

# Official Communication for August 29, 2018

## International Open House Day – October 27<sup>th</sup>

Moose International has designated Saturday, October 27, 2018 as “**International Open House Day**” for lodge homes throughout the Fraternity. This date corresponds with Founder’s Day, which celebrates the birth of James J. Davis, the driving force who brought purpose and meaning to the Fraternity during its earliest stages.

All lodges and chapters are encouraged to conduct events that will bring friends, family and local residents in touch with the Moose, our lodge homes, and the work we do on behalf of children, seniors and our communities. Additionally, lodges and chapters that conduct an Open House on this day may use the event as one of their activities for Member Retention Week. Simply indicate your participation on your form following Retention Week.

The General Governor’s Office has issued a blanket dispensation for all lodges and chapters to hold events on that day that are open to the public, as long as the Moose’s general guidelines for public events are followed. Alcohol may or may not be served, based on the structure of the event, but cannot not be sold to members or non-members during the event. Lodges and chapters should refer to Section 46.13 of the General Laws for guidelines to public events, such as Open Houses.

\*\*Note, if October 27<sup>th</sup> is unavailable to conduct an Open House, the blanket dispensation allows lodges and chapters to hold the event a week earlier, on Saturday, October 20<sup>th</sup>.

Please check the Moose International website periodically for information pertaining to this coordinated Open House initiative at [www.mooseintl.org](http://www.mooseintl.org).

## Deadline to submit “Valued Veteran of the Year” Honoree September 1, 2018

The deadline to submit your “Valued Veteran of the Year” honoree to Moose International is September 1<sup>st</sup>. Please note that this **MUST** be done in the “ADMIN” menu, similar to the way the “Moose of The Year” is selected. **As a reminder, only one Valued Veteran will be honored within the lodge/chapter.** If the honoree is a man; the lodge is responsible for reporting the Valued Veteran. Or, if the honoree is a woman; the chapter is responsible for reporting the Valued Veteran.

To report your Valued Veteran of the Year in ADMIN:

- Login to your ADMIN screen as you normally would do.
- Place your mouse-pointer over “Forms” on the menu bar.
- Left-Click on “Awards” for Valued Veteran of the Year; then select your Valued Veteran’s name in the “member” drop down screen.
- Once selecting your Valued Veteran, click “Save”, your request is automatically submitted to Moose International.

## **Deadline for First Fall Membership Workshop Wednesday, September 5, 2018**

Moose International will conduct Regional Membership Workshops beginning in August. Workshops cover topics such as new trends, retention strategies, member study results, and more. Registration is free for these one-day, interactive sessions and both men and women can [sign-up today](#). See attached form for additional information.

### **Scheduled workshops include:**

- **September 8<sup>th</sup> – Frederick, MD Lodge 371**
- October 13<sup>th</sup> – Chehalis, WA Lodge #1109
- October 20<sup>th</sup> – Fort Myers Beach, FL Lodge 964
- October 20<sup>th</sup> – Henry County, GA Lodge 2170
- October 27<sup>th</sup> – Cedar Rapids, IA Lodge #304
- October 27<sup>th</sup> – Maysville, KY Lodge #1124
- November 3<sup>rd</sup> – Sylvania, OH Lodge #1579
- November 10<sup>th</sup> – Longmont, CO Lodge #1548
- November 17<sup>th</sup> – Crawfordsville, IN Lodge #6
- November 17<sup>th</sup> – Chicopee Falls MA Lodge #1849

## **It's IRS Form 990 Time! (US Fraternal Units) Deadline, September 17, 2018**

The annual IRS Form 990 can be filed for all fraternal units **beginning May 1, 2018**. Please be reminded that Federal Law requires all Moose Lodges, Chapters, Moose Legions, Associations, and any other unit that has a unique EIN, to file an annual IRS Form 990, 990-EZ or 990-N no later than **September 17, 2018**, for our fiscal year ending April 30, 2018. (As September 15 falls on a Saturday this year, our deadline has been extended to the following business day, Monday, September 17.) Filing a Form 990 is essentially filing income taxes for your fraternal unit. Failure to do so could result in fines, fees, or penalties, as well as the revocation of your unit's tax-exempt status.

To assist you in completing the IRS Form 990, please refer to our online tutorials. Visit [www.mooseintl.org](http://www.mooseintl.org), enter the Members Area, and then click on **Moose Training > Moose Training Demos & Tools Page > 990 Tax Forms and Help Information**. From there, you can access everything a typical Moose Unit will need to complete their 990 filing. Select the appropriate 990 Tax Form for your Moose Unit based on your Unit's gross receipts and assets. Click on the "Instructions" link to open the appropriate 990 help presentation. Your Territory/Regional Managers and Chapter Analyst Coordinators are able to provide assistance with your questions, as well as your State 990 or Government Relations Chairman. Should you require further assistance in filing your **Form 990** or **Form 990-EZ**, please contact a certified tax professional who is familiar with Fraternal Organizations. Assistance with **Form 990-N (ePostcard)** can be obtained through Moose International.

If you cannot file the 990 on time, it is essential that you file an extension by September 17, to avoid costly penalties from the IRS. Use Form 8868, which you can find on the IRS website, [www.irs.gov](http://www.irs.gov). All other schedules you may need are also available on the same IRS website.

**CAUTION:** It has been noted that a 'Fraternal Tax Service' has been contacting units across the Moose fraternity. This 'Fraternal Tax Service' usually indicates it will file a version of the Form 990 for a fee. Please note that this company is not in any way related to Moose International, or any of its subsidiaries. Our office has received reports of several incidences where a fraternal unit has utilized the 'Fraternal Tax Services' to prepare and file their Form 990, only to find that the unit's 990 was never filed. This company does not provide proof of filing, nor do they provide your unit with a copy of the 990 they filed on your behalf.

Remember – the appropriate IRS Form 990 for your Moose Unit **must be filed by September 17, 2018.**