

**Subject:** 180502 Official Communication - MOOSE ON A MISSION

## **WOTM OFFICIAL COMMUNICATION**

### **May 2, 2018**

***MOOSE ON A MISSION*** of doing good for others! Welcome to the 2018-2019 Chapter year! Congratulations to the newly installed officers – we wish you the best as you embark on your leadership journey.

In anticipation of the May Chapter meetings, attached please find forms 114, 166 and Chairman's Speeches. The remainder of the forms should be posted in the forms section of the Moose International website in the next few days. Please be mindful of using the 2018-19 forms once they are posted. Forms submitted on the wrong form will be returned for correction(s).

The new Officer, Recorder, Membership Retention and related handbooks including "***Moose on a Mission***" membership information should be arriving at your Chapter's mailing address during the week of May 21<sup>st</sup> or sooner.

Please be patient with our staff as we process the year end forms and reports. We share in your excitement but need time to enter the higher volume of forms received this time of year. Chapter honors and Green Cap honors will be mailed to the Junior Graduate Regent a few weeks before your State/Provincial Annual Conference.

Attention *Recorders*: Please enter the 2018-19 Officers and Chairmen via the Admin Menu at your earliest convenience. Please ensure the co-workers' addresses, phone numbers and email addresses are complete and accurate in LCL.

Please visit [mooseintl.org](http://mooseintl.org) to help kick-off the new year right. The new membership campaign artwork is posted under Communication Resources and the campaign details can be found under Member Information. WOTM and 2-HOTT training sessions can be found by double clicking 'Moose Training' then reviewing the 'Moose Training Schedule'. Your Chapter Analyst Coordinator and her team are also available to assist with questions, fundraising ideas, membership incentives and the overall success of the Chapter. Best wishes in all your Missions!

## **MAY, 2018 – MEMBERSHIP/RETENTION – MAY**

Co-workers, our committee is proud to provide funds for the Moosehaven Daily Needs program at Moosehaven.

At Moosehaven, as with any normal household, our residents have daily needs and desires requiring financial assistance. The Daily Needs program will provide funding for things such as clothing, laundry, newspapers, pet needs and often necessary bicycle repairs.

As the Women of the Moose continue to assist our Moosehaven Campus to offset their annual budget, we are pleased to provide the funds to ensure our residents have the fashion clothing they like and want as well as the means to properly care for those clothing items.

Many of our residents depend on their bicycles, both two and three-wheeled, for navigating the campus and on their pets to offer emotional support. It is of utmost importance to keep the bikes in good repair and the pets happy.

Senior Regent, from the proceeds of our fund-raising project(s), it is my pleasure to present one check in the amount of \$\_\_\_\_\_ earmarked for Moosehaven Daily Needs and one check in the amount of \$\_\_\_\_\_ for the Women of the Moose Scholarship and Maintenance Fund.

## **JUNE, 2018 – COMMUNITY SERVICE – JUNE**

Co-workers, our committee is extremely pleased this year to donate funds toward the Feed a Home in December program on the Mooseheart Campus.

Since the closure of Mooseheart's Central Kitchen, our Family Teachers and children are continue to head to local grocery stores, on a weekly basis, to purchase food items aligned with Mooseheart's 6-week cycle menu, which was developed by Family Teachers with the assistance of a licensed dietician. Children and teens are now able to assist with the homes' food budget, meal preparation and cooking. These are all great independent living skills that our kids will need once they graduate and move on from Mooseheart. Our gifts will feed a home of 10 girls or 10 boys for a month and support our Mooseheart community in this fun adventure!

Senior Regent, our committee is proud to present a check in the amount of \$\_\_\_\_\_ to Feed a Home in December and a check in the amount of \$\_\_\_\_\_ for the Women of the Moose Scholarship and Maintenance Fund.

## **JULY, 2018 – ACTIVITIES AND SPORTS – JULY**

Co-workers, the special project of our committee is to provide funds for the Mooseheart Girls' Athletic Program.

As with the boys athletic program, Mooseheart also offers an outstanding sports program for our girls. The girls athletic program enables the students to take part in basketball, volleyball, track and bowling.

