

Official Communication for December 5, 2018

Deadline to submit Member Retention Week Forms is today, December 5, 2018

Today is the final day to submit your Member Retention Week form via the Admin Menu. If you have any questions, please contact the Helpdesk at 630.906.3658.

Deadline for Final Membership Workshop is today, December 5, 2018

The deadline to register for the final Regional Membership Workshop on Saturday, December 8, 2018 in South Haven, MI is [today](#), December 5th. 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.

ACH Deposit Date

When pulling your deposit history from the Admin Menu for the purposes of entering them into QuickBooks, please note that we were unable to process the weekly ACH deposit on 11/19/2018. Even though you will see a deposit listed in the Moose Admin (example below) for 11/19/2018, this deposit did not actually reach your bank until 11/30/2018.

Charge Type	Amount	Paid Date
Membership Dues	\$1,800.00	12/04/2018
Membership Dues	\$828.00	12/03/2018
Membership Dues	\$1,170.00	11/19/2018
Membership Dues	\$1,458.00	11/12/2018
Membership Dues	\$1,422.00	11/05/2018

Please know the deposits shown in the Admin Menu with the dates of 12/03/2018 and 12/04/2018, were actually received at your bank on those dates.

Moose International Offices Closed For Holidays

The offices of Moose International will close at 11:45AM Central Time Friday, December 21, 2018, and reopen at 8:00AM on Monday, December 31, 2018, to enable our employees to spend time with their families, friends and loved ones at this special time of year.

While membership dues can be paid during the holidays, NO posting of payments will be done during the office closure; therefore it is important to remind your members that have a December 31, dues expiration date to plan accordingly and pay their dues early if they have plans to participate in a lodge function requiring their dues being paid. In order for members to be assured their card will be received in time, they should plan to have their payments received no later than December 17th. For all on-line payments, please advise members to print their payment receipt for proof of payment.