

**Subject:** 180905 - Official Communication; Ddline Fall Mbrshp Wkshp Today; Field Staff adds 4 TM's;Reg Accepted Fall 2018 Intl Golf Tourn;Reg 2019 Intl Texas Hold 'Em Tourn Open Thru Dec 3 2018; Intl Open House;IRS 990;Mbr Ret;Catalog

## Official Communication for September 5, 2018

### Deadline for First Fall Membership Workshop is Today

Today is the deadline to register for the first Regional Membership Workshop, in Frederick, MD. 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 8<sup>th</sup> – Frederick, MD Lodge 371**
- October 13<sup>th</sup> – Chehalis, WA Lodge #1109
- October 20<sup>th</sup> – Fort Myers Beach, FL Lodge 964
- October 20<sup>th</sup> – Henry County, GA Lodge 2170
- October 27<sup>th</sup> – Cedar Rapids, IA Lodge #304
- October 27<sup>th</sup> – Maysville, KY Lodge #1124
- November 3<sup>rd</sup> – Sylvania, OH Lodge #1579
- November 10<sup>th</sup> – Longmont, CO Lodge #1548
- November 17<sup>th</sup> – Crawfordsville, IN Lodge #6
- November 17<sup>th</sup> – Chicopee Falls MA Lodge #1849

### Membership Department – Field Staff adds 4 Territory Managers

The Membership Department is pleased to announce the hiring of the following individuals who will serve as field representatives to the lodges within their respective territories:

- Mary Becker – Great Lakes Region Territory No. 34 central Illinois. Mary can be reached at [mbecker@mooseintl.org](mailto:mbecker@mooseintl.org) or at (309) 262-8356.
- Adam East – Southeast Region Territory No. 19 western North Carolina. Adam can be reached at [aeast@mooseintl.org](mailto:aeast@mooseintl.org) or at (704) 680-7871.
- Steve Hummel – Mid-East Region Territory No. 14 western Ohio. Steve can be reached at [shummel@mooseintl.org](mailto:shummel@mooseintl.org) or at (937) 304-7109.
- Robert Hupfer – Northeast Region Territory No. 2 Connecticut, Massachusetts/Rhode Island and southeast New York. Bob can be reached at [rhupfer@mooseintl.org](mailto:rhupfer@mooseintl.org) or at (413) 455-4416.

## **Registrations Are Still Being Accepted For The Fall 2018 International Golf Tournament, hosted by Portsmouth, VA, Lodge 898!**

Come join your fellow Moose members this fall in Portsmouth, VA, for the 2018 Fall golf tournament – and stay for a vacation! The Scramble will take place on Friday, October 26, and the tournament will take place Saturday & Sunday, October 27-28, 2018. Download the registration form from the Moose International website, at [www.mooseintl.org](http://www.mooseintl.org), under: *'Programs & Events' / 'Sports' / Golf*. All registrations must be postmarked no later than **Wednesday, September 26, 2018** to be accepted.

## **Online Registration For The 2019 International Texas Hold 'Em Poker Tournament Is Open Through December 3, 2018.**

Access to online registration for the 2019 Texas Hold 'Em Poker Tournament is currently available on the Moose International website at [www.mooseintl.org](http://www.mooseintl.org), under: *'Programs & Events' / 'Sports' / 'Texas Hold 'Em'*. Members may opt to mail in a registration form, which is downloadable in the same location on the website. The **deadline to register online is Monday, December 3, 2018**. Please note that **all mailed entries must be postmarked no later than December 3<sup>rd</sup>** to be accepted.

The tournament will return to the **Golden Nugget Hotel & Casino in Las Vegas, Nevada**, and will take place from **January 13 – 16, 2019**. Players will arrive Sunday, January 13<sup>th</sup>, play in the tournament between January 14<sup>th</sup>-16<sup>th</sup>, and depart on Thursday, January 17<sup>th</sup>.

