

# *Women of the Moose*



## **ORIENTATION GUIDE**

# INTRODUCTION

The orientation of prospective/new members is an essential part of our membership program. Co-workers who have attended a New Member Orientation Program continue to renew their dues year after year because they became familiar with the family and sports activities planned for their benefit each and every month. They were told of the role their membership would play in the success of our community service programs, and they were made aware of the care that is given to the youngsters at Mooseheart and security provided for the senior members at Moosehaven.

Proper orientation reduces the chance that a member may cease paying her dues simply because she is no longer able to remain active in her Chapter. Instead, she realizes the good being done for others through the financial support made possible by the payment of her dues.

# ORIENTATION PROGRAM OBJECTIVES

The Orientation Program is designed to:

- Introduce the prospective/new member to the principles and precepts of the Women of the Moose and the Moose Fraternity.
- Provide the prospective/new member with information regarding the opportunities afforded to her and her family through their participation in family activities and sports scheduled by the Chapter and Lodge.
- Instill within the prospective/new member a sense of pride that comes with knowing her membership supports our youngsters at Mooseheart and our senior members at Moosehaven.
- Reveal to the prospective/new member how the Chapter Community Service program continues to make her community a better place in which to live/raise a family.
- Express to the prospective/new member the purpose of our organization:
  1. “Protect those within our circle” with contributions to the Mooseheart/Moosehaven Endowment fund.
  2. “Strengthen our membership” by encouraging qualified friends, relatives and associates to join the Women of the Moose and Loyal Order of Moose.
- Inform the prospective/new member of the dues structure of her Chapter.
- Clarify for the applicant the private policy, the reasons it is enforced and who she may bring in as a guest.
- Review with the prospective/new member the posted rules for conduct within the social quarters and explain that the social quarters is governed by the House Committee.
- Make clear to the prospective/new member that all members of the Women of the Moose are to abide by the Rules and Regulations set forth in the General Laws and Meeting Procedures and Agendas book.
- Explain how Mooseheart and Moosehaven may be beneficial to her.

# **GUIDELINES FOR INTRODUCTION OF PROSPECTIVE / NEW MEMBERS TO THE WOMEN OF THE MOOSE**

1. All prospective/new members for membership in the Women of the Moose should be invited to attend the Orientation Program.
2. The Orientation Program should be conducted on a separate night/day prior to each scheduled Chapter meeting.
3. The prospective/new members should be notified of the next scheduled Orientation Program (see sample letter). Although it is not mandatory for former members or transfer applicants to attend, you may want to invite them in order that they may be brought up to date with the latest policies and all current activities of the Chapter.
4. Sponsors should be encouraged to attend with their prospective /new member (see sample letter). All letters of invitation should include an explanation of the program, including the time and location (remember, the prospective/new member may not know where the Moose Home is located in the community). Each letter should be personalized and individually signed. Please do not send “form letters”. If the prospective/new member has not yet made application for membership, the sponsor shall issue a personal invitation.
5. The latest DVD from International Headquarters should be shown at every Orientation Program.
6. All Chapter officers and committee chairmen should be in attendance, and make a point to personally introduce themselves to the prospective/new members.

# PROGRAM AGENDA

First impressions are lasting impressions!

The Women of the Moose New Member Orientation script is educational and informative. Everything you need to present our story to new members and guests are in the script.

We recommend one to four Chapter members form a “New Member Orientation” Team. As the Team Members will be familiar with the script – they will be able to welcome and educate our new members and guests in a friendly and relaxed manner. During the Orientation, the Team will share the history of the Women of the Moose and the current and future happenings of the Chapter and Lodge.

Include in the Orientation, one or more of our informative Moose International video presentations (<http://www.mooseintl.org/supply/>) with the new members and guests.

If you are not holding “Joint Orientation meetings”, coordinate with the Lodge Officers. Invite them to the meeting and possibly members of the Loyal Order of Moose.

Introduce all Chapter Officers and Chairmen and Lodge Officers that are present. It always helps to put a face with a name.

Highlight the activities of your Local Chapter and Lodge. Possibly hand-out the latest newsletter.

Most importantly, thank the new members and guests for attending. Take the time to “get to know them” after the close of the meeting.

Impress upon them their decision to join the Women of the Moose and let them know our organization has touched so many lives in a good way and that the fun has just begun! Make sure you don’t disappoint them.

