

Moosehaven Admissions Representative Responsibilities

May 2009

Since 1922, Moosehaven has provided a secure and comfortable retirement lifestyle for members of the Moose Fraternity. Established in Orange Park, Florida, Moosehaven is located on 72 acres along the St. Johns River. Residents, representing all 50 states, Canada, and Great Britain, enjoy the year-round amenities that can be found on a Florida campus.

Residents who desire to retire to Moosehaven agree to turn over all of their assets to Moosehaven in exchange for their care. This includes housing, meals, clothing, toiletries, activities, transportation, events and activities, and all medical care. To be considered for admission to Moosehaven, their Lodge, Chapter, or an Admissions Representative must sponsor applicants.

The Moosehaven Admissions Representative is an important part of the admissions process. S/he will now take a more active role within their district or state in the admissions process. S/he is responsible to assure all admissions documents are properly and truthfully completed. S/he is also responsible to assure that the candidate(s) is properly screened for compliance with all admission requirements and will provide support to the sponsoring Lodge or Chapter to assure all eligibility requirements are met by the applicant(s). The Admissions Representative will also offer an additional evaluation and/or recommendation of the applicant to the Moosehaven Admissions Committee for consideration.

Responsibilities of the Moosehaven Admissions Representative:

1. Be knowledgeable about the Moosehaven campus, lifestyle, and residents. Be able to give a brief description of Moosehaven's history and future plans and goals, including Brandon Place.
2. Be knowledgeable about all eligibility requirements to Moosehaven. (i.e. recent changes now allow Moosehaven to conduct a 10-year financial look back and request an independent medical evaluation). A comprehensive team of professionals, which comprise the Admissions Committee, closely reviews all eligibility requirements today.
3. Communicate to all local lodges and State Associations that you are now part of the Application Process and that you must sign **each** application before it is submitted to the Moosehaven Admissions Office.
4. Review the applications and meet with the candidate(s), preferably in person or via telephone, prior to signing each application.
5. Maintain and make available Moosehaven Admissions collaterals for your local lodges, district, or state.
6. Keep informed of events at Moosehaven. This can be accomplished by frequently viewing the website: www.moosehavnen.org or www.brandonplace.org, or by calling the Admissions Office at 904 278-1281. The Moosehaven Admissions Office will send each representative a quarterly report, complete with census and resident and campus information.

Application for the position of Moosehaven Admissions Representative

Name: _____ MID# _____

Address: _____ State: _____ Zip: _____

Email address: _____ Phone: _____ Cell: _____

Please list your accomplishments and service as a member of the Loyal Order of Moose or Women of the Moose.

Have you visited the Moosehaven campus? Yes No (please circle one) If yes, when? _____

Have you served as a Moosehaven Admissions Representative? Yes _____ No _____ (please circle one)
If yes, how many applications have you submitted? _____

An admission intake is typically complete in 30 days and will require 10 to 12 hours of time, travel and phone expenses. Can you commit to this amount of time for each application you sponsor? Yes _____ No _____

Marketing Moosehaven and Brandon Place extends beyond fraternal events. Can you provide a list of other organizations or associations (i.e. Rotary, churches, Kiwanis) where you are willing to present information?
Yes _____ No _____

Marketing Moosehaven and Brandon Place at the Annual and Mid-Year State Conferences is required of Admission/Marketing Reps. Are you able to: Attend these Conferences? Yes _____ No _____
Participate in a display booth with collateral information? Yes _____ No _____
Speak at these conferences? Yes _____ No _____

What new ideas would you bring to the Admissions process?

I have read and agree to accept the responsibilities of Moosehaven Admissions Representative and fulfill them to the best of my ability. I am willing to invest the time and effort to be familiar with Moosehaven and its admission process in order to accurately and enthusiastically share information about Moosehaven in my respective area.

If I no longer feel capable or willing to do so, I will contact my Regional manager and request that a suitable replacement be named.

Signed: _____

Date: _____

Please mail the completed application to:

John Capes, Ex. Director
Moosehaven
1701 Park Ave.
Orange Park, FL 32073