



# ACTIVITIES GUIDEBOOK

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Dear Brother and Co-Workers,

The strength of our fraternity is highly dependent on the quality of the programs and services we offer our members and their families. It is the desire of Moose International to provide our Lodges and Chapters the tools to accomplish these programs.

Sports and recreation events for our members and their families play an important role in terms of membership interest and development. They provide bonds of common interest develop enthusiasm and directly contribute to the fun and fellowship goals of our fraternity. A well planned program for all ages makes use of the talents, experience and knowledge of our members. It allows them the opportunity to serve and participate in the activities of our Moose community.

We invite the Activities & Heart of the Community Chairmen and their Committees, as well as the Sports Chairman and their committees from both the Lodge and Chapter to use this Guidebook to help Facilitate the success of our programs.

Fraternally

A handwritten signature in cursive script that reads "Will Harrison".

Will Harrison  
Coordinator of Activities & Heart of the Community

**MOOSE INTERNATIONAL, INC.**

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# MOOSE ACTIVITIES

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The Activities Committee should be comprised of a Chairmen appointed by Lodge President/ Activities and a minimum of four committee members. In order to assure diversity in your activities, committee members should be selected from various age groups. For example, one member may be between 21 – 25, a second member between 36 – 50 and a third member between 51 – 65 and a final member over 65.

The primary duty of the Activities Committee is to promote activities which would be of interest to all ages groups. The committee should hold regular monthly meetings. The Chairmen should than present ideas to the Board of Officers monthly to ensure activities are available for membership.

It is not the responsibility of the Activities Committee to plan and execute all activities. The committee's primary function is to develop and share ideas for activities, based on suggestions from the committee members and the membership at large. Upon approval of the Board of Officers the committee will appoint a committee to promote and execute approved activity. The Activities committee will assist and oversee the running of the said activity by appointed committee. The activity will be financially self-sustaining. The appointed committee will prepare a summary of finances, members in attendance, do's and dont's in the future.

A strong Activities program is key to building a successful Moose Family Center and increase membership.

The Activities Committee shall establish sub committees under them such as: Sports, Travel, Theme events to provide ongoing activities for the membership.



# PURPOSE ACTIVITIES COMMITTEE

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To develop social, recreational, and entertainment programs for all members and their families.  
To encourage interaction of all age groups and increase membership of local Lodge/Chapter.



# RESPONSIBILITIES OF ACTIVITIES CHAIRMAN

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## Association Chairmen

- a. To promote family, sport and travel activities at the Association level and to communicate time and place of event to District and Fraternal units.
- b. To establish Association programs for the members and their families (with the approval of the Executive Board).
- c. To establish Association level recognition/awards programs.

## District Chairmen

- a. To assist the Association Chairmen is maintaining open communications between the fraternal units and the Association.
- b. To assure all Lodges and Chapters in the District have Activities Chairman appointed by the Lodge President and ensure they are functioning.
- c. To develop and promote District Family Activities (with the approval of the Executive Board).

## Lodge/Chapter Chairmen

- a. To develop and promote family activities at the fraternal level.
- b. To make reports to the fraternal unit at the regularly scheduled meetings, which shall include information received from Moose International, the Association Chairman and District Chairman.
- c. Report to the District Chairman all activities and results from local programs.
- d. All Activities Chairman should work closely with each other in establishing combination events to promote more family activities.
- e. Work with other chairman in the fraternal unit to increase participation in the various activities.
- f. Refer to Committee duties to insurance success in your activity.



# COMMITTEE DUTIES

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Participation in activities of all kinds is a past time of a large part of our population and can be an attraction of current and prospective members. The wide variety activities which appeal to all ages make it appealing to all members. When activities involve the whole family it increases their appeal. It has been proven more activities a Lodge/Chapter provides the membership increases and non-members are drawn to join.

As Chairman of the Activity Committee, you have a great opportunity to assure that your fraternal unit provides a variety of activities that appeal to a broad range and diversified membership. To provide diversity in your activities you must form a committee of all ages and backgrounds to ensure participation by all members.

As Chairman you must first create an activities plan for the entire year. The more activities the more the members will become involved. Planning well in advance will provide better organization, promoting, implementation for a successful activity.

When a detailed plan is complete, it should be presented to Board of Officers meeting for approval. The Activities Committee should be self-sustaining. The Activities Committee should undertake fund raising activities, which are authorized by Board of Officers to defray expenses if necessary. All funds will be handled by Lodge Administrator, who will issue official receipts and deposit the funds units account and earmark such Activities Committee.

