

**Subject:** 190717 Official Communication; MC Donat Supr Counl Creates Disaster Relief Fund; 2020 Texas Hold 'Em Regi Open;Premr Lodge Awd & Ldrshp Awd appeals;2019-20 Grant Apps;HR Msg; Moose Rew; Bible

## Official Communication for July 17, 2019

### Moose Charities Donations

Moose Charities' focus is to see that your donation is applied to the fund or project of your choice and accurately reported. We would like you to know that we take special care to give each donation the respect and acknowledgment it deserves because we know that your donation comes to us from your hard work and generosity. Please use the attached instructions to assist you as you send your checks to Moose Charities.

### Supreme Council Creates Moose Disaster Relief Fund for Emergencies

The Supreme Council has designated funding in the amount of \$250,000 to be utilized for a Moose Disaster Relief Fund (MDRF) beginning July 1, 2019. The Fund will assist lodges impacted by natural disasters in the form of property damage and loss of business due to temporary closure. The Fund addresses emergency situations that have received an official disaster declaration by either the state/province or the President or Prime Minister. Funds can be used to restore property, pay urgent expenses, reimburse deductibles or fund other items as approved by the MDRF Committee due to loss of business during closure. Examples of natural disasters include, but are not limited to: tornadoes, hurricanes, earthquakes, floods, wildfires, etc.

Although the hope is that the fund will rarely be used, lodges and chapters can find more information about the Moose Disaster Relief Fund in the Programs and Events section of the Moose International website ([www.mooseintl.org](http://www.mooseintl.org))

### 2020 Moose International Texas Hold 'Em Tournament Registration Now Open

Registration for the 2020 Moose International Texas Hold 'Em tournament is now open in the Members Area under the Sports tab. Both the online and mail-in registration is available. If you register before October 1<sup>st</sup> 2019, you will receive 1,000 Moose Rewards points. **Are you in?**

### 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)



### **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.

### **Custom Memorial Bibles**

The death of a Moose Member can be difficult for Lodges and Chapters and even more so for the member's family. The gift of a custom engraved memorial bible is the perfect expression of sympathy your fraternal unit can show to the grieving family. Catalog Sales offers a Memorial Bible in either a Stratford Presentation Case or a Sierra Chest. The cases are engraved with the Fraternal Unit's name and number using a handsome gold-embossing. Memorial Bibles must be ordered in quantities of 6 or more, but the orders can be mixed and matched between Catholic and Protestant Denominations. To order, please contact the Catalog Sales Department at Moose International: 630.966.2250 or email [catalogsales@mooseintl.org](mailto:catalogsales@mooseintl.org)

# MEMORIAL BIBLES

*The Perfect Expression of Sympathy*



Available in any quantity. Custom imprinting only on quantities of 6 or more.



Available only for custom imprinting and in quantities of 6 or more.

**A** Memorial Bible in Stratford Presentation Case—Quality grain-finish; step in lid for attractive presentation; handsome gold-embossing.

Lodge/Legion	Chapter
Protestant _____ Qty. ITEM #100A-P	Protestant _____ Qty. ITEM #C100A-P
Catholic _____ Qty. ITEM #100A-C	Catholic _____ Qty. ITEM #C100A-C

**\$43.95**

**B** Memorial Bible in Sierra Chest—Rich, leather-type chest; magnetic closure; durable, easy-to-clean finish; handsome gold-embossing on front & spine.

Lodge/Legion	Chapter
Protestant _____ Qty. #100B-P	Protestant _____ Qty. ITEM #C100B-P
Catholic _____ Qty. #100B-C	Catholic _____ Qty. ITEM #C100B-C

**\$47.95**

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. \_\_\_\_\_

ZIP CODE \_\_\_\_\_ PHONE \_\_\_\_\_

CREDIT CARD # \_\_\_\_\_ EXP. DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

SEND CHECK OR MONEY ORDER- NO COD'S to CATALOG SALES DEPARTMENT; 85 N. INTERNATIONAL DRIVE; MOOSEHEART, IL 60539-1171

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 to \$150.00.....	\$22.75

Please state Item # when ordering

Phone 630-966-2250  
Fax 630-859-3505

Or email us at:  
catalogsales@mooseintl.org  
[www.mooseintl.org](http://www.mooseintl.org)



\*Please allow 6-8 weeks for delivery on custom imprinted bibles.

# **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 Microsoft Windows operating system including Word, 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.

July 15, 2019

## Moose Charities donation Instructions for Fraternal Units

In order for us to process your donations quickly AND correctly, please follow below guidelines.

Your Fraternal Unit name and number **must** be on the check.

0000

Date \_\_\_\_\_

Pay to the Order of \_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ Dollars

MEMO \_\_\_\_\_

⑆ 24 28896126 54 58984 34 3 266

Memo line **must** indicate the project to which funds should be applied.