# PROPER SET UP OF MEETING ROOM

## Room setup:

Comfortable seating

Table with up-to-date fraternal information:

Who are the Women of the Moose?

Women of the Moose

– You Can Make a Difference

Heard of Moose?

Moose Member Benefits

Moose Membership Applications

Mooseheart Child City & School Brochure

Retirement – Living Options – Moosehaven

Join the Donors Circle – Moose Charities

Lodge/Chapter Bulletin & upcoming Events

Officer Contact List

## Equipment:

Microphone (recommended)

Television/Projector & Screen (optional)

*Make sure it can be seen by all in attendance.*

DVD player (optional)

Speakers (optional)

*The following script may be read by one or more  
Officers/Co-workers*

# ORIENTATION SCRIPT

## OFFICER/CO-WORKER #1:

Good Morning/Afternoon/Evening (*choose one*).

I am \_\_\_\_\_ (*first name*), and together with  
\_\_\_\_\_ (*first name*), \_\_\_\_\_ (*first name*), and  
\_\_\_\_\_ (*first name*) (*fill in, as needed*), we will be presenting  
the Women of the Moose New Member Orientation for you.

Our Fraternity of women and men are dedicated to caring for children and seniors. The Women of the Moose bring women of all ages together in support of our Twin Cities, Mooseheart Child City and School, a community for children and teens in need and Moosehaven, a retirement Community for our senior members.

Throughout the United States and Canada our members also assist in charitable activities within their communities. We invite you to join in our efforts.

## OFFICER/CO-WORKER #2:

Welcome to our Orientation Program. I would like to share a little of our history and traditions with you.

The Women of the Moose were formally recognized in 1913 as the Fraternity's official female component. Our Chapter meets twice monthly to conduct business and enjoy each other's company. During our meetings, you will be invited to join with us as we bow our heads and fold our arms to give thanks to our Lord through prayer and pledge allegiance to our flag.

At each gathering, we accept monetary donations in support of our twin cities, Mooseheart and Moosehaven.

The official emblem of the Women of the Moose is a heart with a triangle in the center. In the center of the triangle is a gold standing moose. On the points of the triangle are the letters F, H, C, which stand for Faith, Hope and Charity. These are the three great principles that our members live by.

### **OFFICER/CO-WORKER #3:**

We have faith in our principles and have made the commitment to serve children and senior members in need. Our Twin Cities, Mooseheart and Moosehaven are our number one concern.

Mooseheart Child City and School was dedicated in July 1913. Our beautiful campus is located 38 miles west of Chicago. Our Child City is a home for children in need, from infancy through High School. Moosehaven, known as the "City of Contentment," is located on a wide expanse of the St. Johns River in Orange Park, Florida. The campus has been home to senior members since 1922. Through generosity and volunteerism, Moose members give hope to our children and our senior members.

### **OFFICER/CO-WORKER #4:**

There are many advantages and opportunities for you as a member. Meeting new friends and making lifelong friendships with women and men who believe in and enjoy caring for our Twin Cities, Mooseheart and Moosehaven. You have access to more than 1500 Moose Homes throughout North America and Great Britain.

You and your family will be able to enjoy a variety of discounts on entertainment, such as travel programs, car rentals and hotel stays. We also offer discounts for prescription costs, medical needs and insurance policies.

You have the opportunity to support Community Service programs such as Girl Scouts & Boy Scouts of America, Safe Surfin', and Youth Awareness. We also provide assistance to many National Charities including Special Olympics, Meals on Wheels, and Toys for Tots, just to name a few.

**OFFICER/CO-WORKER #4:** *(continued)*

We open our Moose Homes as shelters and volunteer our time to help during a crisis. We act as a family, looking out for each other and those who are in need of our assistance.

**OFFICER/CO-WORKER #3:**

In order to keep up the pace, we have activities within our chapters for our members and their families to have fun and socialize. All of our programs promote a family atmosphere. Your membership allows you to choose the activities that interest you the most. Many Lodges offer bowling, shuffleboard, darts, golf, and card games. There are also children's holiday parties, "how to" classes, dinner dances and movie nights. This is just a small sample of the activities available to you and your family. The choice is yours.

We truly have something for everyone.

**OFFICER/CO-WORKER #2:**

As a member of the Women of the Moose, you have the opportunity to elevate within our Organization. There are three higher degrees within the Women of the Moose that you can achieve: Academy of Friendship, Star Recorder and College of Regents.