Our Mooseheart "Lady Ramblers" are provided with sporting opportunities that may not have been afforded to them outside of Mooseheart. When children play a team sport they learn that it doesn't just come down to the best player, it comes down to working as a team, accepting decisions and understanding that people have different abilities.

Team sports can also be good for a child's mental health. Children who play team sports learn how to be more resilient when presented with a setback, and are less likely to feel isolated.

Senior Regent, from the proceeds of our fund raising project(s), it is my pleasure to present one check in the amount of \$\_\_\_\_\_ earmarked for the Mooseheart Girls Athletic Program and one check in the amount of \$\_\_\_\_\_ for the Women of the Moose Scholarship and Maintenance Fund.

## **AUGUST, 2018 – MOOSEHEART/MOOSEHAVEN – AUGUST**

Co-workers, the special project of our committee is to provide continuing funds for the Mooseheart Boys Athletic Program.

The Athletic Program at Mooseheart provides an opportunity they might not have had in the public schools. Every boy can take an active part in the sports program offered at Mooseheart. Regardless of size, weight or ability, our students are involved in football, basketball, wrestling and track. As we are all aware, involvement in sports teaches youth the value of good sportsmanship and respect for one's self and others. Our Committee is pleased to have this opportunity to help provide the necessary funds to continue the Boys' Athletic Program.

Senior Regent, from the proceeds of our fund raising project(s), it is my pleasure to present one check in the amount of \$\_\_\_\_\_ earmarked for the Mooseheart Boys Athletic Program and one check in the amount of \$\_\_\_\_\_ for the Women of the Moose Scholarship and Maintenance Fund.

## **SEPTEMBER, 2018 – HIGHER DEGREES – STAR RECORDER**

The Higher Degrees – Star Recorder Committee is pleased to provide the funds necessary to help offset our residents' vision, hearing and dental needs.

As medical costs are ever increasing, our committee will be donating funds toward eye exams and glasses; hearing tests and devices to aid our residents with their hearing as well as regular dental exams to keep their teeth in excellent condition.

Many of these necessary services are not covered by Medicare so we are doing our part to keep our residents happy and healthy.

Senior Regent, our committee is proud to present one check in the amount of \$\_\_\_\_\_ for the Moosehaven vision, hearing and dental costs and one check in the amount of \$\_\_\_\_\_ for the Women of the Moose Scholarship and Maintenance Fund.

## OCTOBER, 2018 – MOOSEHEART/MOOSEHAVEN – OCTOBER

Each October, the Mooseheart/Moosehaven – October Committee has the opportunity to hold “Christmas in October” on behalf of our children at Mooseheart and senior residents at Moosehaven.

Our Mooseheart children know that, because of the Women of the Moose, they too, will have a joyful Christmas season. We provide funds for photo Christmas cards, Christmas parties in each residence, lovely decorations and special treats. There is friendly competition to be the best decorated home with the best-decorated tree. Our committee and our co-workers also provide funds for a special Christmas gift for each child.

At Moosehaven, special events include the annual Christmas dinner and party, New Year’s Eve party, Thanksgiving dinner, off campus trips as well as the many monthly social gatherings both on campus and at the Life Care Center. These gatherings afford our residents the opportunity to sing, dance and laugh the night away. Generally music, food and beverage are provided to our residents free of charge. A great time is had by all including Moosehaven staff members who give of their personal time to attend and make sure our residents are well taken care of.

Each year, our committee conducts a Monetary Gift Walk. Our members are invited to contribute what they can afford to give to provide additional Christmas gifts for the Mooseheart children and the Moosehaven seniors.

Senior Regent, we are pleased to notify you that we will have the Recorder prepare a check to include: \$\_\_\_\_\_ for Mooseheart photo Christmas cards and the Christmas fund; \$35.00 for a special Christmas gift for a boy or girl; the proceeds from the donations received at the Mooseheart Christmas Walk; \$35.00 for a special Christmas gift for a Moosehaven resident; the proceeds from the donations received at the Moosehaven Christmas Walk; \$\_\_\_\_\_ for the Moosehaven Special Events Fund and \$\_\_\_\_\_ for the Women of the Moose Scholarship and Maintenance Fund.

