

**Subject:** 190710 Official Communication - Premier Lodge Award Appeals; 2019-20 Lodge Grant Begins; Mess From HR; IRS 990 time; DBLE Moose Rewards; Create Our Future Merch

## **Official Communication for July 10, 2019**

### **Premier Lodge Award and Leadership Award appeals now being accepted**

If your lodge was not among the 257 Premier Lodge Award recipients announced at the International Moose Convention in Las Vegas, and you feel the lodge should have qualified to receive a Premier Lodge Award, you may request via e-mail, to have the lodge's award eligibility reviewed. Requests for review **must be received on, or before, Wednesday, July 24, 2019**. The Premier Lodge Award is a criteria to earn the Leadership Award. Governors and Administrators whose lodges earned the Premier Lodge Award may request a review of their Leadership Award status in the same manner.

Appeals should be sent to [kthompson@mooseintl.org](mailto:kthompson@mooseintl.org). E-mailed requests for review must be sent from the Lodge's official "mooseunits.org" e-mail address and response will be made back to that e-mail address. Supporting documentation must accompany all requests for review of Premier Lodge Award eligibility.

A listing of lodges earning the Premier Lodge Award and Administrators and Governors earning the Leadership Award are found on our website, under Loyal Order of Moose/Recognition programs.

### **2019-20 Lodge Grant Application Period began Monday, July 8**

The Supreme Council has again extended the Lodge Grant Program, dedicating funding of \$1,000,000 in renovations and repairs for lodges in need for 2019-20. Lodges can begin applying on July 8th, with the final date for submitting an application being the close of business on August 9th. No extensions will be granted. The process will be the same as last year, with access to the application automatically appearing within the Moose Admin section on the website starting July 8th. Only those lodges represented at the 2019 International Moose Convention will be eligible however.

New this year is the ability to apply for outdoor smoking accommodations since Moose delegates approved a General Laws amendment to restrict smoking within the lodge home at the 2019 International Moose Convention. Additionally, cleaning and replacement costs (ceiling tiles, paint, carpeting, etc.) associated with lodges transitioning from smoking to non-smoking will also be considered.

On all grant applications, please make sure to include specific costs from bids received from contractors or service/product providers. Lodges should start gathering bids prior to July 8<sup>th</sup> in order to be ready for the application process. Complete guidelines for the 2019-20 Lodge Grant Program can be found in the Programs and Events section of the Moose International website ([www.mooseintl.org](http://www.mooseintl.org)).

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

Current Moose International Employment Opportunities:

Assistant General Governor – Moose International

Technical Support Specialist – Moose International

If interested, submit resume and letter of interest detailing history Moose membership and qualifications to:

Barbara Irving, CHRO, Moose Intl. [birving@mooseintl.org](mailto:birving@mooseintl.org)

### **It's IRS Form 990 Time! (United States Fraternal Units)**

The annual IRS Form 990 can be filed for all fraternal units **beginning May 1, 2019**. 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 16, 2019**, for our fiscal year ending April 30, 2019. (As September 15 falls on a Sunday this year, our deadline has been extended to the following business day, Monday, September 16.) 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 16, 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 16, 2019.**



### **Double Moose Rewards Points for Training During April, May, June and July**

Moose International is offering double Moose Rewards points for officer training during April, May, June and July. Complete any Instructor led class or complete an on-line training class and you will receive double Moose Rewards points. This is the perfect time for new officers to attend the required officer classes and get double Moose Rewards points too! Attached is a flyer that can be printed and shared with your membership.

### **Create Our Future**

This year's campaign/theme merchandise is now available through Catalog Sales. We have available for purchase the classic men's and women's polo shirts, ink pens, lapel pins, and charms. Also new this year, is a campaign t-shirt to wear during your volunteer events within the community or just because you love the design. Quantities are limited. So hurry over to the online Moose Gift Store or call 630.966.2250 to place your order of Create Our Future merchandise. Please print off the attached flyer and display in your Lodge for all members to view.