The Committee should hold regular meetings and the Chairman should meet with the Board of Officers at least once a month to give Activities event report, finalize upcoming events and propose new events.

The Activities Committee should work closely with other committees to further increase participation and publication of upcoming events. It is recommended all committees use 'Steps for Success' as a guideline for a successful event. Also available are ideas for 'Theme Events', 'Events', 'Monthly Events'.



# STEPS FOR SUCCESS

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1. Create an idea/event/theme (approximately 6 months prior to event)
  - a. Develop plan
  - b. Create a budget and estimate profit
2. Submit idea for approval to Board of Officers
  - a. Chairman of Event is appointed by Lodge Governor or Senior Regent and will be assisted by Activity Committee.
  - b. Report progress to Board of Officers
  - c. Acquire Dispensation from Compliance Office if required
  - d. Form a Committee for the Event (Most successful if Committee made up of both men + women members)
3. Committee should consist of as many members as necessary to run a successful event
4. Sub Committee may be formed to handle ie. Publicity, fund raising, food, props, etc.
  - a. Promote the event, ie: Newsletter, Bulletin Boards, Website, Posters, Lodge/Chapter Meetings, District/Legion Meetings
  - b. Purchase necessary supplies
5. Food/Beverage
6. Decorations
7. Prepare Guideline, Brackets, Release forms (If sporting event)
  - a. Follow up (Update progress every two weeks and one week before event with Board of Officers and Committee and Sub Committees
8. Contact all volunteers one week prior to event to assure they will be present
  - a. Hold the Event
  - b. Give results to Board of Officers
9. Committee and Sub Committee
  - a. Publish results/article in Newsletter
  - b. Sporting event winners
  - c. Article summarizing event
  - d. Recognize volunteers



# SPECIAL SUBCOMMITTEE

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Possible Subcommittee's to Activities Committee to provide activities/events for those members with similar interests and broaden the interest/involvement of entire membership. These Clubs may adopt their own bylaws, establish a purpose, elect officers, collect dues and create rules which are within the General Laws of The Moose and local laws.

## Moose Youth Programs

Trip to Zoo

Roller/Ice Skating

Moose Seniors Club

Day trips – Casino, Shows, Museums, Ball Games

Aerobics - Yoga

Sewing - Knitting, Crochet

Moose Camping

Weekend family trips – Camping, Fishing, Shopping

Moose Horse Riding Club

- Provide horse riding for handicap/disabled
- Provide horse riding therapy

Moose Rider Club (Motorcycle)

- Hold week end road rallies, poker runs
- Ride for a cause – Moose Charities, MDA, Cancer, Heart, individual in need

Moose Car Club

- Car Shows
- Road show to different Lodges

Moose Card Club

- Texas Hold-'Em
- Euchre
- Poker
- Bunko

Moose Fishing

- Educate children, fishing derby

Moose Sporting Club

- Bowling
- Golf
- Darts
- Horseshoe
- Pool
- Softball
- Cornhole
- Pickleball





# FRATERNAL EVENTS

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It is important to honor those members who have reached various goals/showed superior leadership in our Local/District/State and International Organization. A special Saturday dinner with the following themes which may include history, purpose and progress of said theme?

## Suggested months for special recognition:

- January- Moose Legion
- February- Pilgrim Degree of Merit
- March-Community Service (Cancer/Heart/Food Bank/Honor Law/Fire/EMT)
- April-Lodge/Chapter Officer Recognition
- May-Academy of Friendship/Fellowship Degree
- June-Honor Moose of the Year/Co-Worker of the Year
- July-Past Governors/Past Senior Regents
- August-Recognize Lodge and Chapter Volunteers
- September-College of Regents
- October-Founder's Day
- November-Star Recorder
- December-Rookie of the Year

Appoint an Emcee for the evening and give a brief history of theme, introduce members in attendance, share special memories or accomplishments.