## NOVEMBER, 2018 – HIGHER DEGREES – COLLEGE OF REGENTS

The Higher Degrees – College of Regents Committee has been asked to join with other committees to provide funds for the Mooseheart Music Department.

It is very gratifying to know that almost 50% of the students from the 4<sup>th</sup> grade to the high school seniors participate in the Mooseheart music program. Not only do they learn how to play an instrument and to appreciate music, they also learn to believe in themselves. Both elementary and high school students at Mooseheart have the unique opportunity to learn and participate in a total music program under the expert leadership of Mr. Steven Schmidt. Mr. Schmidt has been working with our students for 30 years. His love for teaching and his love for our Mooseheart children are evidenced through their enthusiasm for the program.

Since 1989, the Women of the Moose have been donating on a yearly basis to the Music Department. We have once again accepted the responsibility. Mr. Schmidt and the children are able to continue with the music program because of the continued dedication and generosity of our members. This is definitely a gift of love we give to our Mooseheart children.

Senior Regent, from the proceeds of our fund raising project(s), it is my pleasure to present one check in the amount of \$\_\_\_\_\_ earmarked for the Music Department and one check in the amount of \$\_\_\_\_\_ for the Women of the Moose Scholarship and Maintenance Fund.

## **DECEMBER, 2018 - COMMUNITY SERVICE – DECEMBER**

Co-workers, the special project of our committee is to provide funds for the Mooseheart Special Activities Fund.

This fund provides the financial assistance necessary for the special activities that take place on campus. They include the hall decorations for special holidays, special table decorations and much more. In addition, special activities also enable the students to attend off-campus activities, such as: movies, water park and other forms of recreation. Our Mooseheart children can be assured they will enjoy the same special occasions and activities as other children through the continued generosity of our committee.

Senior Regent, from the proceeds of our fund raising project(s), it is my pleasure to present one check in the amount of \$\_\_\_\_\_ earmarked for the Mooseheart Special Activities Fund and one check in the amount of \$\_\_\_\_\_ for the Women of the Moose Scholarship and Maintenance Fund.

## **JANUARY, 2019 – ACTIVITIES AND SPORTS – JANUARY**

Co-workers, our committee is proud to provide funds to assist our students with Physical and Occupational Therapy.

A number of our children at Mooseheart require short and long-term treatment in the areas of Physical and Occupational Therapy. Whether children arrive at Mooseheart requiring a continuation of services, receive a referral by our Pediatrician or are recovering from an injury, these medical treatments are often not covered by the state's children's health care plan or, a provider within the plan is too far away from Mooseheart. To ensure that our kids receive quality medical care our support in this area is truly important!

Senior Regent, from the proceeds of our fund raising project(s), it is my pleasure to present one check in the amount of \$\_\_\_\_\_ earmarked for the Physical and Occupational Therapy program at Mooseheart and one check in the amount of \$\_\_\_\_\_ for the Women of the Moose Scholarship and Maintenance Fund.

## **FEBRUARY, 2019 – MOOSEHEART/MOOSEHAVEN – FEBRAURY**

This year, the Mooseheart/Moosehaven Committee is extremely pleased to be able to donate funds toward the annual Moosehaven budget and once again, assist our Moosehaven Residents.

The annual pharmacy budget for our Moosehaven residents averages more than \$300,000 per year, over and above the amounts covered by Medicare and private insurance. The cost of prescription drugs and over the counter medications and supplies necessary to our residents' good health continues to escalate at an alarming rate. The Women of the Moose have pledged to help offset this expense.

Senior Regent, our committee is proud to present a check in the amount of \$\_\_\_\_\_ for Moosehaven Pharmacy Assistance and one check in the amount of \$\_\_\_\_\_ for the Women of the Moose Scholarship and Maintenance Fund.

## **MARCH, 2019 – MEMBERSHIP RETENTION – MARCH**

Co-workers, our committee is proud to provide the funds necessary to capture the childhood of our Mooseheart children on film.

