15/2018 Mail MONTHLY Moose International A/R Payment and Endowment Fund Remittance
- 1/31/2018 **QUARTERLY Form 941 Employers Federal Tax Return submission deadline for Oct - Dec (U.S. Lodges Only)**
- 1/31/2018 **ANNUAL Form 940 FUTA submission deadline for 2017 Tax year**
- 1/31/2018 **Form W-2 issued to employees for 2017 Tax Year**
- 1/31/2018 **Form 1099 MISC copy B issued to non-employees paid more than \$600 in 2017 Tax Year**
- 1/31/2018 **Form W-2G issued to qualified gaming winners for 2017 Tax Year**
- 1/31/2018 **Form 940 EZ Federal Unemployment Tax Return filing deadline**
- 1/31/2018 **Form 1099 INT copy B issued to individuals paid more than \$10 in interest in 2017 Tax Year**
- 1/31/2018 **Form W-3 to IRS along with copy A of Forms W-2 filing deadline**
- 1/31/2018 **Form 1096 to IRS along with copy A of of Forms 1099 and/or W-2G filing deadline**
- 2/1/2018 **Moose Charities Rocker Fundraiser begins**
- 2/15/2018 Transmit MONTHLY financial reports from QuickBooks
- 2/15/2018 Mail MONTHLY Moose International A/R Payment and Endowment Fund Remittance
- 2/15/2018 **Heart of the Community Report - deadline for QUARTERLY submission**
- 2/19/2018 Moose International Offices Closed
- 2/23/2018 **2018 Moose Journalism Awards - deadline for Website entries**
- 2/28/2018 **Valued Veterans - last day to self identify to be included in Spring Recognition Ceremony held in April**
- 3/2/2018 **2018 Moose Journalism Awards - deadline for Publication (print or e-mail) entries**
Entry Deadline is March 7, 2018 Moose International Bowling Tournament
Verona, VA Lodge 2172, First weekend is April 7, 2018
- 3/7/2018
- 3/15/2018 Transmit MONTHLY financial reports from QuickBooks
- 3/15/2018 Mail MONTHLY Moose International A/R Payment and Endowment Fund Remittance
- 3/15/2018 **Moose Charities Rocker Fundraiser submission deadline**
Entry Deadline is March 20, 2018 Moose International Steel Tip Dart Tournament
Vineland, NJ Lodge 434, April 20-22, 2018
- 3/20/2018
- 3/30/2018 Moose International Offices Closed
- 4/12/2018 **Loyal Order of Moose's 130th Anniversary**
- 4/15/2018 Transmit MONTHLY financial reports from QuickBooks
- 4/15/2018 Mail MONTHLY Moose International A/R Payment and Endowment Fund Remittance
- 4/30/2018 Fiscal Year End
- 4/30/2018 **Valued Veterans Spring Recognition Ceremony held anytime in April**
- 4/30/2018 **QUARTERLY Form 941 Employers Federal Tax Return submission deadline for Jan - Mar (U.S. Lodges Only)**
- 5/2/2018 **Enter New Officers list – on May 2, 2018 (Admin access in 'Moose Admin' portal)**
- 5/10/2018 Transmit MONTHLY financial reports from QuickBooks (Final April 30th)
- 5/15/2018 Mail MONTHLY Moose International A/R Payment and Endowment Fund Remittance
- 5/15/2018 **Heart of the Community Report - deadline for QUARTERLY submission**
- 5/15/2018 **Lodge Safety Inspection Form - deadline for ANNUAL submission to avoid Compliance Modifier**
Entry Deadline is May 27, 2018 Moose International Pool Tournament
Wilson, NC Lodge 989, June 27-June 30, 2018
- 5/27/2018
- 5/28/2018 Moose International Offices Closed
- 6/8/2018 **Pre-Registration Ends for the International Moose Convention in New Orleans, LA July 11-July 15, 2018, includes ANNUAL Conferences of the Women of the Moose and the Moose Legion**
- 6/15/2018 Transmit MONTHLY financial reports from QuickBooks
- 6/15/2018 Mail MONTHLY Moose International A/R Payment and Endowment Fund Remittance
Entry Deadline is June 20, 2018 Moose International Horseshoe Tournament
Janesville, WI Lodge 197, July 20-22, 2018
Entry Deadline is June 27, 2018 Moose International Golf Tournament #1
Nitro, WV Lodge 565, July 27-29, 2018
- 6/20/2018
- 6/27/2018
- 6/30/2018 **Heart of the Community Scholarship Applications submission deadline for Students in Graduating Class of 2019**

