

**Subject:** 180214 Official Communication - Ddline for 3rd Qtr HOC; MC Endmnt Fund ; MI Human Resources;2017-2018 Journ Awards; Dble M Rewards Ending Soon; MI offices Closed; St Pats Catalog

## Official Communication for February 14, 2018



# Happy Valentine's Day!

**The Deadline to Submit Third Quarter Heart of the Community Web-Based Reports is tomorrow, February 15<sup>th</sup> at 12:00 midnight. Please Do Not Delay!**

Please be sure to submit your lodge's third quarter Heart of the Community reports prior to 12:00 midnight tomorrow, February 15<sup>th</sup>. As a reminder, the system will automatically lock users out at 12:00a.m.

Thank you, in advance, for your efforts to get the details of all your members' hard work to us in time, and for all that you do on a daily basis to remain the "Heart" of your lodge's community!

### **Moose Charities Endowment Fund Program**

Are you 'working' the Rocker Fundraising Program which began February 1st? Have you provided your members the opportunity to donate to it? Write their names on the rocker? Are you posting them in a conspicuous place within your Moose Home? This enables others to see

them and, perhaps, inquire as to what they are – and make their own personal donations. Remember – we are not requesting you to take from your General Fund. This is a program that only requires your attention and commitment to making it available to all. If you have not yet begun – there is still time to do so as the program ends February 28<sup>th</sup>, 2018.

This is a simple, additional way to help increase the Mooseheart/Moosehaven Endowment Fund.

### **A message from Human Resources, Moose International**

Current Moose International Field Employment Opportunities:

Territory Managers (2) for the following locations:

**Mid East Region      Territory No. 11      West Virginia – deadline to submit: Today, February 14, 2018**

West Coast Region      Territory No. 45      Central California/Northern Nevada – deadline to submit: Wed., February 21, 2018

Please note: An Associate's or Bachelor's Degree in Business Administration, Accounting or Finance are a preference for all field positions, but not required with documented on-the-job experience.

For more detailed information: visit employment opportunities at [www.mooseintl.org](http://www.mooseintl.org)



Miriam Rieg of New Castle, DE Chapter 1418 received the Top Moose Journalist award and also First Place in the General Excellence category for State/Provincial Association publications in last year's contest.

### **2017-2018 Moose Journalism Awards - Website Deadline Next Friday, February 23<sup>rd</sup>.**

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.



**Double Moose Rewards Offered to Sponsors Ends February 28, 2018**

Double Moose Rewards can be earned by every sponsor, through the end of February, 2018. For every new and former member reported and accepted through February 28th double Moose Rewards will be given, getting you closer to redeeming valuable incentives. Encourage your membership to sponsor and earn double Moose Rewards!

**Moose International Offices Will Be Closed Monday, February 19, 2018 In Recognition of President's Day.**

The offices of Moose International will close at 4:30pm Central Time on Friday, February 16<sup>th</sup> and reopen at 8:00am Central Time on Tuesday, February 20<sup>th</sup>.

**St. Patrick's Day is March 17th**

St. Patrick's Day is a day of celebration, whether you're Irish or not. Why not celebrate in style with a St. Patrick's Day party kit from Catalog Sales? Each kit contains enough derby hats, feathered tiaras, foil horns, and poly leis for 50 party goers and only costs \$49.95 plus shipping. Contact Catalog Sales today to order your St. Patrick's Day party kit before they are sold out. 630.966.2250 or email to [catalogsales@mooseintl.org](mailto:catalogsales@mooseintl.org)

# Happy St. Patrick's Day Party Kits!

Each 50 person kit contains:

- 25 Plastic Derby Hats
- 25 Feathered Tiaras
- 50 Green Foil Horns
- 25 Green/White Poly Leis



## Celebrate with Style

### Catalog #182

Send Orders to Moose International, Catalog Sales Dept.  
Mooseheart, IL 60539-1171

**Send check or money order - no CODs**

Please ship the following order, for which you will find enclosed Check No. \_\_\_\_\_ for \$ \_\_\_\_\_

Qty. \_\_\_\_\_ @ 50 people for \$49.95

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_

Credit Card # \_\_\_\_\_

Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_

#### 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 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



Please state Catalog # when ordering

**Phone 630-966-2250**

**Fax 630-859-3505**

Or email us at:  
[catalogsales@mooseintl.org](mailto: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.