Pictures, pictures, pictures and more pictures! Most of our youngsters never met a camera they didn't like yet; others struggle with being in the spotlight even for a moment. From school pictures in September, Homecoming photos in October, pictures with the Easter Bunny in March and athletic team and individual pictures, our children are saying, "cheese" more often than you think. Through our assistance, Mooseheart staff will be able to get photos to our kids, to their families and to our Chapters and Lodges as well as capture the current history of Mooseheart. We are blessed to have a beautiful campus and beautiful children residing there.

Senior Regent, from the proceeds of our fund raising project(s), it is my pleasure to present one check in the amount of \$\_\_\_\_\_ earmarked for Mooseheart Photography and one check in the amount of \$\_\_\_\_\_ for the Women of the Moose Scholarship and Maintenance Fund.

## **APRIL, 2019 – HIGHER DEGREES – ACADEMY OF FRIENDSHIP**

The Higher Degrees – Academy of Friendship Committee has been requested to help our new Mooseheart residents get the right start.

Each year at Mooseheart we welcome approximately 50 or more new children to our community and our homes. For these new children getting off on the right foot is very important for their long-term success at our Child City. Children often arrive with a few changes of clothing and little else. Purchasing new clothing, coats, shoes, personal hygiene items, personal bedding and a few photo frames for pictures of their family help each child get a sense of belonging at Mooseheart. This will help them understand that we are going to provide for their needs, always concerned about their well-being and teach them to reach their full potential in a community built on hope, trust and love.

Senior Regent, our committee is proud to present a check in the amount of \$\_\_\_\_\_ for our new Mooseheart residents and a check in the amount of \$\_\_\_\_\_ for the Women of the Moose Scholarship and Maintenance Fund.

## **JUNIOR GRADUATE REGENT – GREEN CAP/WAYS & MEANS**

When it comes to tricycles, most people believe that they're strictly for kids, but that's not true. Lots of adults have been using and enjoying the services of tricycles to gain mobility and improve on their level of fitness. They are also used for strength-building. Tricycles are the perfect choice for fun and workout activities at any given age, time or place.

Our Moosehaven residents use electric tricycles to move freely around the Moosehaven Campus from their residence to the Beauty or Barber Shop or perhaps to a doctor's appointment or Bingo.

And while our residents are zooming around Campus with the wind blowing through their hair, they are receiving many of the benefits of adult biking which revolves around the great coordination of the various muscles during the process of pedaling—the arms and legs coordinating to mount and dismount from the tricycle—the hand and eye coordination to steer and direct—all in conjunction and in perfect unison with the mental faculties of the adult rider.

Adult tricycle riding can help refine and reduce certain mental conditions such as anxiety, depression, and stress common with some elderly riders. Adults can achieve these goals by regularly making use of their tricycles and enjoying the comfort and peace associated with biking adult tricycles.

Fortunately, our residents use their tricycles so much that they often wear out or are in desperate need of major repairs. The Women of the Moose have volunteered to take on this project so very near and dear to our residents.

Senior Regent, from the proceeds of our fundraising project, it is my pleasure to present one check in the amount of \$\_\_\_\_\_ earmarked for Moosehaven Tricycles and one check in the amount of \$\_\_\_\_\_ for the Women of the Moose Scholarship and Maintenance Fund.



WOMEN OF THE MOOSE  
155 SOUTH INTERNATIONAL DR  
MOOSEHEART, ILLINOIS 60539-1100

**IMPORTANT! This information must be completed for credit!**

CHAPTER NUMBER: \_\_\_\_\_  
CHAPTER NAME: \_\_\_\_\_  
STATE/PROVINCE: \_\_\_\_\_

**FORM 114  
2018 - 2019**

Report of **Membership/Retention – May - Committee Activity Night** prepared by Chairman.

