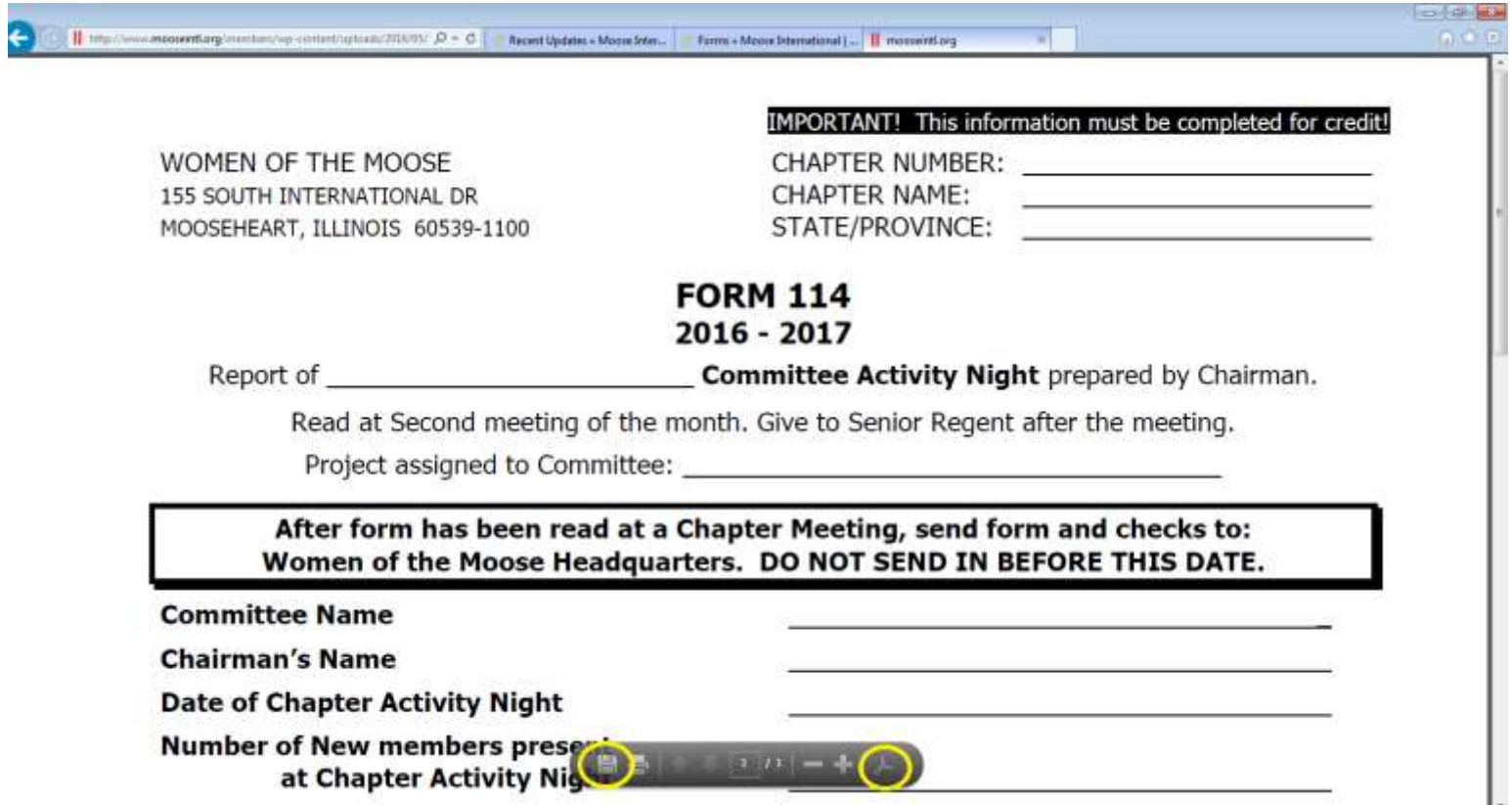


*Be sure you have a recent version of Adobe Reader. It can be downloaded FREE at <https://get.adobe.com/reader/>

HOW TO ADD TEXT TO PDF FORMS

Save the form to your PC using **File - Save As** or click the icon in the gray toolbox

Open the file and click on  to open the Toolbox if it isn't already open.