# How To Submit Newsletter Entries

(See separate insert for information on WEBSITE entries)

## Checklist

- \_\_\_\_\_ Newsletter being mailed regularly to Dept. of Communications? (as required by Moose Publication Permit) *(Even if 100% e-mail distribution, hardcopy of every issue **must be** mailed to our office.)*
- \_\_\_\_\_ For Lodge/Chapter Publications, is there a permit on file at the Dept. of Communications? (To check, call 630-966-2229)
- \_\_\_\_\_ In this submittal, is there a hardcopy of each of three issues of the publication?
- \_\_\_\_\_ Are the three newsletter issues submitted consecutively dated? (i.e., Dec/Jan; Feb/March; April/May) (For “Best Editorial”) Is there a copy clipped or photocopied directly from newsletter—250-500 words in length?
- \_\_\_\_\_ (For “Best News Story”) Is there a copy clipped or photocopied directly from newsletter—250-500 words in length?
- \_\_\_\_\_ Are **Entries From Each Category** General Excellence, Best Editorial, and Best News Story) in **Separate Envelopes**?
- \_\_\_\_\_ Does the Officer’s column NOT appear on page 1 in every issue? Those appearing on page 1 will be **DISQUALIFIED!**

Please fill out the information below and mail with your contest entry. (Please Print)  
(Detach, complete, and submit with your entry in separate envelopes)

Check box of category:     Lodge     Association     Moose Legion/Higher Degree Council  
 Best Editorial (page # \_\_\_\_\_ )     Best News Story (page # \_\_\_\_\_ )     Email-only Publication

\_\_\_\_\_  
Lodge Name, State and Number, or Name of Higher Degree Council, or of Moose Association

\_\_\_\_\_  
Name of Publication

\_\_\_\_\_  
Name of Publication Editor/Story Author                      Editor’s E-Mail Address                      Editor’s Phone Number

\_\_\_\_\_  
(For Lodge/Chapter Publications only) Male Enrollment as of 4/30/17

\_\_\_\_\_  
Title of Best News Story, if entry is submitted in this category

All material submitted in all categories must have been published in Moose newsletters dated from April 2017 through March 2018. Entries must be RECEIVED in the Moose International Department of Communications NO LATER than 4:30p.m. CST, FRIDAY, MARCH 2, 2018.

Send Entries to:  
Moose Journalism Awards  
Moose International  
155 S. International Drive  
Dept. of Communications  
Mooseheart, IL 60539-1174

OFFICE USE ONLY
Category: _____
_____
_____



# 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](mailto: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](http://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.

# Moose International, Inc.

## Job Description

<b>Job Title:</b>	<b>Territory Manager</b>
<b>Department:</b>	<b>Membership</b>
<b>Reports to:</b>	<b>Regional Manager – Field Operations</b>
<b>FLSA Status:</b>	<b>Exempt</b>

### **GENERAL SUMMARY:**

A multifaceted position with the principle responsibility to assist Moose Lodges in improving their Fraternal and Business operations. He/she will provide leadership and direction to encourage and assist in implementing programs consistent with the laws and policies of the fraternity which will enhance fraternalism, improve operations, and satisfy the needs of the members and their families. Success is measured by the performance of each assigned Lodge in his/her territory in increasing active membership, increasing donations to Moose Charities, decreasing indebtedness to Moose International and building the net equity of the Lodge.

### **ESSENTIAL JOB FUNCTIONS:**

- Works with Lodge leadership to ensure that each Officer understands and fulfills his/her duties towards the benefit of the Lodge and its members
- Assists Lodges in creating and implementing mentoring and leadership training initiatives that will help develop capable officers and volunteers
- Interacts with Lodge Officers, members and staff to identify areas of fraternal/operational inefficiencies and/or member dissatisfaction, then moderates discussion with Lodge Officers in effort to resolve identified issues
- Provides for immediate individualized training in areas identified as a critical deficiency and recommends appropriate training through other resources for areas of routine operations
- Regularly examines the books and records of assigned Lodges and makes recommendations on: improvements to recordkeeping; business operation changes; and the development and implementation of programs to maximize Lodge membership and profitability in every business segment in which a Lodge is involved
- Utilizes reports provided by Moose International to actively monitor progress of the Lodges within his/her territory; makes recommendations and suggestions based on information contained in reports
- Identifies negative trends that indicate that the Lodge may encounter financial issues in the future and communicates that information to both Lodge leadership and the appropriate departments within Moose International
- Reviews duties of the Auditing Committees with the committee's members of each Lodge within assigned territory, and provides training as necessary

- Promotes all annual and periodic membership campaigns from Moose International and assures that the information is passed on to Lodge members through materials in the Lodge home, as well as print and electronic communications
- Assures that Lodges and individual members are properly recognized for maintaining or increasing active membership
- Assists Lodges in creating fraternal programming and community service initiatives which engage members and create a positive public impression of the Lodge
- Recruits and trains volunteers to assist with the monitoring of Lodges in assigned territory or remotely located Lodges identified as requiring frequent monitoring, or those with specialized needs that a particular volunteer can offer
- Communicates regularly with Chapter Analyst Coordinators to ensure that Lodge and Chapter members are working together to advance the goals of the fraternity
- Communicates all findings, recommendations and progress reports to appropriate Moose International staff, Lodge Officers and other support personnel
- Actively creates new Service Centers and Lodges within assigned territory