- 7/2/2018 **2018 Lodge Moose of the Year - deadline for ANNUAL submission**
- 7/4/2018 Moose International Offices Closed
- 7/11/2018 **International Moose Convention in New Orleans, LA July 11-15, 2018, including the ANNUAL Conferences of the Women of the Moose and the Moose Legion**
- 7/15/2018 Transmit MONTHLY financial reports from QuickBooks
- 7/15/2018 Mail MONTHLY Moose International A/R Payment and Endowment Fund Remittance
- 7/27/2018 **Mooseheart's 105th Anniversary**
- 7/31/2018 **QUARTERLY Form 941 Employers Federal Tax Return submission deadline for Apr - Jun (U.S. Lodges Only)**
- 8/15/2018 Transmit MONTHLY financial reports from QuickBooks
- 8/15/2018 Mail MONTHLY Moose International A/R Payment and Endowment Fund Remittance
- 8/15/2018 **Heart of the Community Report - deadline for QUARTERLY submission**
- 9/1/2017 **Deadline to submit 'Valued Veteran of the Year' (ADMIN) (1 submission per Lodge OR its affiliated Chapter)**
- 9/3/2018 Moose International Offices Closed
- 9/15/2018 Transmit MONTHLY financial reports from QuickBooks
- 9/15/2018 Mail MONTHLY Moose International A/R Payment and Endowment Fund Remittance
- 9/15/2018 **Form 990, 990 EZ, 990 T, 990 N submission deadline (United States Lodges Only)**
- 9/26/2018 **Entry Deadline is September 26, 2018 Moose International Golf Tournament #2**
- 9/30/2018 **Valued Veterans - Last day to self identify to be included in November Recognition Ceremony**
- 10/1/2018 **Lodge Safety Inspection Form - deadline for SEMI-ANNUAL submission to avoid Compliance Modifier**
- 10/1/2018 **Moose Charities Cradle Fundraiser begins**
- 10/3/2018 **Moosehaven's 95th Anniversary**
- 10/15/2018 Transmit MONTHLY financial reports from QuickBooks
- 10/15/2018 Mail MONTHLY Moose International A/R Payment and Endowment Fund Remittance
- 10/27/2018 **Mooseheart Founder's Day**
- 10/31/2018 **QUARTERLY Form 941 Employers Federal Tax Return submission deadline for Jul - Sep (U.S. Lodges Only)**
- 11/5/2018 **Member Retention Week - November 5-11, 2018**
- 11/15/2018 Transmit MONTHLY financial reports from QuickBooks
- 11/15/2018 Mail MONTHLY Moose International A/R Payment and Endowment Fund Remittance
- 11/15/2018 **Heart of the Community Report - deadline for QUARTERLY submission**
- 11/15/2018 **Moose Charities Cradle Fundraiser submissions deadline**
- 11/22/2018 Moose International Offices Closed Nov 22-25, 2018
- 11/30/2018 **Valued Veterans Fall Recognition Ceremony (with Valued Veteran of Year Recognized) held in November**
- 12/3/2018 **Entry Deadline is December 3, 2018 for 2019 Moose International Texas Hold 'Em Tournament**
- 12/15/2018 **Golden Nugget, Las Vegas, NV January 13-16, 2019**
- 12/15/2018 Transmit MONTHLY financial reports from QuickBooks
- 12/15/2018 Mail MONTHLY Moose International A/R Payment and Endowment Fund Remittance
- 12/24/2018 Moose International Offices Closed December 24 - December 30

Items with colored background are subject to change. Check back for potential updates.

Revised 12/12/18



2017-2018 Moose Journalism Awards

OFFICIAL CALL FOR WEBSITE ENTRIES

DEADLINE FOR ENTRIES TO BE RECEIVED VIA EMAIL:
4:30 P.M., Friday, February 23, 2018

To enter, webmasters should send an email to Brenda Buschbacher (bbuschbacher@mooseintl.org), indicating which of three categories (Lodge/Chapter Websites, Association Websites, and Moose Legion/Higher Degree Websites) is being entered; the webmaster's name, any passwords; and the site address. Entries will be accepted up through February 23, 2018.

We will in turn then email the five members of the International Communications Committee with the address of every contestant website. Then, in the several weeks before they gather for judging, the Committee will review each site and evaluate it on the following criteria:

- **Ease of use and navigation**
- **Quality and usefulness of information**
- **Quality of writing and design**
- **Accuracy of content**
- **Not busy or crowded**
- **Freshness; frequently updated**
- **Originality; not just lifting from mooseintl.org**
- **Emphasis on fraternalism over beverage sales**
- **Advertising limited and in good taste**

Members of the Communications Committee will then rank and select a First Place Award, Second Place Award and Honorable Mention Awards to be announced at the 2018 International Convention in New Orleans, LA.

