

## CONGRATULATIONS!

Congratulations on being selected by the Senior Regent to be Chairman of this interesting and important committee. We are confident you will perform your duties as Chairman, to the best of your ability, and sincerely hope you will qualify for the Academy of Friendship Degree this Chapter year.

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

### COMMITTEE MEETING WITH SENIOR REGENT

Shortly after the Annual Installation, the Senior Regent shall schedule a meeting for all Committee Chairmen. At this meeting, she shall explain the duties of each Committee Chairman. Co-workers (one-ninth of all active Chapter members, including Officers) will be appointed to serve on each Chapter Development Committee.

The Senior Regent is responsible for mailing a letter to 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 Development, Standing and Special Committees shall meet with the Senior Regent 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, Committee Activity Night and monthly committee meetings, as well as community service projects and activities planned in support of the local lodge.

### COMMITTEE MEETINGS

The success of any Chapter is greatly 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 meeting(s) of your committee, preferably scheduled monthly. 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 Senior Regent 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  
Discuss ways the committee can be of assistance to the local lodge and offer assistance to the lodge in promoting family activities, membership campaign, fund raising projects and/or special dinners.
- Committee Activity Night  
Plan for an impressive meeting. Discuss refreshments, badges, program, decorations, and entertainment.
- Second meeting of the month  
The Senior Regent may call upon your committee for assistance with refreshments or entertainment at the second meeting of the month during the Chapter year. Be prepared and accept graciously.
- 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 for approval before being put into operation.

Your committee may make donations in the amounts they choose. In the event your project nets more than anticipated, the Chairman may propose to the Board of Officers, for Chapter approval, to earmark additional funds as designated by the committee to Mooseheart, Moosehaven, Chapter scholarships, other community services, 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 Senior Regent 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 Recorder for Business Receipt Book.)
- **THERE ARE NO CASH PAY-OUTS.**
- Only members of your committee collect money at fund raising projects.

### COMMITTEE ACTIVITY NIGHT

The Mooseheart/Moosehaven Committee Activity Night shall be the first meeting in October.

As Chairman, you will be seated at the Senior Regent's Station 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.

Members of the Loyal Order of Moose, qualified guests and prospective members may be invited, providing the PRIVATE POLICY is followed at all times. **Qualified guests may enter the Social Quarters with a member, providing they are wearing a GUEST BADGE. However, they shall not be allowed to make purchases.**

### PRESENTING MONETARY GIFTS AT THE MOOSEHEART/MOOSEHAVEN COMMITTEE ACTIVITY NIGHT

The Christmas in October walk is a monetary gift walk. Monies are for additional Special Christmas Gifts chosen from a child's Christmas list. The cash donations collected from the gift walk will also be sent with the Form 114. **PLEASE DO NOT SEND PACKAGES.**

### PRESENTING CHECKS TO THE SENIOR REGENT AT COMMITTEE ACTIVITY NIGHT

You will give the following speech when you present the checks to the Senior Regent. Two to six checks will be presented; one for the Scholarship and Maintenance Fund, and one check (or one each) for a special gift for a child, a special gift for a senior, the Photo Christmas Cards, the

Special Events Fund and donations received during the Christmas Walk.

### **SPEECH**

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.

Senior Regent, 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.

### **COMPLETING FORMS**

As Chairman, you will be responsible for completing Form 114 and Form 166. Form 114 will be read at the first meeting after your Committee Activity 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 Senior Regent.

### **ACADEMY OF FRIENDSHIP**

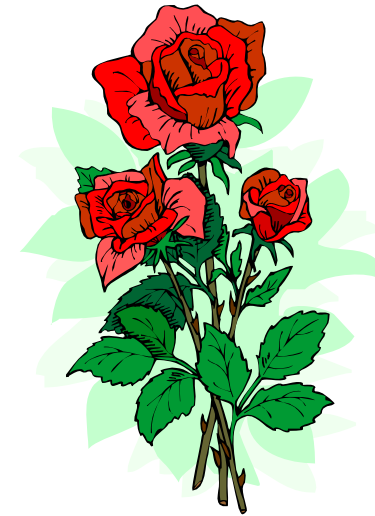
By serving as a Chapter Development Chairman, you will have the opportunity to qualify for the Academy of Friendship Degree if the following requirements are met:

- The Chapter shall qualify for the Award of Achievement.
- You must be appointed and installed on or before January 31 and serve in the same capacity through the end of Chapter year, April 30.
- You must enroll 2 or more candidates into the chapter in which you hold your installed position and you are attempting to qualify for the degree, between May 1 and April 30.
- If you are installed after January 31, you may qualify by enrolling 5 new members into the chapter in which you hold your installed position and you are attempting to qualify for the degree during the same time period.
- As Chairman, you and your committee shall hold a fund raising project to defray the expenses of the Committee Activity Night program and to support the projects assigned to your committee for Mooseheart/Moosehaven and help maintain the General Fund of the Chapter.
- Complete and submit the Form 114 and the Form 166.

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

# **WOMEN OF THE MOOSE**

## **MOOSEHEART/ MOOSEHAVEN CHAIRMAN PAMPHLET 2011-2012**



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