**Read at Second meeting of the month.** Give to Senior Regent after the meeting.

Project assigned to Committee: **Moosehaven Daily Needs**

**After the Second Chapter Meeting in May 2018 - Send form and checks to:  
Women of the Moose Headquarters. DO NOT SEND IN BEFORE THIS DATE.**

<b>Committee Name</b>	<u>Membership/Retention – May</u>
<b>Chairman's Name</b>	_____
<b>Date of Chapter Activity Night</b>	_____
<b>Number of New members present at Chapter Activity Night</b>	_____
<b>Number of Candidates balloted upon/enrolled during the month</b>	_____
<b>Number of committee members present at Chapter Activity Night</b>	_____
<b>Chapter check(s) for:</b>	
<b>Women of the Moose</b>	
<b>Scholarship and Maintenance Fund</b>	Check No. _____ Amt. \$ _____
<b>Project assigned to Committee</b>	Check No. _____ Amt. \$ _____
<b>Endowment Fund</b>	Check No. _____ Amt. \$ _____
(collected and deposited since last report)	

On the back of this form, please explain, in detail, program held (guest speaker, game or skit and refreshments).

Attach a copy of skit and/or detailed description of game.

Attach photos (will not be returned) of activity, meeting, guest speaker and co-workers at meeting/function. Photos may be posted on WOTM webpage and/or shown at International/Annual/Midyear Conferences.

**Community Service for the month (or since your last report)** – Enter the total amount

Cash Donations to non-Moose organizations \$ \_\_\_\_\_

Hours Volunteered \_\_\_\_\_

Miles driven \_\_\_\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Committee Chairman's Signature)

\_\_\_\_\_  
(Recorder's Signature)

\_\_\_\_\_  
(Senior Regent's Signature)

\_\_\_\_\_  
(PRINT Recorder's Name) (Phone #)

\_\_\_\_\_  
(PRINT Senior Regent's Name) (Phone #)

**Chapter Seal**

## CONGRATULATIONS!

Congratulations on being selected by the Senior Regent to be Chairman of this vitally important committee. We are confident you will perform your duties as Chairman, to the best of your ability, and sincerely hope you will qualify for the Academy of Friendship Degree this Chapter year.

This information has been prepared to assist you in your duties as a Chapter Development Chairman.

### COMMITTEE MEETING WITH SENIOR REGENT

Shortly after the Annual Installation, the Senior Regent shall schedule a meeting for all Committee Chairmen. At this meeting, she shall explain the duties of each Committee Chairman. Co-workers (one-fourth of all active Chapter members, including Officers) will be appointed to serve on each Chapter Development Committee.

The Senior Regent is responsible for notifying each co-worker who is assigned to your committee. You, as Chairman, shall assist her in notifying each committee member of the date, time and place of all committee meetings.

### COMMITTEE MEETING WITH THE BOARD OF OFFICERS

Each Chairman of the Chapter Development, Higher Degrees and Special Committees shall meet with the Senior Regent and Board of Officers at the beginning of the Chapter year to prepare a Calendar of Activities.

The Calendar shall give date, time and place for each fund-raising project, Committee Activity Night, and monthly committee meetings, as well as community service projects and activities planned in support of the local lodge.

## COMMITTEE MEETINGS

The success of any Chapter is greatly dependent upon its committees' support and their activity in the Chapter. Make personal contact with all members of your committee, informing them of all committee meetings. You shall preside at the meeting(s) of your committee, preferably scheduled monthly. In the event you are unable to attend, appoint a member of your committee to preside in your absence.

Items to be discussed at your committee meetings:

- Fund-raising Project  
Discuss with the Senior Regent the project assigned to your committee in support of Mooseheart/Moosehaven.
- Community Service  
Discuss ways the committee can provide assistance to a community service project in the local community.
- Assistance to Lodge  
Discuss ways the committee can be of assistance to the local lodge and offer assistance to the lodge in promoting family activities, membership campaign, fund-raising projects and/or special dinners.
- Committee Activity Night  
Plan for an impressive meeting. Discuss refreshments, badges, program, decorations, and entertainment.
- Second meeting of the month  
The Senior Regent may call upon your committee for assistance with refreshments or entertainment at a second meeting of the month during the Chapter year. Be prepared and accept graciously.
- Build & Retain Membership  
Discuss ways the committee can promote campaigns to build and retain membership.