As you work toward personal honors, you have the opportunity to become a leader of your Chapter and become familiar with the Women of the Moose General Laws and procedures.

Along with personal goals, our Chapter also has the opportunity to earn the Award of Achievement.

**OFFICER/CO-WORKER #2:** *(continued)*

This honor is awarded by the Grand Chancellor to Chapters that work together as a team and successfully support efforts in membership building and maintaining assets.

We invite you to dedicate yourself to a lifetime commitment of serving your Chapter and your Fraternity as a leader and mentor.

**OFFICER/CO-WORKER #1:**

As a member, take great pride in being part of a fraternal organization that believes in helping others. Your membership allows us to achieve greater accomplishments through the combined efforts and contributions of over one million women and men.

The Moose adhere to the principle, “A burden heavy to one is borne lightly by many”, and we have proven time and again that we practice what we preach. Through contributions, Mooseheart children and Moosehaven seniors receive a helping hand for all daily needs and wants. Yearly, the equivalent of nearly 90 million dollars in community service work is performed by Moose members just like you.

This won't be the last time you hear this but, “It's good to be a Moose!”

**OFFICER/CO-WORKER #3:**

Moose Charities, a subsidiary of Moose International, is responsible for the fundraising efforts for Mooseheart Child City and School and our retirement community - Moosehaven.

**OFFICER/CO-WORKER #3:** *(continued)*

With your obligation of membership, you have accepted responsibility to provide, as your circumstances allow, the financial assistance necessary to keep our two cities available to future generations of children and senior members. You will be making a difference in their lives, and your own heart will be touched in return. We need you because they need us.

**OFFICER/CO-WORKER #4:**

The future of the Women of the Moose is bright as we continue to provide for those dependent upon us for their very existence. The future of Mooseheart and Moosehaven is in our hands, so we need your help.

In order to continue to provide for our twin cities for the next 100 years and beyond, we must grow the membership of this fraternity to levels capable of fulfilling our mission, their dream. By inviting your family, friends and associates to join us in our commitment of service to others is the only way. Each of you have a responsibility and can make a difference. Make sure you deliver what you promise.

Thank you for everything you do to keep their dreams alive.

**OFFICER/CO-WORKER #1:**

We invite each of you to get involved.

Our meetings are on \_\_\_\_\_ *(day)* at \_\_\_\_\_ *(time)*.

We offer: \_\_\_\_\_ *(activity/function)*

on \_\_\_\_\_ *(date)* at \_\_\_\_\_ *(time)*.

*(optional)*

**OFFICER/CO-WORKER #1:** *(continued)*

We would like to share with you a short video on Mooseheart/Moosehaven.

We have \_\_\_\_\_ *(refreshments/dinner)* for all to enjoy.

Please feel free to help yourself to our brochures and share them with your family and friends. Additional information can be found on our webpage at [mooseintl.org](http://mooseintl.org).

Who are the Women of the Moose? We are the Women of the Moose, and we are honored to include you in our Defending Circle.

Thank you for attending our Orientation.

# **ADDENDUM**

## **CONDENSED HISTORY**

### **OF THE MOOSE**

The Loyal Order of Moose began on a spring day in 1888 in Louisville, Kentucky, apparently for no other reason than Dr. John Henry Wilson, a fifty-two year old physician, wanted to organize a group of his friends into a fraternal order. Wilson was a devoted member of one fraternal order and had viewed with interest the organization of another recently organized benevolent order.

This latter group had reintroduced into fraternalism the long-absent spirit of fun and had given it a distinction it never had before. While he was devoted to the one, Wilson also liked what he had seen of the other. It was his idea in organizing the Moose to create a fraternity that would combine the features he liked best in both.

For some time the fraternity prospered, and member Lodges in adjoining states of Illinois and Indiana were established. But the attributes of this young fraternity were not enough to nurture its growth, and it did not have the leadership that would have added the necessary “know-how” to make it prosper. The Order began to fade until, in 1906, there were only three Lodges remaining, with a total membership of 246.

Then, a “dreamer”, James J. Davis, an iron puddler from the blast furnaces of Pennsylvania and Indiana, was introduced to the fraternity. He immediately saw the possibilities of building this crumbling structure by adding something that would be an incentive for the working-man to join. He conceived the idea of Mooseheart, a “Child City” where the sons and daughters of deceased members might be cared for, educated, and trained in a vocation. He reasoned that fellowship meant much more than fraternizing with your fellow man. It meant, he said, “helping your fellow man in time of need, to assist him over the rougher spots of life’s road.”

