

WOTM Official Communication for May 24, 2018

We are pleased to announce that the **Chapter Handbooks** and associated materials have been mailed to all Chapters. We anticipate arrival in the next 3-7 days – longer in remote areas and Canada. Please watch your PO Box or mail receptacle for a priority box from Moose International. If the mailer doesn't fit in your receptacle please check with your postmaster for an oversized delivery before contacting our office for a replacement mailing. Chapters will be billed for the materials via the Statement of Account. Chapters may not refuse delivery to avoid charges; a second mailing for refused materials will result in additional fees.

Please distribute the Officers' Handbooks to the Senior Regent, Junior Regent, Junior Graduate Regent, Secretary/Treasurer and Recorder. The Recorder's Handbooks should be given to the Recorder, Senior Regent and Audit Chairman. Electronic copies of the handbooks are available on the Moose International website for other interested co-workers. The other handbooks, brochures and materials should be shared by the Chapter members/officers as needed. Please refer to the memo enclosed with the mailing for more details.

The **Audit Form** and Handbook for 2018-19 have been revised and posted online. Please be sure the Audit Committee uses the correct form when remitting the report.

Forms 114/166 are also available online. Please be sure the forms are filled out in their entirety, including the correct Chapter name and number. Please refer to the attached document from the Chapter Records Coordinator for important instructions. Please be reminded – 114 forms and respective donations should NOT be remitted at the Annual conference; this delays processing and may be confusing for the Hostess Chapter. Questions remitting forms and donations may be directed to a Training Session leader, Chapter Analyst Coordinator or Linda S., Chapter Records Coordinator.

If not already completed, please be sure the **2018-19 Officers** have been **entered via the Admin Menu**. Please ensure the contact information for each officer is correct; phone #, address, email address.

The Senior Regent should have scheduled a **meeting with the Committee Chairmen** and distributed letters to all co-workers assigning them to a committee. The Recorder and Chairmen may assist with this duty. Refer to pages 13-18 of the Officers' Handbook for additional instructions. Referenced forms are posted online.

WOTM 6-Hour Training Sessions are being conducted now through October 31, 2018. All co-workers are encouraged to attend. The officers working for personal honors shall attend: Senior Regent, Recorder and Jr. Graduate Regent. All sessions SHALL be conducted by October 31, 2018 – no make-up sessions will be scheduled. The schedule is posted at Members Area - Moose Training (dbl click) – Moose Training Schedule.

Also, a GREAT BIG **THANK YOU** to the Chapters and fraternal units who donated to the Moosehaven Hurricane Relief Fund. In true Women of the Moose fashion, you have helped rebuild the pier and restore Moosehaven to the paradise our residents call home. Thanks to your generosity the appeal is complete; we have met the goal and sincerely appreciate the Chapters' response and assistance in raising the funds so quickly. If your Chapter has any donations reserved for the Hurricane Relief Fund, please consider re-allocating those funds to another Moose Charities endeavor in honor of our beloved children and senior members.

Best wishes in starting the Chapter year off right! If you are in need of guidance, please do not hesitate to contact a trainer or the CAC in your area. Our volunteers are eager to help.