Please direct members to the website for online registration. Also, please encourage members to **register early**; seats in the popular morning session of the tournament go fast, and will be given to registrants on a 'first come first serve' basis. All members who participate in this tournament will receive 250 Moose Rewards points; and all who register by September 30<sup>th</sup> will receive an ***additional 1,000 points!***

## **International Open House Day – October 27<sup>th</sup>**

Moose International has designated Saturday, October 27, 2018 as “**International Open House Day**” for lodge homes throughout the Fraternity. This date corresponds with Founder's Day, which celebrates the birth of James J. Davis, the driving force who brought purpose and meaning to the Fraternity during its earliest stages.

All lodges and chapters are encouraged to conduct events that will bring friends, family and local residents in touch with the Moose, our lodge homes, and the work we do on behalf of children, seniors and our communities. Additionally, lodges and chapters that conduct an Open

House on this day may use the event as one of their activities for Member Retention Week. Simply indicate your participation on your form following Retention Week.

The General Governor's Office has issued a blanket dispensation for all lodges and chapters to hold events on that day that are open to the public, as long as the Moose's general guidelines for public events are followed. Alcohol may or may not be served, based on the structure of the event, but cannot not be sold to members or non-members during the event. Lodges and chapters should refer to Section 46.13 of the General Laws for guidelines to public events, such as Open Houses.

\*\*Note, if October 27<sup>th</sup> is unavailable to conduct an Open House, the blanket dispensation allows lodges and chapters to hold the event a week earlier, on Saturday, October 20<sup>th</sup>.

Please check the Moose International website periodically for information pertaining to this coordinated Open House initiative at [www.mooseintl.org](http://www.mooseintl.org).

## **It's IRS Form 990 Time! (United States Fraternal Units) Deadline, September 17, 2018**

The annual IRS Form 990 can be filed for all fraternal units **beginning May 1, 2018**. 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 990-N no later than **September 17, 2018**, for our fiscal year ending April 30, 2018. (As September 15 falls on a Saturday this year, our deadline has been extended to the following business day, Monday, September 17.) Filing a Form 990 is essentially filing income taxes for your fraternal unit. Failure to do so could result in fines, fees, or penalties, as well as the revocation of your unit's tax-exempt status.

To assist you in completing the IRS Form 990, please refer to our online tutorials. Visit [www.mooseintl.org](http://www.mooseintl.org), enter the Members Area, and then click on **Moose Training > Moose Training Demos & Tools Page > 990 Tax Forms and Help Information**. From there, you can access everything a typical Moose Unit will need to complete their 990 filing. Select the appropriate 990 Tax Form for your Moose Unit based on your Unit's gross receipts and assets. Click on the "Instructions" link to open the appropriate 990 help presentation. Your Territory/Regional Managers and Chapter Analyst Coordinators are able to provide assistance with your questions, as well as your State 990 or Government Relations Chairman. Should you require further assistance in filing your **Form 990** or **Form 990-EZ**, please contact a certified tax professional who is familiar with Fraternal Organizations. Assistance with **Form 990-N (ePostcard)** can be obtained through Moose International.

If you cannot file the 990 on time, it is essential that you file an extension by September 17, 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.

**CAUTION:** It has been noted that a 'Fraternal Tax Service' has been contacting units across the Moose fraternity. This 'Fraternal Tax Service' usually indicates it will file a version of the Form 990 for a fee. Please note that this company is not in any way related to Moose International, or any of its subsidiaries. Our office has received reports of several incidences where a fraternal unit has utilized the 'Fraternal Tax Services' to prepare and file their Form 990, only to find that the unit's 990 was never filed. This company does not provide proof of filing, nor do they provide your unit with a copy of the 990 they filed on your behalf.

Remember – the appropriate IRS Form 990 for your Moose Unit **must be filed by September 17, 2018.**



### **Member Retention Week, November 4 – 10, 2018**

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

### **Pilgrim 100<sup>th</sup> Anniversary Merchandise**

The wait is over! Pilgrim Degree of Merit 100<sup>th</sup> Anniversary Polo Shirts have arrived at Catalog Sales. Our stock has been replenished and is waiting for your purchase. Quantities of Polo Shirts, Lapel Pins, Stainless Steel Tumblers, and specially designed Caps are limited. So order your stock today before we run out again. Call Catalog Sales at 630.966.2250 or Click the link below to be transferred to the Moose Online Gift Store to place your order for the Pilgrim Anniversary Polo Shirts and other merchandise.

