

WOTM Official Communication October 9, 2018

Please share at your next chapter meeting

SPAM Email – “Invoice” from Moose International

We are receiving reports of spam emails regularly appearing in the Moose Smartermail system. Many say there are "Invoices" attached. If you click on the link for the invoices your computer may be at risk for viruses, etc. Please **delete** these emails as soon as you receive them and mark the sender as spam.

If you receive either emails or phone calls from people stating you need to pay them to clean off viruses from your computer do NOT respond. They want to access your computer remotely. Do Not - **DO NOT** pay anything to these potential hackers or let anyone you do not know access your computer. Once your computer is accessed or you pay them money, they continue to load viruses and charge you to remove them.

If you have already opened any of these emails, run your antivirus program(s). If you do not have antivirus software or it is not working on the viruses, contact a professional. Before giving anyone your computer to clean, make sure to do a backup of your QuickBooks. Depending on the findings they may need to clean off your entire system and you may have to reinstall LCL and QuickBooks.

REMEMBER: If you receive emails that look suspicious hold your mouse over the from name. The actual email address will appear and if you do not recognize it, don't open it - **DELETE** it.

Are you trained? NO MAKE-UP SESSIONS!

Please be reminded, makeup WOTM 6-Hour Training Sessions will **NOT** be conducted this year. All training must be completed by October 31, 2018 to receive credit for the 2018-19 Chapter Moose Year. There will be **no exceptions**.

All members are invited to attend training sessions. If working for personal honors the Senior Regent, Junior Graduate Regent and Recorder SHALL attend.

If you or a member of your Chapter requires training please visit **mooseintl.org – Already a Moose?** Click on **Moose Training** on the left side. Use the drop down menus under the **Moose Training Schedule** heading to search for sessions in your area. Keep in mind the closest training may be in a neighboring state/province.

TO BE CLEAR: Sessions conducted Feb. 2019 thru Oct. 2019 will count for the 2019-20 Chapter year NOT the 2018-19 Chapter year.

If you need assistance, please contact the Chapter Analyst Coordinator for upcoming dates/locations.

Award of Achievement Plaques have been shipped!

Those Chapters who have qualified for the new Award of Achievement plaque should expect to receive a package this month. The plaque will be shipped to the **physical address** on file in the Women of the Moose office. **Watch for it** and ask the Lodge Administrator/Office Assistant to ensure it is forwarded to the Chapter Officers.

As a reminder, Red Stole letters were mailed in August; qualifying collegians should be recognized in November.

How are you notifying new members they have been accepted into the Chapter?

We find many Chapters do nothing to notify an applicant she has been accepted into the Chapter. The sponsors and Chapters assume the member will find out once she receives her card from Moose International.

What happens if the new member does not receive a Moose card after being transmitted? What if her address is typed incorrectly into LCL? Or she throws away the envelope thinking it is advertising?

So what should you do? You should be sending your new members a Welcome Letter. This should let them know when your meetings are, what activities are going on with the Lodge/Chapter. Let them know who your officers are and how to contact them. This is your chance to get this new member involved. Maybe enclose a Calendar of Events or Newsletter along with the letter. Refer to the Member Retention Booklet for ideas and templates.

Consider enclosing a temporary Membership Card with the letter. These can be purchased from Catalog Sales and will get the member admitted to the Lodge Home. Remember, new applicants cannot frequent the Lodge using their receipt of payment. The receipt does not show they have been accepted into the Chapter; it just shows they paid for an application.

Processing Applications

Some Chapters are not following proper procedures on submitting Applications. Once an application is received, it should be entered into LCL net and transmitted. All monies received should be immediately deposited into the bank. The only exception to this rule are Reinstatement and Transfer Applications. These are not to be transmitted until the Chapter votes on them.

The next day the Recorder will do the application and daily transmits to bring the applications back to the Chapter. The applications will come back as either "Accepted" or "Rejected". If the Application comes back as "Rejected", the Recorder must find out why it was rejected. Remember Moose International is not rejecting the Applicant, something was entered wrong on the application. To find the reason, double-click to open the application, check in the "Notes" section to see what is wrong. The Recorder can either fix the application or delete it and re-enter it and re-transmit. You must do something with this "Rejected" application. Once fixed make sure it is deleted from the "Rejected" screen.

The "Accepted" applications will sit in accepted status until the Application Review committee signs off on them and the Chapter votes to accept the Applicant.

Once the Chapter votes to accept the Applicant, the Recorder will then go into LCL.net and enter a Ballot Date and an Enroll Date. The Ballot Date and Enroll date will be the same date - the date the Chapter voted on them. They are immediately members once the vote is acceptable. The Recorder will then transmit the Applications back to Moose International. This should be done the night of the Chapter meeting or the next day.

The Recorder then will do the transmits on the next day for the new Members to receive dues expiration dates.

This is the reason it is very important to do both the Application Transmit and Daily Transmit on a regular basis even if the Chapter hasn't entered or voted on any applications. You are not only sending information to Moose International but you are receiving information from us. This could be co-workers paying dues, changes of address, etc. Moose International cannot access the Chapter computer and download the information; the Recorder must retrieve it from the servers at Moose International via the transmit.

It has been brought to our attention that some Chapters are holding applications until they appear for an Orientation. This is a violation of the General Laws. Members are NOT required to attend an official Orientation. The process must be followed as explained above.