

## 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 Community Service/Fraternal Fundraising meeting night shall be the meeting in June and again in December.

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 and 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  
JUNE 2011**

Co-workers, the special project of our committee is to provide funds for the Mooseheart Girls' Athletic Program.

As with the boy's athletic program, Mooseheart also offers an outstanding sports program for our girls. The girls' athletic program enables the students to take part in basketball, volleyball, track and bowling.

This past year, the "Lady Rambler" basketball team had another great (11-12) season, which ended following the first Regional game with Westminster Christian. The Ramblers, who have now experienced their third appearance in the regional playoffs since 1988, were defeated by Westminster Christian 42-36 in the Class 1A Indian Creek Regional Competition.

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 Mooseheart Girls' Athletic Program and one check in the amount of \$\_\_\_\_\_ for the Women of the Moose Scholarship and Maintenance Fund.

**SPEECH**

**DECEMBER 2011**

Co-workers, our committee is proud to provide funds for the Clothing, Laundry and Dry Cleaning program at Moosehaven.

At Moosehaven, as with any normal household, our residents want to look their best on a daily basis, which requires clothing, laundry and dry cleaning. As the Women of the Moose continue to assist our Moosehaven Campus to offset their annual budget, we are pleased to provide the funds necessary to ensure our residents have the fashion clothing they like and want as well as the means to properly care for those clothing items.

The funds we donate will be used to purchase clothing for our senior members as well as assist with the laundry and dry cleaning bills on campus.

President, from the proceeds of our fund raising project(s), it is my pleasure to present one check in the amount of \$\_\_\_\_\_ earmarked for Clothing, Laundry and Dry Cleaning 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.

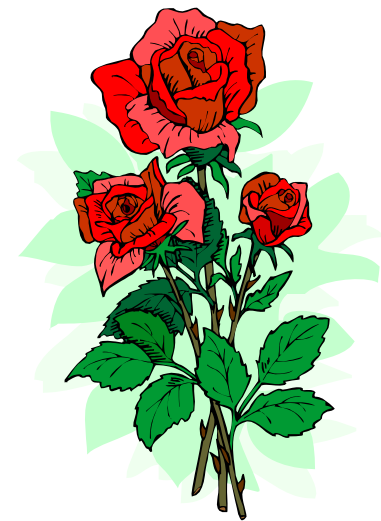
**HAVE A GREAT YEAR  
SERVING YOUR CHAPTER AS THE  
COMMUNITY SERVICE/FRATERNAL  
FUNDRAISING CHAIRMAN!**

**WOMEN OF THE MOOSE**

**COMMUNITY SERVICE/  
FRATERNAL  
FUNDRAISING**

**JUNE 2011  
DECEMBER 2011  
CHAIRMAN PAMPHLET**

**2011-2012**



**SERVICE CHAPTER**

**WOMEN OF THE MOOSE  
MOOSEHEART, IL 60539-1182  
5-01-11**