# Create Our Future

2019-2020

MC19T



Create Our Future T-Shirt  
Screen Print Logo  
S-XL \$14.00 2XL \$15.00  
3XL \$16.00 4XL \$17.00

WT19



Women's Lavender Polo  
Embroidered Logo  
S - XL \$25.00 2XL - 4XL \$30.00

MC19



Men's Charcoal Polo  
Embroidered Logo  
S - XL \$25.00 2XL - 5XL \$30.00

WT19-3



Circle Charm w/  
Lime Green &  
White Stones \$3.00

Double Charm  
\$3.00

WT19-8



WT19-2



Lapel Pin  
\$3.00

**SOLD  
OUT**

All Orders Subject  
To Shipping & Handling

Limited Quantities Available  
Subject to Prior Orders



# Create Our Future

2019-2020

WT19-1



Pens \$0.99 ea.  
Assorted Colors

C854



Key Ring w/  
Double  
Charm  
\$8.00

WT19-4



Dangle Tree  
Earrings  
\$4.00

WT19-5



Necklace w/ Tassel  
& Double Charm  
\$11.00

WT19-6



Set of 3 Bracelets  
w/ Charm \$12.00

WT19-7



Ceramic Mug  
Assorted Colors  
\$8.95

All Orders Subject  
To Shipping & Handling

Limited Quantities Available  
Subject to Prior Orders



Your Membership  
Just Became  
More Valuable

## April/May/June/July Bonus Points Offer\*

**Earn points for helping the Moose grow and prosper, then redeem your points for valuable awards, gifts and experiences.**

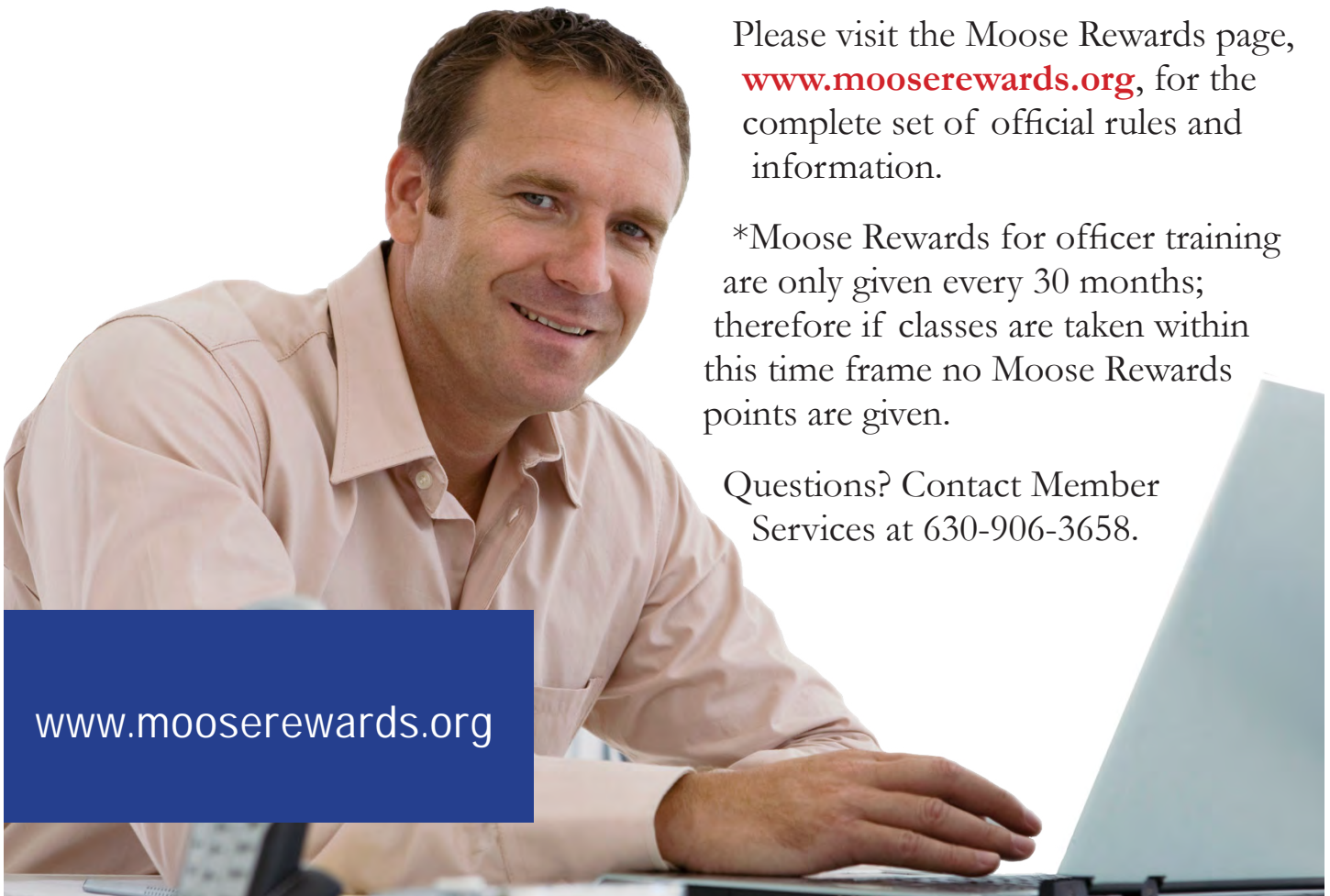
Moose International is offering double points for officer training during April/May/June/July. Complete any Instructor led class or complete an on-line training class and you will receive double Moose Rewards points. This is the perfect time for new officers to attend the required officer classes and get double Moose Rewards points too!