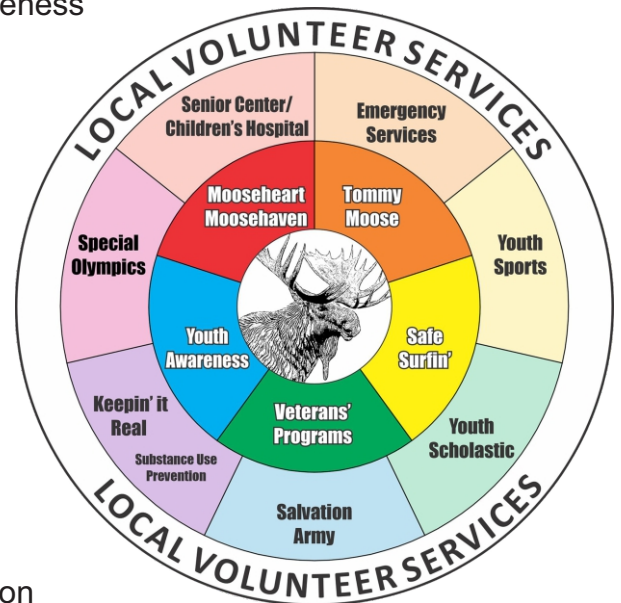


# COMMUNITY SERVICE

The success of our Organization is accomplished by all Committee's working together and showing our commitment to Community Service through our events. For this reason we suggest the following themes which could be held in conjunction with Activity.

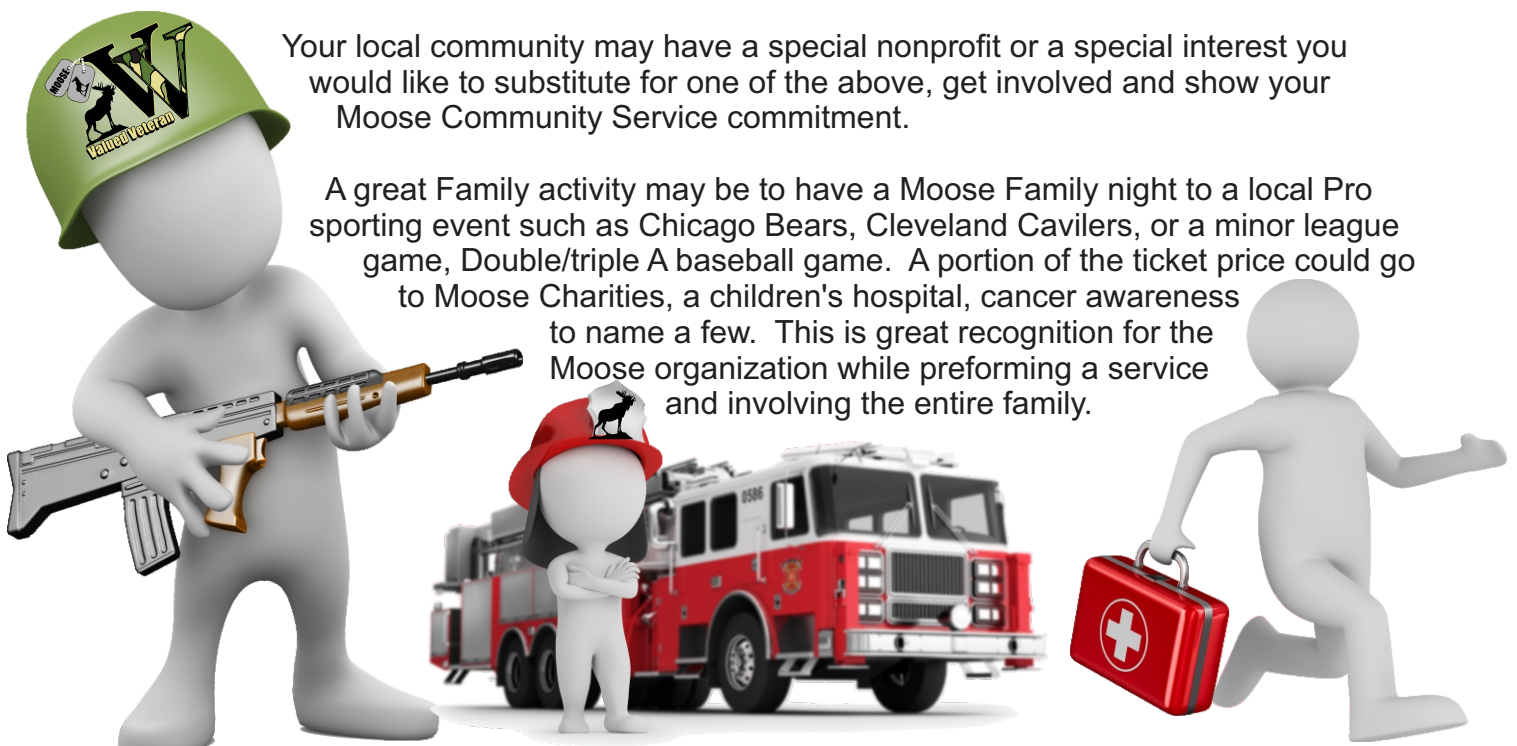
## Suggested months for recognition:

- January - Youth Awareness/Cancer (hospice) Awareness
- February - Recognize Hospitalized Veterans
- March - Recognize Boy/Girl Scouts of America
- April - Scholarship/Hook a Kid on Golf
- May - Bicycle Safety
- June - Water Safety Volunteers
- July - All Veteran's Groups/Finger Youth
- August - Community Service Clubs
- September - Adopt-A-Highway
- October - Fire Prevention
- November - Local Food Banks, Veterans Recognition
- December - Keepin ITReal/Police/Fire/EMT



Your local community may have a special nonprofit or a special interest you would like to substitute for one of the above, get involved and show your Moose Community Service commitment.

A great Family activity may be to have a Moose Family night to a local Pro sporting event such as Chicago Bears, Cleveland Cavilers, or a minor league game, Double/triple A baseball game. A portion of the ticket price could go to Moose Charities, a children's hospital, cancer awareness to name a few. This is great recognition for the Moose organization while performing a service and involving the entire family.



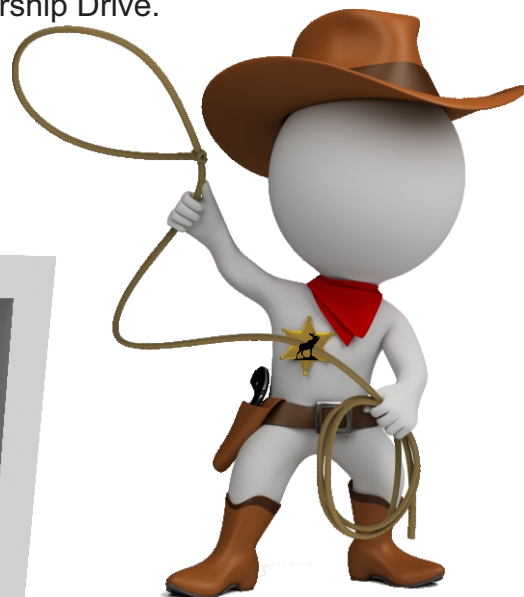
# SUGGESTIONS FOR THEME EVENTS

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This event could be used as a Member only event or a Membership Drive.

## THEMES WITH LINKS:

TV Show Party – Costumes and or Skits  
Luau / Beach Party  
Decades 50's, 60's, 70's..... Night  
Country Western  
Mardi Gras  
Sock Hop  
Karaoke  
Survivor  
Godfather Night  
Foodie Cook-Off Competition  
Mr. / Mrs. Moose Pageant  
Comedy Night



## OTHER THEMES TO CONSIDER:

Talent Show  
Hillbilly How Down  
Celebrity Roast  
Gong Show  
U.S.O. Show  
Dating Game (unknown)  
Battle of the Bands  
Prom Night  
Jail & Bail  
Roaring 20's  
Shotgun Wedding  
Italian/German/Polish Night



## FOOD THEMES:

Mystery Dinner  
Winter Wonderland event  
Appetizer Cook Off  
Wild Game Night  
Ethnic Heritage Pot Lock  
Hobo Dance

# SUGGESTIONS FOR THEME EVENTS

## GAMES:

Newlywed Game  
Family Feud  
Scavenger Hunt

## DANCES:

## SPORTS / OUTDOORS:

Tailgating for live or on TV sports

## OTHER LODGE ACTIVITIES:

Pink Elephant Auction  
Pie Auction  
Handyman Auction

## FRATERNAL RECOGNITION:

Pilgrim Degree of Merit  
Fellowship Degree  
Moose Legion  
College of Regents  
Star Recorder  
Academy of Friendship  
New Member Night  
Sponsor Recognition Night

## Other Recognition Nights:

Legionnaire of the year (January)  
Lifetime Achievement (near midyear conference)  
Valued Veterans (November)



# ACTIVITIES SANCTIONING ORGANIZATIONS

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The Activities Committee uses and recommends using the following organization when holding a sporting event:

## **\*\*Bowling**

USBC [www.bowl.com](http://www.bowl.com)



## **\*\*Darts**

ADA Steel Tip [www.adadarters.com](http://www.adadarters.com), NDA Soft Tip [www.ndadarts.com](http://www.ndadarts.com)



## **\*\*Pool**

American Pool Players Association [poolplayers.com](http://poolplayers.com)  
Canadian Pool Players Association [poolplayers.com/Canada/](http://poolplayers.com/Canada/)

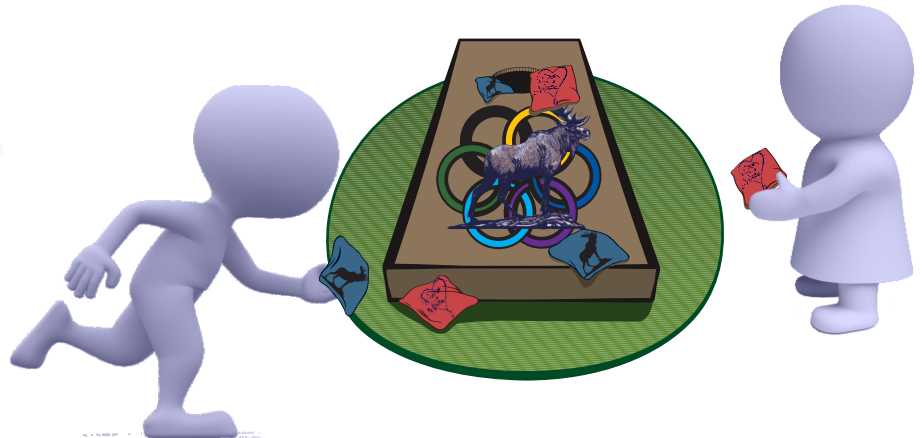


## **\*\*Horseshoes**

NHPA [www.horseshoepitching.com](http://www.horseshoepitching.com)

## **\*\*Cornhole (Bags)**

[www.playcornhole.org](http://www.playcornhole.org)



## **\*\*Golf**

USGA [usga.org](http://usga.org)  
Golf Canada [golfcanada.ca](http://golfcanada.ca)

# RELEASE/PERMISSION FORMS

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The Moose encourage involvement of all family members in our events/activities. It is important to receive the proper permission for their involvement. Minimum of 30 days prior to the event/activity you must download and print copies of Release/Permission form from Moose International website in the Forms section.

**DO NOT IGNORE HAVING THIS FORM ISSUED/SIGNED.**

**\*\*See example on the following page\*\***





## WAIVER & GENERAL RELEASE

I, the participant, understand, recognize, and acknowledge that there are certain risks of injury while participating in this Moose International Tournament on Date sponsored by Lodge, State Moose Lodge and I agree to assume the full risk of any such injuries, damages, or loss, regardless of the severity, which may be sustained as a result of participating in this event.

I, the participant, my heirs, executors and assigns, do hereby fully and forever release and discharge the host lodge, Moose International, Inc., an Indiana Corporation, the Moose Association, and their agents, directors, officers, heirs, successors, and/or employees from and against any and all liability as a result of any and all injuries, illness, claims, actions or causes of actions arising out of or in any way associated with my participation in this event.

I agree to indemnify and hold harmless the host Lodge and association listed above. Moose International, Inc., an Indiana corporation, and their agents, directors, officers, heirs, successors, and/or employees against any and all claims, actions, or lawsuits whether brought by myself, anyone acting on my behalf, or anyone else, for any and all injuries, illness, damages, claims, and causes of action arising out of, in connection with, or in any way associated with my participation in this event.

I understand and acknowledge that the host Lodge and Association listed above, Moose International, Inc., an Indiana Corporation, and their agents, directors, officers, heirs, successors, and/or employees are not responsible for any injury or illness occurring from my participating in this event.

I affirm that the statements set forth above are true and correct and that I have read the terms and conditions of the foregoing Waiver and Consent and understand them accordingly.

## PUBLICITY RELEASE

I also agree that Moose International may use my name, photograph, and background information for publicity purposes and electronic media concerning the Moose International Tournament, and do indemnify them against any loss or liability incurred by such use.

Dated this day of registration signature or submission.

\_\_\_\_\_  
Print Name #1

\_\_\_\_\_  
Print Name #2

\_\_\_\_\_  
Participant #1 Signature

\_\_\_\_\_  
Participant #2 Signature