

Official Communication for May 15, 2018

Lodge Safety Inspection Forms Due Today, May 15th

Lodge Safety Inspection forms are currently available online and are **due today**. The form is located in the Moose Admin area. ***Online submission is the only form accepted.***

LODGE SAFETY ONLINE FORM TIPS:

- Square footage and approximate alcohol sales should only be numbers. NO SYMBOLS.
- Policy information must be filled.

Updated CAP Booklet is now available online! Download here: <https://www.mooseintl.org/forms/>

Fourth Quarter Heart of the Community Reports Due Today, May 15th

The deadline for the fourth quarter Heart of the Community reports are **due today**, May 15th. The form is located in the Moose Admin area. ***Online submission is the only form accepted.***

Once you have submitted your report, it is in your best interest to alert your Territory Manager so they can look it over and give you advice on any necessary changes to ensure the most credit.

New Officer's Need to be Entered for the 2018-2019 Year

Officers for the 2018-2019 year should now be entered via Moose Admin. Please make sure when entering your officers you indicate the start date as May 1, 2018. Moose International sends out email communications to the officers upon occasion; therefore it is important to have the current officers entered as soon as possible AND for the officers to have a current email address. Tomorrow, the April-May issue of the *Moose Leader* will be emailed to all reported officers with an email address. If you have any questions, please contact Member Services at 630.906.3658.