Please visit the Moose Rewards page, [www.mooserewards.org](http://www.mooserewards.org), for the complete set of official rules and information.

\*Moose Rewards for officer training are only given every 30 months; therefore if classes are taken within this time frame no Moose Rewards points are given.

Questions? Contact Member Services at 630-906-3658.

[www.mooserewards.org](http://www.mooserewards.org)



# **Internal / External Posting**

**MOOSE INTERNATIONAL, INC.**

**6/12/19**

## **ASSISTANT GENERAL GOVERNOR**

**Due to a pending retirement**

### **GENERAL SUMMARY:**

The Assistant General Governor is responsible for assisting the General Counselor/General Governor in the interpretation of and compliance with the Constitution and General Laws of the Order and Moose International policies.

### **ESSENTIAL JOB FUNCTIONS:**

- Interprets laws of the Order and applies them to lodges, chapters, officers, members, associations and Moose International staff.
- Assists with the compliance of the Order's laws, policies and procedures including mandatory insurance requirements and collaborates with the Grand Chancellor regarding Women of the Moose related issues
- Provides General Governor with status reports and informs General Governor of significant issues or situations involving non-compliance with General Laws necessitating intervention by the General Governor's office.
- May assist in initiating and drafting amendments to the Order's laws which reflect changing conditions, trends, and organizational strategies and initiatives: facilitates internal draft review and participates in approval process through Judiciary Committee, Supreme Council and fraternal membership.
- Assists in approving association by-laws, ensuring association compliance with fraternal laws.
- Receives and evaluates requests for fraternal dispensations - real estate matters (e.g., sales; leases; improvements; new construction; mortgages), investment and reduction of lodge savings, purchase of personal property, contracts, activities and events involving the public, etc.
- Receives and addresses the handling of complex or unique complaints from members and fraternal units (either independently or in conjunction with the General Governor and/or the Membership Department); refers investigational support to fraternal regional management and oversees resolution as appropriate
- Works closely with Moose International staff to assist and educate fraternal units, officers and members in reference to the laws, policies and procedures and to investigate and resolve complaints.
- Plans, drafts, edits and recommends articles for Moose publications to inform, educate, and promote understanding of current and changes laws and policies of the Order.
- Represents the organization at official visitations on behalf of Moose International upon request.
- Other responsibilities as assigned.