Bonanza Deluxe

Party for 100 People

Contents: Catalog #181

- 1 Top Hat (for Bartender)
- 1 Elegant Tiara (for Waitress)
- 5 Plastic HNY Top Hats
- 5 Plastic HNY Derbies
- 45 HNY Glittered Tiaras
- 45 Full Size Fancy Foil Hats
- 50 Colorful Plastic Noisemakers
- 25 Fancy Foil Horns
- 50 Assorted Color Poly Leis
- 25 Festive Party Blowouts
- 50 Assorted Color Balloons
- 1 10' Mylar Banner
- 200 Serpentine Throws

Qty. _____ 100 People @ \$84.95 each

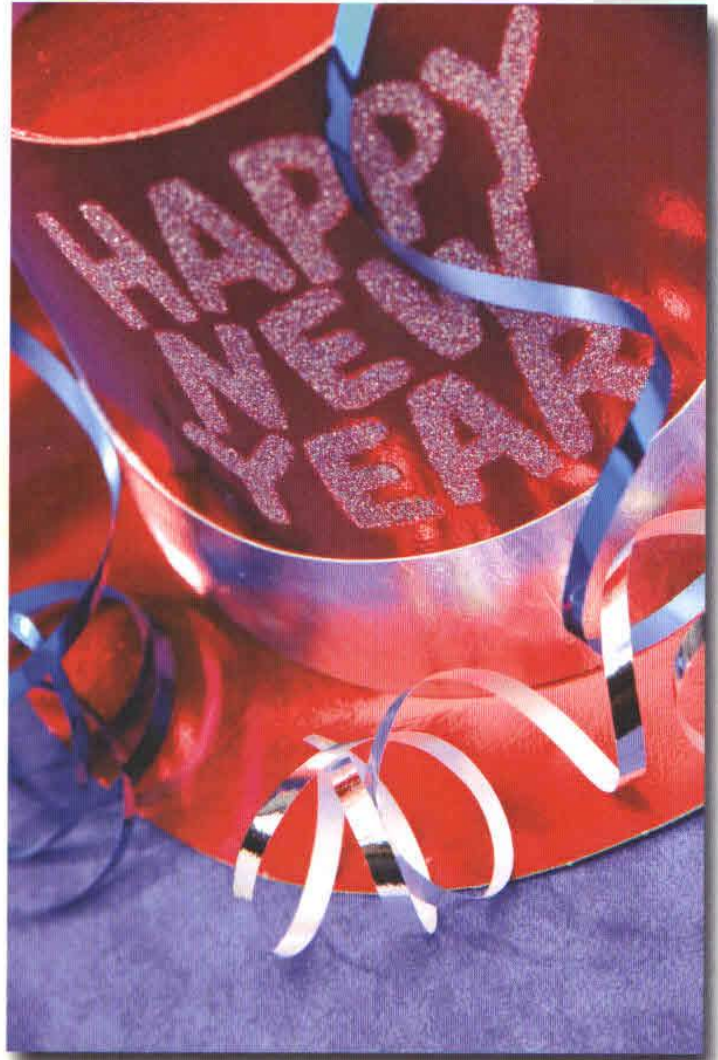
Bonanza -50

Party for 50 People

Contents: Catalog #180

- 1 Top Hat
- 1 Large Plume Tiara
- 3 Plastic Derbies with Happy New Year Band
- 2 Plastic Top Hats with Happy New Year Band
- 25 Happy New Year Tiaras
- 25 Happy New Year Large Foil Hats
- 25 Foil Horns
- 13 Party Blowouts
- 12 HNY Plastic Noisemakers
- 25 Balloons
- 25 Poly Leis
- 100 Throws (5 rolls of 20 throws)
- 1 Banner

Qty. _____ 50 People @ \$54.95 each



NEW YEAR'S EVE Party Favors

Send Orders To:

Moose International, Catalog Sales Department, Mooseheart, Illinois 60539-1171

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

Name _____ No. _____

Street No. _____ Box No. _____

City _____

State _____ Zip Code _____

Credit Card # _____ Exp. Date _____

Signature _____



Send check or money order - no CODs
CATALOG SALES DEPARTMENT
85 N. International Drive
Mooseheart, Illinois 60539-1171



PACKING & SHIPPING CHART
Please use this chart to compute
your packaging/shipping cost
These charges represent only part
of the actual cost . . . we pay the rest

Illinois residents please include
7% sales tax.

ORDERS	ADD
Up to \$15.00	\$6.30
\$15.01-\$25.00	\$9.50
\$25.01-\$35.00	\$12.35
\$35.01-\$50.00	\$13.75
\$50.01-\$75.00	\$15.75
\$75.01-\$100.00	\$18.50
\$100.01-\$125.00	\$20.25
\$125.01-\$150.00	\$22.75



PLEASE STATE CATALOG NUMBER WHEN ORDERING
Phone 630-966-2250 Fax 630-859-3505
Website catalogsales@mooseintl.org