<https://shopmoose.mooseintl.org/Our-Products/Higher-Degree-Items/Pilgrim-100th-Anniversary>

Pilgrim Degree 100<sup>th</sup> Anniversary ties are also still available for separate purchases through the Business Operations' Apparel Department by calling 630.966.2230.



# CAP



#PA-3

Embroidered Logo \$15.00

# PIN

#PA-1



\$5.00

#PAS

# POLO



Pilgrim 100th Anniversary Polo

S - XL \$38.95    2XL \$40.95  
 3XL \$42.95    4XL \$44.95  
 5XL \$46.95

# PILGRIM DEGREE 1918-2018

30 oz Stainless Steel Tumbler  
\$19.95

#PA-2



# MUG

*Available while supplies lasts  
Limited Quantities*

Contact Catalog Sales to Order  
 85 N International Dr  
 Mooseheart, IL 60539  
 630.966.2250  
[www.mooseintl.org](http://www.mooseintl.org)

# 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:

- September 8<sup>th</sup> – Frederick, MD Lodge 371
- October 13<sup>th</sup> – Chehalis, WA Lodge #1109
- October 20<sup>th</sup> – Fort Myers Beach, FL Lodge 964
- October 20<sup>th</sup> – Henry County, GA Lodge 2170
- October 27<sup>th</sup> – Cedar Rapids, IA Lodge #304
- October 27<sup>th</sup> – Maysville, KY Lodge #1124
- November 3<sup>rd</sup> – Sylvania, OH Lodge #1579
- November 10<sup>th</sup> – Longmont, CO Lodge #1548
- November 17<sup>th</sup> – Crawfordsville, IN Lodge #6
- November 17<sup>th</sup> – Chicopee Falls MA Lodge #1849

What you will learn from attending:

- New trends to help attract and retain members in 2018 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 Frederick: [mstumbaugh@mooseintl.org](mailto:mstumbaugh@mooseintl.org) (RSVP Deadline: Wednesday, September 5<sup>th</sup>)
  - For Chehalis: [ndean@mooseintl.org](mailto:ndean@mooseintl.org) (RSVP Deadline: Wednesday, October 10<sup>th</sup>)
  - For Fort Myers Beach: [rsaindon@mooseintl.org](mailto:rsaindon@mooseintl.org) (RSVP Deadline: Wednesday, October 17<sup>th</sup>)
  - For Henry County: [lridder@mooseintl.org](mailto:lridder@mooseintl.org) (RSVP Deadline: Wednesday, October 17<sup>th</sup>)
  - For Cedar Rapids: [rking@mooseintl.org](mailto:rking@mooseintl.org) (RSVP Deadline: Wednesday, October 24<sup>th</sup>)
  - For Maysville: [rpollitt@mooseintl.org](mailto:rpollitt@mooseintl.org) (RSVP Deadline: Wednesday, October 24<sup>th</sup>)
  - For Sylvania: [lmeade@mooseintl.org](mailto:lmeade@mooseintl.org) (RSVP Deadline: Wednesday, October 31<sup>st</sup>)
  - For Longmont: [bcavanaugh@mooseintl.org](mailto:bcavanaugh@mooseintl.org) (RSVP Deadline: Wednesday, November 7<sup>th</sup>)
  - For Crawfordsville: [dobrien@mooseintl.org](mailto:dobrien@mooseintl.org) (RSVP Deadline: Wednesday, November 14<sup>th</sup>)
  - For Chicopee Falls: [bpowell@mooseintl.org](mailto:bpowell@mooseintl.org) (RSVP Deadline: Wednesday, November 14<sup>th</sup>)

Questions? Please email the contacts above for information pertaining to a specific site.