

Judy Sisson - Director of Operations

JUNE MESSAGE

Classes of 2009 - Congrats!

Congratulations to the classes of 2009 - Mooseheart Graduates, Academy of Friendship, Star Recorder, and College of Regents! The Women of the Moose staff is very proud of each of you!

Be a Piece of the Solution - 2009-2010 Membership Theme!

Director General Bill Airey announced the new **Membership Theme** at the 2009 Convention and Conference held in Chicago! Bill invited each of you to be a Piece of the Solution in the upcoming year.

Women of the Moose Announce Ritual Competition!

Effective with the 2010 Midyear Conference, the Women of the Moose will be holding Ritual Competition! We will be using a variation of the Convocation Ceremony. A competing ritual team will consist of four (4) members within a District of the state/region/province or four (4) current members of the State/Region/Province Convocation and/or Academy of Friendship Conferral Staff. The United States and Canada will be divided into regions - each region will hold a Ritual Competition in conjunction with the Midyear Conference. Only the top three (3) teams of each region will be invited to attend the 2010 International Ritual Competition in Anaheim, California.

In December 2009 - watch the Women of the Moose webpage for complete details, rules, regulations, ceremony and diagrams.

Women of the Moose Training Sessions:

Be sure to visit our link at: <http://www.mooseintl.org/portal/BranchPortals/wotm.asp> for a complete list of upcoming training sessions. **New procedures, as well as the monthly Audit Report, will be discussed at these Training Sessions.** Please contact the Hostess Chapter and/or the Session Leader with any questions you may have.



Music To Our Ears!

A GREAT BIG thank you to Stephen Schmidt, Mooseheart's Band Director for his assistance with producing our "Music for the Academy of Friendship Conferral Ceremony" Compact Disc! Steve was instrumental with collecting just the right version of our needed songs! Steve, we really appreciate you going the extra mile for us!

We would also like to thank, Saif Ahmad, Network Support Specialist for stamping out the CDs. Saif put his artistic talent to use and personalized our CD label with the Women of the Moose Academy of Friendship logo and specialized artwork. It looks terrific! ☺

The 2009-2010 Deputy Grand Regents have received a copy of the new Academy of Friendship CD, as it is part of the Academy of Friendship paraphernalia. The CD is not to replace a Musician; it is to be used only if a Musician cannot be found.

Absent or Excused – It Is Up To YOU!

Co-workers who hold an elected office/appointed office/chairmen position should contact the Senior Regent/President (Service Chapter), prior to the start of the meeting, to explain the reason for an absence. There may be extenuating circumstances, but the following may be of assistance in determining if an absence is excused.

- Planned vacation (out of town)
- Personal or family illness/death
- Job requirements
- Inclement weather



Please use common sense regarding additional reasons that would constitute an "excused" absence.

Training Tools For Your Use!

The 2009-2010 Officers' and Recorder's Handbooks are now available at the Women of the Moose webpage. All co-workers are invited to download and print the Handbooks.

The Elected Officers should become familiar with the Handbooks. Located in the back of each Handbook is a "check list" - these lists can help you keep on track - refer to them each month.

Training Tools For Service Chapters!

Coming in the near future - Service Chapters will receive their very own copy of:

Service Chapter Officers' Handbook

Service Chapter Secretary/Treasurer's Handbook

Women of the Moose General Laws for Service Chapters

Service Chapters Meeting Procedures and Agendas book

We plan to keep all Service Chapters well informed and up-to-date with their own version of rules, regulations and procedures. If you have any suggestions, questions or concerns, please contact me at: jsisson@mooseintl.org.

Women of the Moose Headquarters Has an Email Box!

All form 166, monthly Audit Reports and 2009-2010 Chapter Policies may be sent via email to the WOTM email box at wotmmail@mooseintl.org or fax to 630 966-2211.

When sending via Email, type in the names of the Officers, Chairmen and/or Audit Committee members on the signature line. If you have any questions regarding Form 166 or monthly Audit forms, please contact Charlotte Kuliner at 630 966-2244 or ckuliner@mooseintl.org. Questions regarding 2009-2010 Chapter Policies should be sent to Karen Zink at kzink@mooseintl.org.

Form 114 and associated checks/donations MUST be mailed monthly to Women of the Moose Headquarters. If you have any questions, please contact Donna Cuny at 630 859-2000 ext. 6525 or dcuny@mooseintl.org.

Final Report (reference from the 2009-2010 Recorder's Handbook)

Upon conclusion of the monthly audit, the Audit Chairman must complete the Monthly Audit Report form (found on WOTM forms), and give it to the Senior Regent. The Senior Regent must submit the Audit Report to WOTM Headquarters by the 12th of the month. The Audit Committee Chairman shall read the report at the next chapter meeting.

The form can be sent via: Fax - 630 966-2211 OR Email - wotmmail@mooseintl.org. Include the Chapter Name, Chapter #, state/province, name of report and month and year of report on the fax cover sheet and/or the Email subject line. Copies of all forms/reports submitted should be maintained in the chapter files.

Financial Dispensation Requests

Prior to dispensing chapter funds over \$1,000.00, a Financial Dispensation Request MUST be approved by Women of the Moose Headquarters. At the end of this chapter year, our office received hundreds of Financial Dispensation Requests from chapters looking to receive credit for donations previously made. In other words, donations had been given without prior approval.

All Financial Dispensations must have chapter approval and shall be signed by the Board of Officers. If you have a question, please contact Karen Zink at 630 966-2246 or kzink@mooseintl.org.

If your chapter is planning to "cash in" a CD prior to the maturity date - the co-workers must be informed of any and all penalties - this penalty amount must be stated on the Dispensation Request. The decision to cash in a CD (with/without penalty) must be approved by the chapter members prior to any funds being withdrawn and disbursed.

State/Regional/Provincial Annual Conference

The Grand Chancellor announced changes to the Women of the Moose General Laws. At all Annual Conferences, the Official Visitor will be reviewing each of these changes. Please visit the Moose International web site for your State/Regional/Provincial Annual Conference dates. We hope to see you there!



*"Real generosity is doing something nice for someone
who will never find out."*

Frank A. Clark