When making plans for the Chapter year, use ideas recommended by your committee. All committee plans shall be presented to the Board of Officers, by the Chairman, and then presented to the Chapter for approval before being put into operation.

Your committee may make donations in the amounts they choose. In the event your project nets more profit than anticipated, the Chairman may propose to the Board of Officers, for Chapter approval, to earmark additional funds as designated by the committee to Mooseheart, Moosehaven, Chapter scholarships, other community services, or other Chapter projects.

## PREPARING AND PRESENTING PLANS

Prepare plans in detail, including expenses, proceeds, date and what the project or activity will entail. Ask the Senior Regent for copies of the forms, which are found on our website. They will help you in organizing your plans. Plans should be presented at least 3 months prior to the activity.

## HANDLING FUNDS

- Get business receipts for all expenditures.
- Give Official Business Receipts to all co-workers turning money over to you. (See Recorder for Business Receipt Book.)
- **THERE ARE NO CASH PAY-OUTS.**
- Only members of your committee collect money at fund-raising projects.

## COMMITTEE ACTIVITY NIGHT

The Membership/Retention – May Committee Activity Night shall be the first meeting in May.

As Chairman, you will be seated at the front of the room and will remain until the close of the meeting. You will be asked to introduce the members of your committee and to give a short talk of the past, current and future accomplishments of your committee.

### **PRESENTING CHECKS TO THE SENIOR REGENT AT COMMITTEE ACTIVITY NIGHT**

You will give the following speech when you present the checks to the Senior Regent. Two checks will be presented; one for the Scholarship and Maintenance Fund and one check for the special project assigned to your committee.

#### **SPEECH**

Co-workers, our committee is proud to provide funds for the Moosehaven Daily Needs program at Moosehaven.

At Moosehaven, as with any normal household, our residents have daily needs and desires requiring financial assistance. The Daily Needs program will provide funding for things such as clothing, laundry, newspapers, pet needs and often necessary bicycle repairs.

As the Women of the Moose continue to assist our Moosehaven Campus to offset their annual budget, we are pleased to provide the funds to ensure our residents have the fashion clothing they like and want as well as the means to properly care for those clothing items.

Many of our residents depend on their bicycles, both two and three-wheeled, for navigating the campus and on their pets to offer emotional support. It is of utmost importance to keep the bikes in good repair and the pets happy.

Senior Regent, from the proceeds of our fund-raising project(s), it is my pleasure to present one check in the amount of \$\_\_\_\_\_ earmarked for Moosehaven Daily Needs and one check in the amount of \$\_\_\_\_\_ for the Women of the Moose Scholarship and Maintenance Fund.

### **COMPLETING FORMS**

As Chairman, you will be responsible for completing Forms 114 and 166. Form 114 will be read at the first meeting after your Committee Activity Night. Form 166 will be read at the first meeting following the completion of your fund-raising project. The forms will be given to you by the Senior Regent.

#### **ACADEMY OF FRIENDSHIP**

By serving as a Chapter Development Chairman, you will have the opportunity to qualify for the Academy of Friendship Degree if the following requirements are met:

- The Chapter shall qualify for the Award of Achievement.
- You must be appointed and installed on or before January 31 and serve in the same capacity through the end of the Chapter year, April 30.
- You must enroll 2 or more candidates into the Order between May 1 and April 30.
- If you are installed after January 31, you may qualify by enrolling 5 new members into the Order during the same time period.
- As Chairman, you and your committee shall hold a fund-raising project to defray the expenses of the Committee Activity Night program and to support the projects assigned to your committee for Mooseheart/Moosehaven and help maintain the General Fund of the Chapter.
- Complete and submit the Form 114 and Form 166.

**HAVE A GREAT YEAR  
SERVING YOUR CHAPTER AS  
MEMBERSHIP/RETENTION CHAIRMAN!**

# **WOMEN OF THE MOOSE**

## **MEMBERSHIP/ RETENTION MAY CHAIRMAN PAMPHLET**

**2018-2019**



**WOMEN OF THE MOOSE  
MOOSEHEART, IL 60539-1182**