

Official Communication for December 15, 2011

Moose International Holiday Office Closings

The offices at Moose International will be closing at noon Central Time on Friday, December 16, 2011, and reopen on Monday, December 19, 2011, at 8:00am Central Time.

Moose International will close for the Christmas and New Year's Holiday at 4:45pm on Friday, December 23, 2011 and reopen on Tuesday, January 3, 2012 at 8:00am Central Time.

Have a Safe and Happy Holiday Season.

Risk Management Department Information For Assistance During Supreme Lodge Holiday Closure

The Supreme Lodge will be closed starting at 4:45 PM on December 23, 2011 until 8:00am on January 3, 2012. Although the Risk Management Department personnel will not be available to speak with you directly during this time, you will still be able to report claims and purchase Hall Rental Insurance during the Holiday Closure.

To report General Liability and Liquor Liability claims:

Please contact our Third-Party Administrator, Gallagher-Bassett, to report any General Liability or Liquor Liability claims. You may contact them at 1-877-566-6735. This number is available 24 hours a day/7days a week.

To purchase Hall Rental Insurance:

The Hall Rental Insurance may be purchased 24 hours a day/7 days a week and is purchased online. To purchase the Hall Rental Insurance please go to www.aonline.aon.com and enter the User ID: FraternalOrder and the Password: Mooseheart#1. Follow the instructions on the website to complete the application and for information on to whom to make the payment and where to mail the payment.

If you have difficulties with the website please contact AonLine Client Services at 1-800-953-4576. If you have questions about the insurance itself, please contact the Moose Lodge Service Desk at Aon at 1-800-966-2708.

To report a Directors & Officers claim:

Please fax your information regarding any Directors & Officers claims to the Risk Management Department at 1-630-859-6624. Please make sure to include a cover page with your contact information. Please note that these claims will not be acknowledged nor acted upon until our return on or after January 3, 2012.

Certificates of Insurance:

Certificates of Insurance will not be issued during the Supreme Lodge Holiday closure. If you require a Certificate of Insurance and must have it prior to January 6, 2012, we must have your request in our office no later than 12 noon on December 20, 2011. Requests for Certificates of Insurance received after 12 noon on December 20, 2011 may not be fulfilled until after January 6, 2012.

Please send your requests for a Certificates of Insurance to Ann Price at aprice@mooseintl.org or contact Ann at 1-630-859-6615.

2012 List Of Important Dates And Lodge Submission and Remittance Deadlines Now Available
<http://www.mooseintl.org/portal/LodgeOps/fraternal/deadlines.asp>