Davis argued one of the fundamental purposes of the Loyal Order of Moose should be to bring together men who would be united to the teaching

of service. His ideas caught fire, and soon member Lodges were forming all over the nation. Membership grew to nearly 500,000 by 1913. Mooseheart's cornerstone was laid on July 27, 1913.

Mooseheart, in that time, was not the model "City of Children" with more than 70 attractive buildings surrounded by spacious green lawns that one sees today. Mooseheart, then, was a circus tent pitched in a field and a few ramshackle farmhouses. Thomas R. Marshall, then Vice President of the United States, dedicated the community with these words: "Thank God that here on this sacred day, humanity has again proved its right to be called the children of the Most High, has reached out its hand in love and loyalty to the needy brother and has disclosed not only the right but the duty of this great Order to exist."

Only nine years later, after Mooseheart had developed from a farmland into a modern and growing community, the Moose founded its home for the aged, Moosehaven, on the banks of the St. John's River at Orange Park, just miles south of Jacksonville, Florida.

The buildings, designed for comfortable living for the elderly, form a spacious community near the water's edge. It is here that senior members of the Moose and their spouses spend the twilight years of their lives. Because Moosehaven makes every effort to provide security, comfort and happiness, it has become known as the "City of Contentment".

Many of the wives, mothers, daughters and sisters of members of the Loyal Order of Moose who were present at the dedication of Mooseheart in 1913 were already members of local units known as Women's Circles.

Inspired by what they saw at Mooseheart, these Circle members returned to their respective communities and worked relentlessly to raise funds for the development and progress of Mooseheart.

Each Committee Chairman is responsible for a Chapter Activity Night and a fund raising project. The funds raised by the Women of the Moose are used to assist in maintaining and caring for the needs of our children at Mooseheart and senior members at Moosehaven. We also take an active part in the civic affairs program of our community by volunteering to various organizations.

We assist our local Lodge when necessary and work actively together planning many family activities. We have children's parties such as carnivals, holiday celebrations, and many family dinners. We also plan social activities that involve underprivileged children of the community and senior citizens in rest homes who love to be entertained.

A co-worker has the opportunity of earning honors and degrees by holding an officer or chairman's position and meeting the requirements set forth by Women of the Moose Headquarters.

Each year, an annual membership theme is promoted by Moose International. As a member, you are invited to contact prospective candidates to join the Women of the Moose.

As a member of the Women of the Moose, many Member Benefits are available to you including discounts on prescription drugs, hotels, car rentals, vacations and so much more. By utilizing these valuable discounts, your individual savings may even exceed your annual membership dues.

We know that becoming a member and taking an active part in the Women of the Moose will certainly be a rewarding and happy experience for you and your family.

# SAMPLE LETTER TO CANDIDATE

*Note: Reproduce on Chapter Stationary*

<date>

Dear <First name>:

The officers and members of <Chapter name> Chapter # <#> of the Women of the Moose are pleased to invite you and your family to attend an Orientation Program on <date> at <time>.

During the orientation meeting, you will have the opportunity to meet the officers and committee chairmen of our Chapter. You will also receive an explanation of the benefits of membership in the Women of the Moose and the many privileges you and your family will have the opportunity to enjoy. If for some reason you find it impossible to attend, please call <Name>, our Recorder at, <telephone number>, between <time> and <time> in order that other arrangements can be made.

Our Moose Home (or Moose Family Center) is located at <exact location address including street number or route>. This letter will gain you admittance at the door. Refreshments will be served following the program.

We are looking forward to seeing you at this important occasion.

Cordially and fraternally,

<name>

Secretary/Treasurer

# **SAMPLE LETTER TO SPONSOR**

*Note: Reproduce on Chapter Stationary*

<date>

Dear Sponsor <First name>:

Your prospective/new member and her family have been invited to attend an Orientation Program on <date> at <time>. Please contact her and encourage her to be present for this important meeting. I am sure you will want to make her comfortable by attending this meeting with her. You may even want to drive her to the Moose Home for this program.

By attending this orientation, your prospective/new member will gain knowledge and have a better understanding of the Women of the Moose.

I look forward to seeing you at the orientation program.

Cordially and fraternally,

<name>

Secretary/Treasurer