WOMEN OF THE MOOSE
155 SOUTH INTERNATIONAL DR
MOOSEHEART, ILLINOIS 60539-1100

IMPORTANT! This information must be completed for credit!

CHAPTER NUMBER: _____
CHAPTER NAME: _____
STATE/PROVINCE: _____

**FORM 114
2016 - 2017**

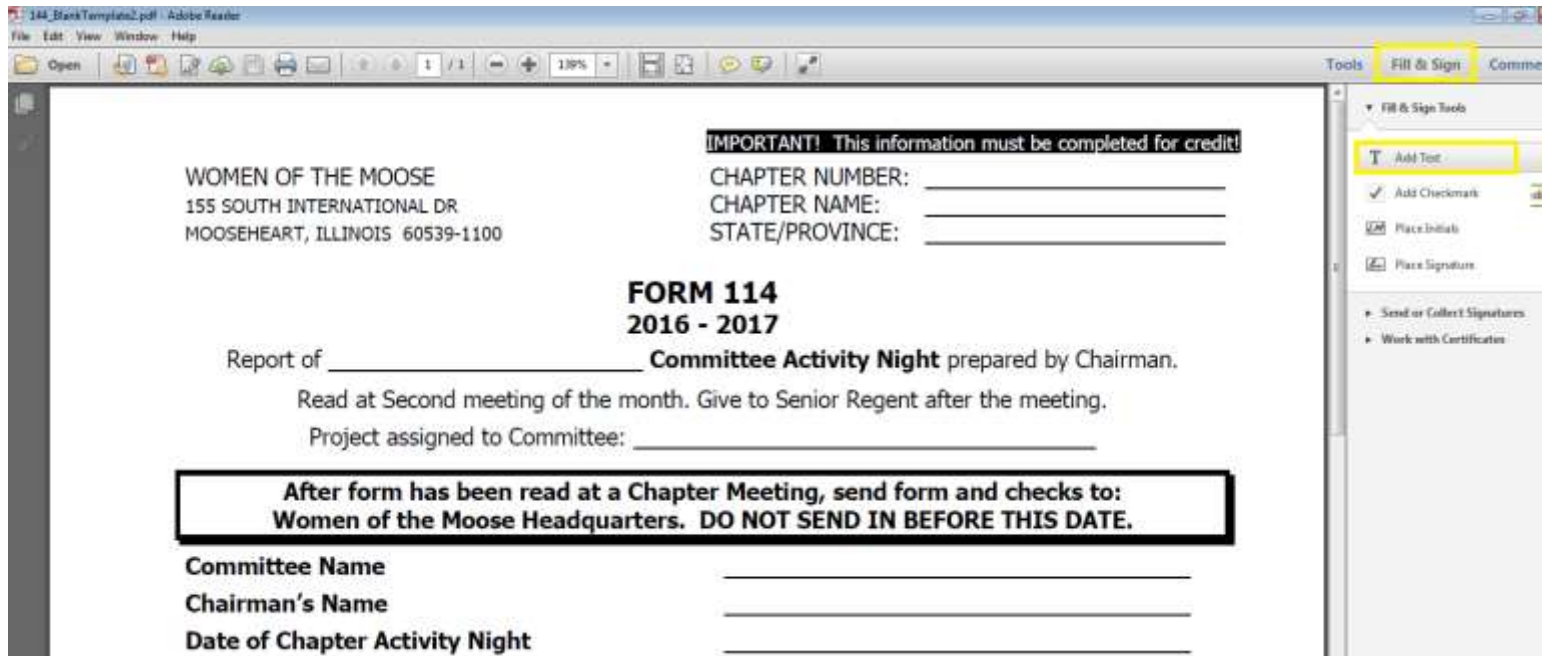
Report of _____ **Committee Activity Night** prepared by Chairman.
Read at Second meeting of the month. Give to Senior Regent after the meeting.
Project assigned to Committee: _____

**After form has been read at a Chapter Meeting, send form and checks to:
Women of the Moose Headquarters. DO NOT SEND IN BEFORE THIS DATE.**

Committee Name _____
Chairman's Name _____
Date of Chapter Activity Night _____
Number of New members present _____
at Chapter Activity Night _____

Click **Fill & Sign** (or **Sign** depending on the version of Adobe)

Click **Add Text**



144_BlankTemplate2.pdf - Adobe Reader

File Edit View Window Help

Open [Icons] 1 / 1 138% [Icons]

Tools **Fill & Sign** Commen

Fill & Sign Tools

- Add Text**
- ✓ Add Checkmark
- Place Initials
- Place Signature
- Send or Collect Signatures
- Work with Certificates

IMPORTANT! This information must be completed for credit!