### **PHYSICAL AND MENTAL REQUIREMENTS:**

- Excellent written and verbal communication skills, including speaking before large groups.
- Ability to comprehend complex ideas, develop solutions to problems and analyze data.
- Ability to successfully handle multiple tasks and projects simultaneously.
- Ability to work in a fast paced environment and handle multiple tasks in a changing organization.

### **MINIMUM REQUIREMENTS:**

- A loyal team player.
- Able to maintain confidentiality of sensitive information.
- Knowledge of General Laws and Moose International policies.
- Knowledge of Moose fraternal organization - its structure, leadership, history, rules, and formal/informal relationships within Moose International, Inc. and its subsidiaries, subordinate units and related organizations.
- Experience working with volunteers.
- Excellent organizational and interpersonal skills, and detail oriented.
- Working knowledge of Windows XP and Microsoft Office products including Excel and PowerPoint.

### **COMPENSATION AND BENEFITS:**

- Compensation doq
- Full benefits in the first of the month following doh: free life/ad+d, short/long term disability, EAP, paid vacation, PTO and holidays, voluntary medical, dental, vision, life, critical illness, accident and FSA.

If interested, submit resume and letter of interest detailing history Moose membership and qualifications to: Barbara Irving, CHRO, Moose Intl. [birving@mooseintl.org](mailto:birving@mooseintl.org)

Interviews will be arranged for those qualified until the position is filled. Don't delay submitting interest.



Internal and External Posting: 7/10/19  
Moose International, Inc.

## Technical Support Specialist

Full time – non-exempt M-F 8-4:30pm

### **GENERAL SUMMARY:**

The Technical Support Specialist, Moose International, Inc., is responsible for providing superior customer service for fraternal units in resolving their issues and inquiries regarding use of proprietary programs (LCL.net) and Quick Books

### **ESSENTIAL JOB FUNCTIONS:**

- Uses active listening skills to concentrate and listen attentively
- Provides callers with accurate and complete answers, while using a pleasant, professional tone
- Answers incoming phone calls related to technical support issues surrounding Moose International programs and advising callers on procedural questions
- Handles all calls and written correspondence requests in a timely manner
- Identifies, research, and resolve technical issues
- When appropriate, forwards inquiries to the proper area for resolution
- Tracks each customer interaction via the appropriate issue tracking system
- Performs additional duties, assignments and projects as assigned

### **MINIMUM REQUIREMENTS:**

- High school degree or equivalent required
- Associate degree in Information Systems or Computer Science preferred, or equivalent work experience
- Proficiency with QuickBooks. Familiarity with the Moose fraternal units use of QuickBooks a plus
- Proficiency with Windows, MS Word, and Outlook; Excel a plus

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

- Excellent verbal skills to communicate effectively with all levels of employees, fraternal officers, field volunteers, and members
- Ability to work in Call Center environment; using Avaya Telephone System
- Ability to speak clearly and convey concepts as well as procedural activities
- Ability to comprehend ideas, develop solutions to problems, and to analyze data
- Ability to function independently on assigned tasks
- Ability to remain pleasant while working under stress and successfully handle multiple tasks and projects simultaneously
- An aptitude for providing positive customer service
- Familiar with remote desktop sharing software
- Familiar with Moose procedures and systems preferred

### **COMPENSATION AND BENEFITS:**

- Compensation dependent of qualifications/experience
- Full benefits on the first of the month following date of hire

### **FOR CONSIDERATION:**

**Submit letter of interest to:** Barbara Irving, CHRO, [birving@mooseintl.org](mailto:birving@mooseintl.org)

**Deadline for internal candidates: 7/16/19**