

Official Communication for November 15, 2017

Please Cease Special Olympics Donations to Moose Charities

For the past nine years, you have generously sent donations in to Moose Charities to sponsor the annual national Special Olympics softball event. However, Moose leadership recently announced our desire to modify the way in which we support Special Olympics – shifting our support away from the national softball tournament, and focusing exclusively on increasing our volunteerism at *local* Special Olympics events in lodge communities across the fraternity. We believe that, by doing so, we will 1) increase Moose presence in multiple lodge communities; and, 2) provide more members with the opportunity to get personally involved, and to enjoy seeing the impact of their volunteerism in their own lodge communities. Attached is a list containing contact information for all local Special Olympics programs throughout North America. We encourage you to contact your local office and ask how your members can get involved in local events, such as the local Summer Games. Efforts made in your local Special Olympics programs in the 3rd and 4th quarters will still count towards your Heart of the Community efforts and should still be entered under the Special Olympics section of the report.

Lastly, for the past nine years, you were asked to give a minimum of \$25 per quarter, or \$100 total per fiscal year, for the annual Special Olympics softball event. We now ask that you please cease earmarking these donations for Special Olympics. Instead, we suggest that you take the same amount and apply it towards Mooseheart/Moosehaven each quarter. By doing this, we can ensure that our children at Mooseheart, and our seniors at Moosehaven, receive even more support than we have given in the past.

Deadline for 2nd Quarter Web-Based Heart of the Community Reports Nov. 15th!

The deadline for submitting 2nd quarter Heart of the Community forms is today, **Wednesday, November 15th at 12:00a.m. midnight.**
No late submissions will be accepted.

Basic Reporting Tips:

- **Web-based reports only.** Any reports submitted by mail, fax or email will not be accepted, no exceptions.
- **Be sure to choose a time to complete the report when you will not get interrupted.** The system will automatically time out if you are inactive for 55 minutes or longer, causing all work to be lost.

Instructions to Access the Web-Based Report:

- Go to **www.mooseintl.org** and go to the **Admin Menu**.
- Enter **user name and password** (the same used to access 'My Membership Record' through the website) and the FRU passcode specific to the lodge.
- Once in the FRU information screen, click on the dropdown for **'Forms'** and select **'Community Service'**. This will take you to the main screen for **Heart of the Community reports**, which will show a box in the center of the screen with a line for each quarter of the fiscal year.

- **There will be a link next to the appropriate quarter.** If this is the initial attempt at the report, the link will read 'Create'. If a version of the report has already been completed and you are adding or changing information, the link will read 'Edit'. **Click on this link.**
- Once the report form opens, you can type information into the appropriate fields.
- **Frequent saving is beneficial.** It will allow you to access the most current version and will replace the previous report transmitted to Moose International.
- After the information has been entered, click '**Save & Submit**' at the bottom of the form.
- After Saving, **reports can still be edited** as many times as necessary **until midnight on November 15th.** Again, it is highly recommend that **you** alert your Territory Manager after submitting so they can advise you on any recommended edits.

Key Reporting Tips For The Best Possible Grade: (*A grade of "Good" or better is a requirement for the **Premier Lodge Award**)

- **CATEGORIZE CORRECTLY** - Be sure to **choose the correct section before typing in each effort.** Only enter efforts specifically associated with the title of the section that you are listing it under.
 - In the past, Moose International staff corrected lodges' mis-categorized entries when the web-based system was still new. This will no longer occur.
 - **If you place an entry in the wrong category, it will remain there and will NOT be approved.**
 - **If you mis-categorized in the past, and you still received a decent grade,** this is because graders may have helped you correct the placement of your entries. If such errors are made again when you report this quarter, and in future quarters, you can expect to receive a lower grade than in the past.
- **BE SPECIFIC** - Use **concise, detailed descriptions** for each effort made that **clearly** answer the following questions:
 - **"Who** participated?" (*who in the lodge made the effort?*)
 - **"What** was done, specifically?" (*actual work done, a description of actual physical action(s) taken*)
 - **"Who** benefitted?" (*which organization in the community benefitted?*)
 - **"How** did they benefit?" (*quantify the effort in time, money, or other value*)
 - **"When** did they benefit?" Be **sure** the effort / donation actually occurred **in that quarter.** Donations are spot checked against Moose Charities reports.
 - **Avoid Vague Terms** such as, "**Ongoing**" or "**As needed**", "**Planning for,**" or solely listing the name of the organization, with no further details. These will **not** earn credit because it is not clear the recipient actually received help **in that quarter.**

GOOD EXAMPLE: "*Ten members volunteered for 4 hours each Saturday in October to serve food to the homeless at Josie's Food Kitchen.*"

POOR EXAMPLE: "Josie's food kitchen, ongoing." (this is too vague and would **not** get approved).

We hope these tips help you achieve all of the credit that you deserve for all of the hard work you do in the community. Thank you for making a positive difference in so many peoples' lives – especially the children and seniors at Mooseheart and Moosehaven!



Deadline to submit Member Retention Week Forms is Friday, November 17, 2017

The deadline to submit your Member Retention form, via the Admin Menu, to be eligible for awards, is this Friday, **November 17, 2017**. We are looking for photos from Lodges/Chapters that have a successful events that we can share on our website and also our Heard of Moose Facebook pages. Please e-mail digital photos, along with a description of your events to Kim Thompson at kthompson@mooseintl.org.

2017-2018 Moose Journalism Awards Open!

Entries are being accepted for the 56th Annual Moose Journalism Awards! Participants can download entry/informational forms online through the Moose International website under the Communication Resources section, the Heard of Moose? Facebook page, and Official Communications.

The Moose Journalism Awards program seeks to encourage and motivate editors of all Moose publications towards the achievement of consistently high journalistic standards in their newsletters and, through such achievement, to enhance communication and shared information between Moose members and their Lodges, Chapters, Moose Legions, Higher Degree Councils, and Associations.

The deadline for website submissions is 4:30pm CST, Friday, February 23rd, 2018. The deadline for publication submissions is 4:30 pm CST, Friday, March 2nd, 2018.

Winners of this year's competition will be recognized during the International Moose Convention in New Orleans, LA July 11th-15th, 2018.

Questions about the contest can be directed to Brenda Buschbacher, Executive Editor, in the Moose International Department of Communications at (630) 966-2229.

Good luck to all the participants!