



## “VALUED VETERAN OF THE YEAR”



### 2017-18 V.V.O.Y. BALLOT PREPARATION & VOTING INSTRUCTIONS (Conduct Vote No Later Than 8/31/18. Honoree To Be Recognized In Nov, 2018 )

#### COLLECTING NOMINATIONS FROM MEMBERSHIP:

- > The Heart of the Community Chairman (*or other designated lodge Official*) should collect all nominations from the membership **no later than 7/31/18**.

#### BALLOT PREPARATION INSTRUCTIONS:

- > Write each of the nominees' names and their Moose ID numbers **on a single ballot form**.
- > Make enough **copies of completed ballot & each nomination form** for each committee member.

#### VOTING COMMITTEE INSTRUCTIONS:

- > The **Voting Committee** is to be comprised of *any combination of* the **Lodge & Chapter's Officers** and/or their **LOOM Heart of the Community** and **WOTM Community Service committees**.
- > Voters should consider each veteran's efforts *in the past fiscal year, May 1, 2017 – April 30, 2018*.
- > Each member should **vote for only one Valued Veteran** member. This member must be identified in their Membership Record as a Valued Veteran, and must be an active member in good standing.
- > Voters should **select among all men and women's nominations**. The man *or* woman selected from the Lodge *or* its affiliated Chapter should be *the ultimate example of a Moose member serving others*.
- > **Keep in mind:** Accolades in the military, while respected, are secondary *in this particular honor* to the nominees' efforts to serve the community in their civilian life *beyond* their military service.
- > Even more weight should be put on effort that the nominees have done *in the name of the Moose*, which highlight to the community the Moose's commitment to serving others.

#### HOW & WHEN TO SUBMIT HONOREE TO MOOSE INTERNATIONAL:

- 1. First, ensure the member is, in fact, identified as a Valued Veteran** in their membership record. This can be done either by checking your internal report in ADMIN, or by calling the Help Desk at (630) 906-3658 / or via email at: [helpdesk@mooseintl.org](mailto:helpdesk@mooseintl.org).
- 2. SUBMIT to Moose International by 9/1/18** (\*Firm deadline, submit early). Select Honoree via the drop down menu in ADMIN, no later than **9/1/18** (as is done with the '*Moose of Year*' honor). **No other methods of submission will be accepted (i.e. emails, calls, etc.).** \*Failure to follow this procedure in ADMIN could result in the honoree not receiving their certificate.