#### **SECONDARY JOB FUNCTIONS:**

- Monitors payments of Moose International loans and accounts receivable by Lodges within the territory
- Promotes advancement of Lodge members to the Moose Legion and Higher Degrees
- Assists other Moose International departments in promoting, implementing and/or achieving compliance with their respective programs within assigned territory
- As required, assists in the planning of Association Annual Conventions and Mid-Year Conferences, as well as assuring that agendas are properly completed
- As required, represents Moose International at Moose Association meetings and other events of significance to the organization, its mission and purposes
- Assists in planning visits of the Supreme Governor to Associations within the region
- Approves recommendations for the Fellowship Degree of Honor (provided Territory Manager is a Fellow)
- Assists in actively contacting delinquent Pilgrims on list provided periodically by Director General's office
- Interacts with various creditors, regulators and vendors in determining assigned lodges' status with financial obligations
- Testifies in criminal, civil and/or fraternal judicial proceedings, as required
- Submits recommendations for Deputy Supreme Governor, as required
- Other duties as assigned

## **DEPARTMENT GOALS:**

- Develop capable leadership teams for each Lodge within an assigned territory
- Improve Fraternal and Business Operations primarily within in assigned Lodges and secondarily organization wide
- Aid in increasing Active Members, primarily in assigned Lodges and secondarily within the Loyal Order of Moose as a whole
- Decrease outstanding indebtedness of assigned Lodges to Moose International
- Increase Lodge giving by assigned Lodges in support of Moose Charities
- Increase number and quality of fraternal programs and community service efforts for each Lodge within an assigned territory
- Identify, recruit and train qualified volunteers to support the paid staff in the achievement of departmental goals

## **SUPERVISORY REQUIREMENTS:**

- Oversees the activity of volunteers within their territory

## **INTERNAL INTERACTIONS:**

- Regional Manager – daily to weekly
- Director of Field Operations – weekly to as needed
- Membership Department Staff Management – weekly to as needed
- Other Territory Managers – as needed
- General Governor's Office Staff – as needed
- Other Department Directors and Staff – as needed

## **EXTERNAL INTERACTIONS:**

- Moose Lodges, their Officers and members - daily
- Moose Associations – as needed
- Banking/Financial Services Representatives – as needed
- Realtors and related professionals – as needed
- Vendors supplying Lodges in assigned territory – as needed
- Governmental investigative, regulatory and taxation representatives – as needed
- Judicial bodies and representatives – as needed

## **MINIMUM REQUIREMENTS**

- High school diploma or equivalent, some college preferred
- Experience using personal computers utilizing a Microsoft Windows operating system, MSOffice Suite, and Internet Explorer
- Experience writing comprehensive reports and observations
- Comprehensive knowledge and ability to use QuickBooks Pro 2007 or above, and the skills to teach others the proper utilization of this software; or the ability to attain this knowledge in an expedient manner
- Prior management experience, preferably in Lodge, food and beverage, or other hospitality-related environment
- Strong organizational and interpersonal communication skills
- Ability to routinely manage multiple tasks simultaneously, to quickly adapt to changing situations and to solve problems with minimal supervisor intervention
- Ability to work both independently and cooperatively within a team environment
- Use of a personal vehicle; a valid driver's license, a good driving record, and the ability to drive in daylight or nighttime
- Able to work away from home as necessary, occasionally up to several weeks at a time

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Associate's or Bachelor's degree in Business Administration, Accounting or Finance are preferred but will accept documented on-the-job experience
- Self-motivated and results oriented
- Effectively expresses ideas and facts in a succinct, organized manner
- Makes clear and convincing oral presentations
- Considers and responds appropriately to ideas and thoughts expressed by others
- Ability to persuade others, gain cooperation, and influence outcomes as well as foster commitment and team spirit
- Adaptable to new information and ideas, changing conditions, unexpected obstacles and different leadership styles
- Experience recruiting and training volunteers
- Detailed and comprehensive knowledge of Moose fraternal organization—its structure, leadership, history, rules, new lodge/chapter/service center policies and procedures, and formal/informal relationships within Moose International, Inc. and its subsidiaries and related organizations, or the ability to develop this knowledge quickly
- Experience in collection of delinquent debts
- Direct supervisory experience, including feedback, coaching, and developing staff
- If assigned to a region outside the U.S., a valid passport and the ability to travel outside the country

**WORKING CONDITIONS:**

- Frequent travel by car; travel by watercraft or aircraft in a variety of weather conditions required on occasion
- Moose Lodge work locations include offices and work areas typical of a food and beverage establishment, which can be in multi-story buildings and may not have an elevator.
- Able to carry approximately 20 pounds of computer equipment and other work supplies over a variety of possibly uneven surfaces, up and down stairs or inclines, for distances typically under 100 yards.
- Additional assignments in hotel/convention center-type venues

**This job description in no way states or implies that these are the only duties to be performed by the jobholder. He/she will be required to follow other instructions or perform other duties as requested by his/her supervisor or manager. Essential duties may change.**

**The undersigned have reviewed the contents of this job description and believe it to be accurate.**

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_