

TRANSFERS

The International Office of the Women of the Moose has received complaints regarding Recorders who are transferring coworkers without proper notification to the co-workers original chapter.

Now that requests for transfer are done via email, there should be no reason for a lack of notification. Please remember that the coworker's original chapter has 14 days in which to object to the transfer for reasons outlined in Section 33 of the Women of the Moose General Laws.

Help to eliminate telephone calls to our office by following proper procedures.

PLEASE HELP OUR FINANCE DEPARTMENT

Many Women of the Moose chapters are remitting chapter checks to our finance department without any identification on them. Often it becomes very difficult to know who the check is from and many times credit is given to the wrong fraternal unit.

Help us to help you by ordering checks that clearly identify your chapter's name and number on the check as well as your address. Please refer to the 2007 Recorder/Audit Handbook, page 13 for an example of a proper check. Also, checks must be clearly earmarked with the committee name and the name of the project or fund.

NEW MOOSE CHARITIES STATEMENTS

In the very near future, the monthly statements that our chapters receive from Moose Charities will have a new look. This new statement will help our chapters determine if the donations they have remitted to Moose Charities for the Scholarship and Maintenance Fund as well as the donations for the special project of the committee have been received and posted to the correct committee.

When your chapter receives the new statement, please review it to make certain the information is correct. If a donation has been improperly credited or not credited at all, please contact Moose Charities to have it corrected. We hope this change will eliminate many of the issues we had this year in regard to donations to Moose Charities and will assist our chapters to know that their donations have been properly credited. We highly recommend you keep a copy of each statement for future reference.