

CONGRATULATIONS!

Congratulations on being selected by the President to be the Chairman of this interesting and important committee. We are confident you will perform your duties as a Chapter Chairman, to the best of your ability.

This information has been prepared to assist you in your duties as a Chapter Chairman. **ALL INFORMATION IS FOR GUIDANCE ONLY.**

MEETING NIGHT

The Activities/Sports Meeting Night shall be the meeting in July and again in January.

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.

COMMITTEE MEETING WITH PRESIDENT

Shortly after the Annual Installation, the President 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 Committee.

The President 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 shall meet with the President 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, Meeting Night, and monthly committee meetings, as well as community service projects and activities planned in support of the local lodge, if applicable.

COMMITTEE MEETINGS

The success of every Chapter is 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 monthly meetings of your committee, on the same evening each month. 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 President 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 (if applicable)
Discuss ways the committee can be of assistance to the local lodge and offer support to the lodge in promoting family activities, membership campaigns, fund raising projects and/or special dinners.

- Meeting Night
Plan for an impressive meeting. Discuss refreshments, badges, program, decorations, and entertainment.
- 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 members 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, Chapter scholarships, Mooseheart, Moosehaven 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 President 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 Secretary/Treasurer for Business Receipt Book.)
- **THERE ARE NO CASH PAY-OUTS.**
- Only members of your committee collect money at fund raising projects.

**PRESENTING CHECKS TO
THE PRESIDENT**

You will give the following speech when you present the checks to the President at the meeting. Two checks will be presented: one for the Scholarship and Maintenance Fund and one check for the special project assigned to your committee.

SPEECH

JULY 2011

The Youth Involvement 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 4th grade students 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 since 1988. 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.

President, 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.

SPEECH

JANUARY 2012

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!

President, 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.

COMPLETING FORMS

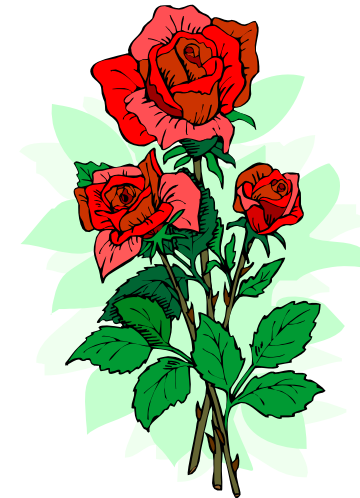
As Chairman, you will be responsible for completing Form 114 and Form 166. Form 114 will be read at the next meeting after your meeting night. Form 166 will be read at the first meeting following the completion of your fund raising project. The forms will be given to you by the President.

**HAVE A GREAT YEAR
SERVING YOUR CHAPTER AS THE
ACTIVITIES/SPORTS CHAIRMAN!**

WOMEN OF THE MOOSE

ACTIVITIES/SPORTS

**JULY 2011
JANUARY 2012
CHAIRMAN PAMPHLET**



SERVICE CHAPTER

**WOMEN OF THE MOOSE
MOOSEHEART, IL 60539-1182
05-01-11**