

Memo



Date: 08/28/13
To: State/Provincial Chairman
From: Barbara J. McPherson
RE: Fundraising Proceeds and Final Report

There is much confusion regarding fundraising at the Midyear and Annual Conferences. I hope this explanation is useful...

In accordance with **WOTM General Laws Section 76c and f**, please be reminded that **ALL FUNDRAISING PROJECTS** conducted by any co-worker at the Midyear or Annual Conference SHALL have dispensation from the GRAND CHANCELLOR prior to the Conference. *This includes the Moose Charities Chairman.*

The conference dispensation form is available from the Deputy Grand Regent. Sandy Martin sends approved dispensations to the co-worker who requested the dispensation as well as the DGR and OV via email. Be sure to bring copies to your Conference. **Approved project funds shall be remitted to the Hostess Chapter and recorded on the Final Report. A copy of the approved dispensation shall be attached to the Final Report and the respective check should be attached to the approved dispensation form.**

To help clarify -

In the event the fundraising project is a **50/50, Split the Pot or other similar raffle** fundraiser to raise funds for Moose Charities, the winner's portion is given to her/him in cash. The other portion is turned over to the Hostess Chapter and a receipt is issued each time money is given to the Hostess Chapter. At the conclusion of the Conference, a Hostess Chapter check is made payable to Moose Charities, attached to the granted Dispensation form and remitted with the final report.

In the event the fundraising project is a 50/50, Split the Pot or other similar raffle fundraiser to raise funds for a specific State/Provincial Committee, the winner's portion is given to her/him in cash. The other portion is turned over to the Hostess Chapter and a receipt is issued each time money is given to the Hostess Chapter. At the conclusion of the Conference, a Hostess Chapter check is made payable to Chapter holding the funds for the respective Chairman, and given to the Chairman. The Chairman is to complete the State Chairman's Report of Expenditures and Deposits to be remitted with the final report.

If the fundraising project is a **Silent Auction or other similar fundraiser** in which the donor receives goods for their donation, all funds received (cash or checks) go to the Hostess Chapter (checks made payable to the Hostess Chapter). A receipt is issued each time money is given to the Hostess Chapter. At the conclusion of the Conference, a Hostess Chapter check is made payable to either Moose Charities or to the respective non-moose Charity. If for Moose Charities, the check is attached to the granted Dispensation form and remitted with the final report.

If the fundraising project is for a **non-moose charity** (example - Diabetes Assoc., Cancer Society, etc.) the donation should not be listed on the Final Report because the funds are not being remitted to WOTM Headquarters. If a WOTM State/Provincial Chairman is conducting the fundraising project, she still needs dispensation from the Grand Chancellor even though the proceeds are not being remitted to Moose Charities. **The proceeds should be given to the Hostess Chapter for deposit and a Hostess Chapter check shall be issued** to the approved charity.

If the donation isn't earmarked, the funds will be deposited in the Mooseheart/Moosehaven Operating Fund to assist our children and senior members as needed.

Please, **DO NOT SEND CASH.** The Hostess Chapter shall deposit the cash and in turn write a check for the amount being deposited for each project.

Fundraisers should not be conducted for Donor's Circle – this is an individual donor recognition program. While the program should be encouraged, explained and discussed please do not conduct projects for Donor's Circle. The State/Provincial Moose Charities Chairman, Board of Directors and Staff can help explain the program in more detail.

Please know that we truly appreciate all fundraising efforts on behalf of our children and seniors. The generosity of our members is the cornerstone of our existence and we don't want to discourage anyone. However, in order to properly allocate the funds and give credit where credit is due, the above regulations must be followed. It becomes a bookkeeping nightmare when the Final Report and donations don't balance.

Thank you in advance for your cooperation. Should you have any questions, please contact Sandy Martin or me before remitting the Final Report.

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WOMEN OF THE MOOSE
155 SOUTH INTERNATIONAL DR.
MOOSEHEART, IL 60539-1182

RETURN TO THE OFFICE OF
GRAND CHANCELLOR BARBARA MCPHERSON
smartin@mooseintl.org/FAX 630-966-2211

**MIDYEAR/ANNUAL
FUNDRAISING DISPENSATION FOR PROJECTS**
STATE/PROVINCIAL CHAIRMAN USE ONLY

COPIES OF THIS FORM MAY BE MADE AND PROVIDED TO STATE/PROVINCIAL CHAIRMEN TO ASSIST THEM IN PRESENTING PROPOSALS TO THE DGR/OIC AND WOTH HEADQUARTERS FOR APPROVAL. **THIS FORM SHALL BE SENT TO WOMEN OF THE MOOSE HEADQUARTERS FOR APPROVAL PRIOR TO THE CONFERENCE.**

STATE/PROVINCE: ANY STATE/PROVINCE DATE OF REQUEST: JANUARY 1, 201X
CHAIRMAN: MARY SMITH COMMITTEE: MEMBERSHIP
CHAIRMAN TELEPHONE #: 222-555-1212 CHAIRMAN EMAIL: MOOSE@ANYEMAIL.COM

INSTRUCTIONS: SUBMIT FORM TO THE DGR/OIC AT LEAST 2 MONTHS PRIOR TO THE CONFERENCE. PRINT 2 COPIES, ORIGINAL TO DGR/OIC AND A COPY FOR YOUR RECORDS.
NOTE: COMMITTEE IS RESPONSIBLE FOR TABULATING ALL RECEIPTS AND EXPENDITURES. OBTAIN OFFICIAL RECEIPT FROM HOSTESS CHAPTER RECORDER OR ASSOCIATION SECRETARY.

COMPLETE DETAILS OF THE PROJECT BELOW:

- DESCRIPTION OF FUND RAISING PROJECT: RAFFLE ROSIE MOOSE AND CATALOG SALES GIFT CERTIFICATE
- WE ANTICIPATE TOTAL PROCEEDS IN THE AMOUNT OF: \$ 250.00
- THE FOLLOWING ESTIMATED EXPENSES WILL BE INCURRED IN THIS PROJECT: NOT TO EXCEED \$75.00 ; COST OF ROSIE MOOSE \$12.00, \$50.00 GIFT CERTIFICATE + SHIPPING

WE PROPOSE THAT THE NET PROCEEDS OF OUR FUND RAISING PROJECT BE USED FOR THE FOLLOWING:

- MOOSEHEART/MOOSEHAVEN PROJECT ASSIGNED TO ASSOCIATION \$ 50.00
- MOOSE CHARITIES MHT SCHOOL RENOVATION \$ 50.00
- OTHER MEMBERSHIP RECOGNITION AWARDS \$150.00

Mary Smith
(STATE/PROVINCIAL COMMITTEE CHAIRMAN SIGNATURE)

JANUARY 1, 201X
(DATE)

ATTACH CHECK HERE
*APPROVED DISPENSATION
MUST BE ATTACHED TO FINAL REPORT

**GRAND CHANCELLOR OFFICE
USE ONLY**
Approved
DATE