WOMEN OF THE MOOSE
155 SOUTH INTERNATIONAL DR
MOOSEHEART, ILLINOIS 60539-1100

CHAPTER NUMBER: _____
CHAPTER NAME: _____
STATE/PROVINCE: _____

**FORM 114
2016 - 2017**

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Committee Name _____
Chairman's Name _____
Date of Chapter Activity Night _____

The highlighted toolbox will appear – you may change the font and font size as preferred. (size 10 recommended)

144_BlankTemplate2.pdf - Adobe Reader

File Edit View Window Help

Open [Icons] 1 / 1 100% [Icons]

Tools Fill & Sign Comment

Fill & Sign Tools

- Add Text
- Add Checkmark
- Place Initials
- Place Signature
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WOMEN OF THE MOOSE
155 SOUTH INTERNATIONAL DR
MOOSEHEART, ILLINOIS 60539-1100

CHAPTER NUMBER: _____
CHAPTER NAME: _____
STATE/PROVINCE: _____

FORM 114
2016 - 2017

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Committee Name _____
Chairman's Name _____
Date of Chapter Activity Night _____

Place the cursor where you want to type. Type the desired text and click next area where you want to add text. Continue on each line until form is complete.

144_BlankTemplate2.pdf - Adobe Reader

File Edit View Window Help

Open [Icons] 1 / 1 100% [Icons]

Tools Fill & Sign Comment

Fill & Sign Tools

- Add Text
- Add Checkmark
- Place Initials
- Place Signature
- Send or Collect Signatures
- Work with Certificates

IMPORTANT! This information must be completed for credit!

WOMEN OF THE MOOSE
155 SOUTH INTERNATIONAL DR
MOOSEHEART, ILLINOIS 60539-1100

CHAPTER NUMBER: |_____
CHAPTER NAME: _____
STATE/PROVINCE: _____

FORM 114
2016 - 2017

Report of _____ **Committee Activity Night** prepared by Chairman.
Read at Second meeting of the month. Give to Senior Regent after the meeting.
Project assigned to Committee: _____

**After form has been read at a Chapter Meeting, send form and checks to:
Women of the Moose Headquarters. DO NOT SEND IN BEFORE THIS DATE.**

Committee Name _____
Chairman's Name _____
Date of Chapter Activity Night _____

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File Edit View Window Help

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Tools Fill & Sign Commen

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WOMEN OF THE MOOSE
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MOOSEHEART, ILLINOIS 60539-1100

CHAPTER NUMBER: 1234
CHAPTER NAME: ANYTOWN
STATE/PROVINCE: IL

FORM 114
2016 - 2017

Report of _____ **Committee Activity Night** prepared by Chairman.
Read at Second meeting of the month. Give to Senior Regent after the meeting.
Project assigned to Committee: _____

**After form has been read at a Chapter Meeting, send form and checks to:
Women of the Moose Headquarters. DO NOT SEND IN BEFORE THIS DATE.**

Committee Name _____
Chairman's Name _____
Date of Chapter Activity Night _____

Add Text
Add Text [Icons] Times Roman 10

Fill & Sign Tools
Add Text
Add Checkmark
Place Initials
Place Signature
Send or Collect Signatures
Work with Certificates

Save and/or print the form for the Chapter records and submission to Moose International.

If applicable, send the form as an attachment via Smartermail or preferred email source. (Chapter seal not required on electronically submitted forms)

- NOTE: 114 Forms must be MAILED to Moose International with donations
- 166 Forms should be submitted via the Admin Menu
- Dispensation forms may be submitted by email, fax or mail
- Audit forms may be submitted by email, fax or mail