

Subject: 190724 - Official Communication - Today is Final Day Appeal for Prem L-Award & Ldrsp Award; 2019-20 Lodge Grant App;Lost & found from Las Vegas Intl Conv; Message From MI HR;Time for IRS 990;Dble Moose Rwd Pts;Plaque w/Catalog

Official Communication for July 24, 2019

Today is Final Day to Submit Appeal for Premier Lodge Award and Leadership Award

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 today**. 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. 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 apply now, 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. 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 8th 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).

Lost and found items from Las Vegas International Convention

Please refer to the attached photo. *Please post in the Moose Home and/or share with members who attended conference.*

Black shoes (sz 7) with College of Regents cap
(Ottolie Bruce, *deceased*, in cap)

College of Regents Earring (clamp on)

3 Moose Legion Past President Pins	3 pairs of glasses
Honoring Community Heroes pin	1 pair of reading glasses w/folding case
Paparazzi Sequence Bracelet with gray band	In envelope - Fellowship jacket buttons
Bat earring	ML Fellowship shirt (Size 3XL)
Black stone earring with small diamond cubic zirconia	or

Owners may contact Sandy Martin, WOTM at 630-966-2243 or email smartin@mooseintl.org with item description, member name & ID #, and mailing address to claim their item(s).

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

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, 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. 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.

Plaque

Need to show recognition to an outstanding moose member, officer, or community member? Catalog Sales has Moose Image Plaques available for purchase. For the low cost of \$42.95, you will receive a large 9" X 12" heavy wooden plaque. The plaque includes an engraving area of 5 ½" X 3", to be engraved locally. Order your Moose Image Plaques today, while supplies last. Contact Catalog Sales at 630.966.2250, catalogsales@mooseintl.org, or shop online at <https://shopmoose.mooseintl.org/Moose-Plaque-295>



*Fellow
for Honors*

APPAREL PROGRAM

MEMBER SERVICES
Purchasing Department
157 S. University
Maitland, FL 32751



Moose Image Plaque



\$42.95

Item #295

*Show recognition to
an outstanding member
or officer*

*Special award in
within the community*

*Engraving to be done
locally*

*Aluminum Engraving
Plate 5 1/2" X 3"*

Wooden Plaque 9" X 12" To order contact Catalog Sales:

catalogsales@mooseintl.org

630.966.2250

To order online with a credit card:

<https://shopmoose.mooseintl.org/Moose-Plaque-295>



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.

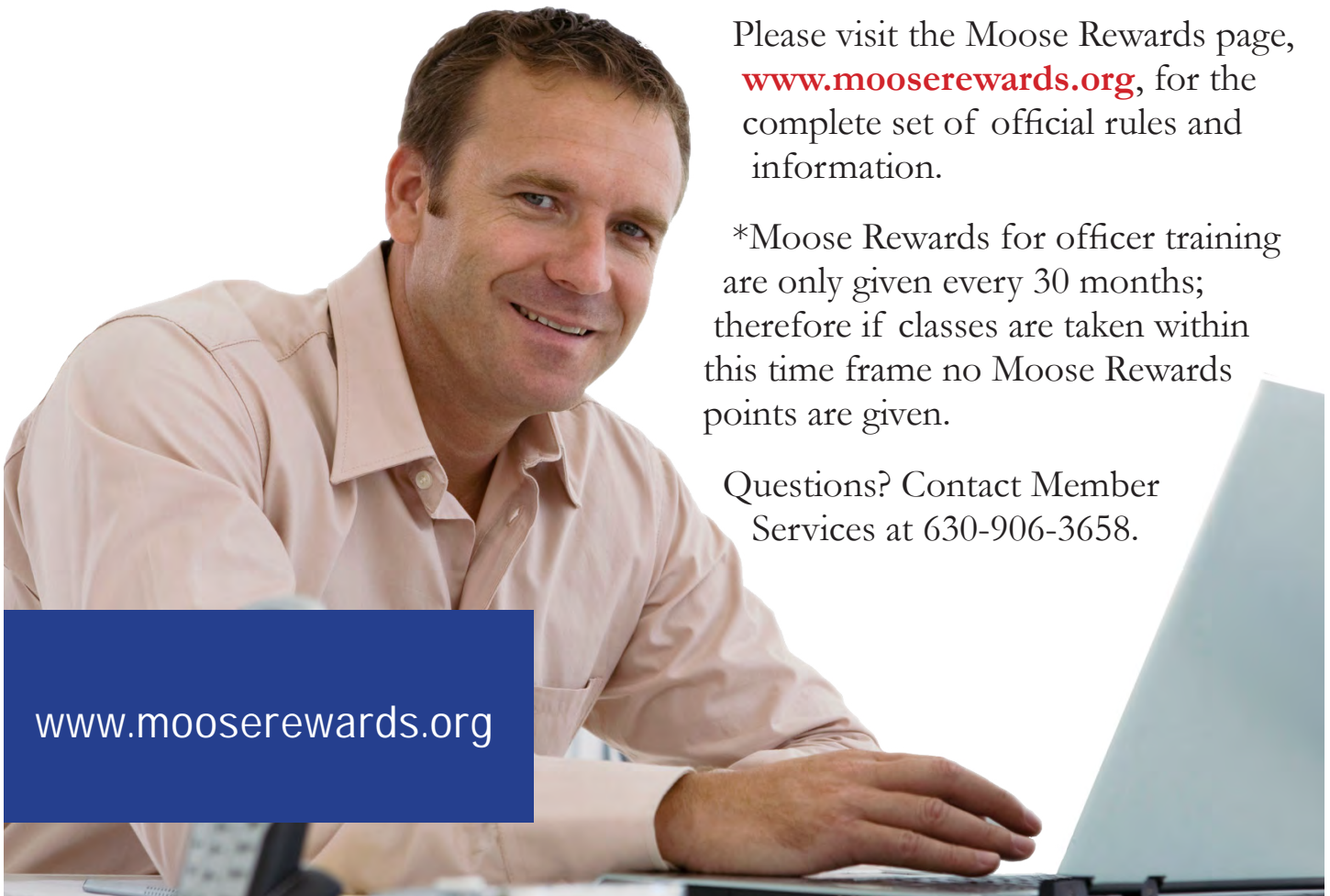
Moose International is offering double points for officer training during April/May/June/July. Complete any Instructor led class or complete an on-line training class and you will receive double Moose Rewards points. This is the perfect time for new officers to attend the required officer classes and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

Please visit the Moose Rewards page, www.mooserewards.org, 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



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

Deadline for internal candidates: 7/16/19

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

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