

# Official Communication for May 9, 2018

## Membership Department – Field Staff adds 2 Territory Managers

The Membership Department is pleased to announce the hiring of the following individuals who will serve as field representatives to the lodges within their respective territories:

- Luis Gutierrez – Northeast Region Territory No. 1 Maine, New Hampshire, Vermont and north New York. Luis can be reached at [lgutierrez@mooseintl.org](mailto:lgutierrez@mooseintl.org) or at (609) 661-5972.
- Howard Welsh – West Coast Region Territory No. 45 central California, north Nevada. Howard can be reached at [hwelsh@mooseintl.org](mailto:hwelsh@mooseintl.org) or at (512) 799-7536.

## Lodge Monthly Financial Reporting Deadline is Tomorrow, May 10<sup>th</sup>

As part of the Premier Lodge Award criteria, the final April 30<sup>th</sup> monthly financial reporting must be transmitted by May 10<sup>th</sup>. Please make sure you adhere to this schedule to qualify for the Premier Lodge Award.

## Lodge Safety Inspection Forms Due May 15<sup>th</sup>

Lodge Safety Inspection forms are currently available online. The form will remain open till May 15<sup>th</sup>. 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 May 15th

The deadline for the fourth quarter Heart of the Community reports is May 15<sup>th</sup>. 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.

## **2018 Moose Convention Pre-Registration Open through June 8, 2018**

The 2018 International Moose Convention will take place from July 11-15 in New Orleans, Louisiana. Please don't wait to register as advanced registration and meal function rates are less expensive than on-site rates. Early registration also allows you to plan your trip to take advantage of the sights and sounds of the French Quarter, the historical significance of the National World War II Museum, or even a compelling history and haunts tour. We look forward to seeing you there.

The Convention has not been in New Orleans since 1991, so a strong turnout of members is expected in 2018. Registration and housing are now open at [www.moose2018neworleans.org](http://www.moose2018neworleans.org).

### **Procedure for Alternates at International Convention**

The annual Moose International Convention is an opportunity to gain knowledge, inspiration, know-how, and new ideas. For these reasons, every Lodge is required to send its Governor and Administrator, who are the Lodge's official representatives. However, any active Lodge member selected by the Lodge may serve as an alternate representative in the event the Governor or Administrator is unable to attend.

The procedure to have an alternate is as follows: when an alternate has been voted on in a general membership meeting, he shall bring with him a statement on lodge letterhead to present at the registration desk at convention. The letter shall state that John Jones, MID # \_\_\_\_\_ was selected at a general membership meeting on (Date) 00/00/0000 to be the alternate for the Administrator or Governor at the Moose International Convention.

This letter is to be signed by both the Governor and Administrator, with the lodge seal applied (if available).