

Women of the Moose Official Communication

Jan. 11, 2022

Reminders from our staff:

- **No Staples!!!!** Please do not staple reports, checks, etc. They can damage our office machines and require additional processing time. Paper clips are ok but a folded corner is preferred.
- Only Form 114 with checks should be sent to Women of the Moose, 155 S International Dr., Mooseheart, IL 60539-**1100**.
All other correspondence, reports, payments, etc., should be sent to Women of the Moose, 155 S International Dr., Mooseheart, IL 60539-**1182**.
 - 114 donations (checks for special project & scholarship/maintenance) shall be sent with the accompanying Form 114. Make sure the form(s) and check(s) are sent together as WOTM does not receive the checks, only the forms. Without the form we have no way of knowing the checks were sent therefore honors credit is not issued.
 - Only the Scholarship/Maintenance, Special Project, and Endowment check should be sent with the Form 114.
- Form 114 shall be completed in its entirety including the Chapter name and number, in the top right corner. Please print legibly and be sure the information is accurate. The Lodge number is different from the Chapter number; be sure to use the Chapter number.
Also, please remember the Form 114 must be signed by the Senior Regent, Treasurer, and Chairman.
 - Incomplete forms cannot be recorded for honors credit, especially if we can't identify which chapter to credit.
- WOTM no longer requires a copy of the Balance Sheet/Profit & Loss from QuickBooks. Please go into QBO and deactivate the function so the reports are no longer sent via the auto-generated email.
 - In the reports section where the reports were customized as recurring, set email schedule to OFF. If you need assistance please contact your Chapter Advocate, Association Trainer, or Territory Manager.
- Don't forget, the Audit report is now due quarterly by the 15th of the months of August, November, February, and May. Remember, the quarterly Audit report is now required to earn the Award of Achievement.

Updating Bad Addresses in LCL:

LCL Web does not automatically 'uncheck' the Bad Address box when making a change to an address. The Treasurer must manually uncheck the field to ensure the member will receive mailings.

Primary Address

Address 1:

Address 2:

City:

State/Prov:

Zip/Postal Code:

Country:

Active:

Bad Address:

Active:

Bad Address:

Primary Address

Address 1:

Address 2:

City:

State/Prov:

Zip/Postal Code:

Country:

Active:

Bad Address:

Active:

Bad Address:

Click to uncheck

Dispensations:

- Dispensations requested on the wrong form will be rejected.
- Incomplete forms or lacking supporting documentation will be rejected.
- The General Purpose dispensation form shall only be used when one of the other forms does not apply.

The *Open to the Public* form seems to be causing the most confusion. When requesting approval for an Open to the Public event, please use the dispensation form located at *Forms & Documents/Women of the Moose/Dispensations/Open to the Public*. <https://www.mooseintl.org/wp-content/uploads/2021/07/Chapter-Open-to-the-Public-Dispensation.pdf>

- Be sure to allow adequate time for the review and approval process.
 - Please do not submit dispensation requests during the week of events scheduled for the coming weekend. This may result in a rejection of the Chapter's request.
 - Advice: When an event is discussed with the Chapter for approval, please request dispensation at the time the Chapter grants approval and the advertisement has been drafted (not placed in locations or advertising has begun!) Do not wait to seek dispensation. This places an undue burden on the Moose Int'l. staff and may result in a rejected request.
- When completing "Who will receive the proceeds from this event?" please simply indicate whether the chapter will receive the funds or if the proceeds will be donated to a charity/organization. A full explanation of exactly how the proceeds are being split is unnecessary.
 - i.e.: "Matriculant fees for International Convention for <member> and any remainder to go to General Fund" – we simply need "General Fund" or <Name of charity/recipient>



**WOMEN OF THE MOOSE DISPENSATION FOR
COMMUNITY SERVICE, CHARITABLE, AND OTHER
FUNDRAISING EVENTS
WITHOUT ALCOHOLIC BEVERAGES**

_____ Anytown _____ Chapter No. 9876 _____, is requesting a dispensation to hold an event open to the public (non-members) on: _____ date _____ for the purpose of _____

What activities will be conducted at this event? _____

Who will receive the proceeds from this event? General Fund

**ADVERTISING IN ANY PUBLIC MEDIUM MUST COMPLY WITH SECTION 45.2 OF THE GENERAL LAWS.
ABSOLUTELY NO ADVERTISING SHOULD OCCUR BEFORE THIS DISPENSATION HAS BEEN APPROVED!**

•Attach copy of Advertisement to be approved for compliance

The request is being made upon the following conditions:

1. The lodge certifies that it will conform to the restrictions and requirements listed in Sections 44.3 and 50.7 of the General Laws.
2. At all times the Social Quarters shall be closed to everyone except active members and qualified guests.
3. IRS regulations require that only "volunteers" be involved in charitable fundraising events. (Volunteers may not receive any form of compensation, including tips, free meals, free drinks, etc.)
4. IRS regulations mandate that if a charity is to receive the net proceeds, neither the lodge nor chapter shall benefit financially from this activity. (Proceeds may not be 'split' between the Lodge and/or Chapter, and any charity.)
5. All net proceeds shall be donated to the named charitable community service event below in item #6.
6. Net proceeds go to General Fund

- Absolutely NO ADVERTISING shall occur prior to receiving an approved dispensation!

Golden Gavel/Green Cap Chapter Night:

All chapters should hold the Golden Gavel Chapter Meeting in January 2022. There has been some confusion regarding which ceremony to follow because the current Junior Past Regent, if qualified, received the Green Cap Necklace at the Convocation. The Chapter should be utilizing the Meeting Procedures & Agendas dated "Revised Edition 2021". If desired, the Officers may change the terminology *this year only* to "Green Cap" where appropriate. The instructions begin on page 101 of the Meeting Procedures & Agendas. Enjoy the celebration!