

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 Mooseheart/Moosehaven meeting night shall be the meeting in October and again in February.

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 or more checks will be presented; one for the Scholarship and Maintenance Fund and one or more checks for the Special Projects assigned to your committee.

SPEECH OCTOBER 2011

Each October, the Mooseheart/Moosehaven Committee has the opportunity to hold "Christmas in October" on behalf of our children at Mooseheart and senior residents at Moosehaven.

Our Mooseheart children know that, because of the Women of the Moose, they, too, will have a joyful Christmas season. We provide funds for photo Christmas cards, Christmas parties in each residence, lovely decorations and special treats. There is friendly competition to be the best decorated home with the best-decorated tree. Our committee and our co-workers also provide funds for a special Christmas gift for each child.

At Moosehaven, special events include the annual Christmas dinner and party, New Year's Eve party, Thanksgiving dinner, off campus trips as well as the many monthly social gatherings both on campus and at the Life Care Center. These gatherings afford our residents the opportunity to sing, dance and laugh the night away. Generally music, food and beverage are provided to our residents free of charge. A great time is had by all including Moosehaven staff members who give of their personal time to attend and make sure our residents are well taken care of.

Each year, our committee conducts a Monetary Gift Walk. Our members are invited to contribute what they can afford to give to provide additional Christmas gifts for the Mooseheart children and the Moosehaven seniors.

President, we are pleased to present a check totaling \$_____. The total represents: \$_____ for Mooseheart photo Christmas cards and the Christmas fund; \$_____ for a special Christmas gift for a boy or girl; \$_____ for donations received at

the Mooseheart Christmas Walk; \$_____ for a special Christmas gift for a Moosehaven resident; \$_____ for donations received at the Moosehaven Christmas Walk; \$_____ for the Moosehaven Special Events Fund and \$_____ for the Women of the Moose Scholarship and Maintenance Fund.

SPEECH FEBRUARY 2012

Co-workers, the special project of our committee is to provide funds for the Moosehaven Special Activities Fund.

This fund provides the financial assistance necessary for the special activities that take place on campus. They include the hall decorations for special holidays, special table decorations and much more. In addition, special activities also enable our seniors to attend off-campus activities and other forms of recreation. Our Moosehaven residents can be assured they will celebrate many special occasions and enjoy activities through the continued generosity of our committee.

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 Moosehaven Special Activities Fund and one check in the amount of \$_____ for the Women of the Moose Scholarship and Maintenance Fund.

COMPLETING FORMS

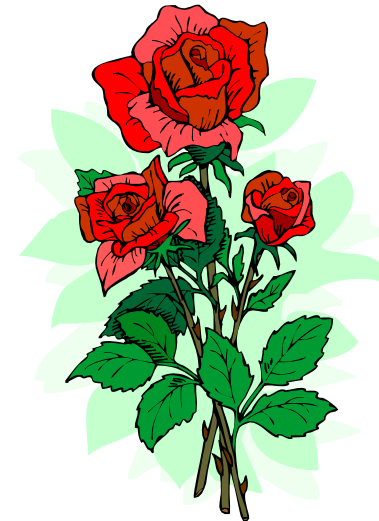
As Chairman, you will be responsible for completing Form 114 and Form 166. Form 114 will be read at the next meeting after your meeting night. Form 166 will be read at the first meeting following the completion of your fund raising project. The forms will be given to you by the President.

**HAVE A GREAT YEAR SERVING YOUR
CHAPTER AS THE
MOOSEHEART/MOOSEHAVEN CHAIRMAN!**

WOMEN OF THE MOOSE

MOOSEHEART/ MOOSEHAVEN

OCTOBER 2011 FEBRUARY 2012 CHAIRMAN PAMPHLET



SERVICE CHAPTER

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