If you are donating to multiple projects and can't fit all information on memo line, attach a separate sheet and list each project and amount.

If you do not indicate a project, we have to contact you, which will hold up your check entry date. It will be entered with the date we receive your response. This could jeopardize Premier Lodge Award criteria.

### NOTES:

1. Special Olympics is **not** a project currently supported through Moose Charities.
2. Local donations (to Autism, Arthritis, etc.) are **not** taken through Moose Charities.
3. Association special project – If this is on Memo line, and your Association doesn't yet have a project, your funds will be applied to "Unassigned" and moved once the Association chooses a project.
4. If you send in a tribute gift (honor or memorial), please provide full tribute name and Moose ID, if applicable.

If you're unsure or have questions, please call  
Moose Charities at 630-966-2200. We are here to help!



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.**

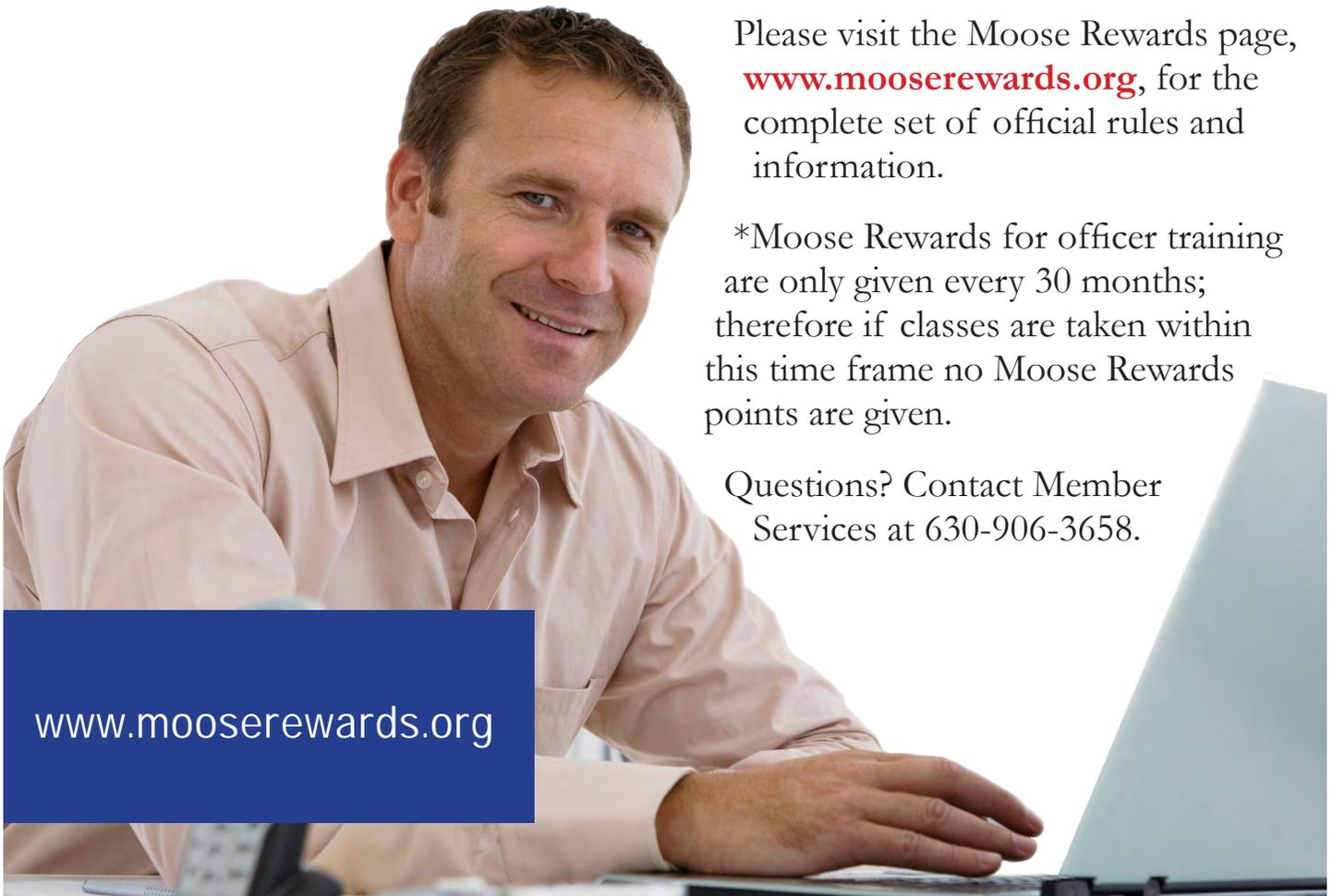
Moose International is offering double points for officer training during April/May/June/July. Complete any Instructor led class or complete an on-line training class and you will receive double Moose Rewards points. This is the perfect time for new officers to attend the required officer classes and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