

Official Communication for April 19, 2022

April Checklist ✓

- **Verify Names/Addresses for new member are correct, prior to entering in LCL Web**
 - Can't read it? Contact new member directly prior to entering applications
- **Verify correct sponsor has credit for applications during Fiscal Year**
 - Report corrections to Member Services prior to April 30
- **Verify all applications in "Accepted" Status have been enrolled**
 - Any applicants presently in LCL Web that remitted fees/dues and received a favorable vote of the membership, should immediately be transmitted to Moose International **using today's date as the enroll date.** Hint: if you get a message when logging into LCL Web and it indicates you have applicants to be enrolled, then you have members that need to be enrolled. Click on Applications-Search and it defaults to accepted Status. You must click on Search to display the members that are ready to be enrolled. (If you need assistance, please call Member Services 630.906.3658)
 - Chapters must ensure that an appropriate ballot date is also transmitted.
 - Remember to check for any on-line applications during these final days of the campaign.

End of Year Checklist ✓

- **Blanket Dispensation to All Lodges/Chapters From Chief Compliance Officer's/Grand Chancellor's Office**
 - The Chief Compliance Officer's/Grand Chancellor's Office has issued a blanket dispensation to all lodges and chapters wishing to conduct additional membership meetings in April for the sole purpose of voting on new candidate applications for Moose membership. **** Moose Legion new applicants must attend a conferral****
 - If a lodge/chapter chooses to implement additional meetings, they must take place on or before Saturday, April 30th, 2022 and a quorum, as defined in the General Laws, must be present. No other business may be conducted during this meeting.
- **Members With April 30, 2022, Expiration Dates Are Counted As Active Members For Year-End Totals**
 - As Lodges, Chapters and Moose Legions are contacting unpaid members to reactivate their memberships prior to the April 30th Moose – Stronger Together campaign year end, keep in mind all members who expire on April 30, 2022 will be counted as Active Members. Efforts to reactivate expired members should **focus on those members with a March 31, 2022, or earlier (2/28/22, 1/31/22, 12/31/21...) expiration date.**
- **On-Line Payments Included In 2021-2022 Year-End Totals**

- Members can pay **online** with a credit card, MasterCard, Visa, Discover or American Express at <https://secure.mooseintl.org/QuickPay>. Payments made prior to **8:00 PM Central Time on April 30, 2022**, *will be included* in the 2021-2022 year-end totals.
- MOOSE INTERNATIONAL WILL NOT CLOSE END OF YEAR UNTIL ALL PAYMENTS HAVE BEEN POSTED
- **Special Friday AND Saturday Application And Enrollment Processing**
 - Two additional application transmission processes (sweeper) will be done. We will run an extra process at 12:00 PM **NOON** Central Time Friday April 29th and again at 12:00 NOON Central Time on April 30th. This will allow you multiple opportunities to get your new applicants enrolled.
 - Any new or former member applications received by a Lodge, Chapter or Moose Legion must be transmitted, error free, to Moose International **before NOON Central Time on Saturday, April 30, 2022** if the Lodge, Chapter or Moose Legion intends to report them as enrolled prior to 8:00 PM Central Time on April 30, 2022.

Applications will need to be entered before Noon Central Time on Saturday **and enrolled** after 1:00 PM to be included in April 30th active member count.

- **On-Line Applications**
 - On-line Applications must be entered by April 29th, allowing lodges time to move the application to accepted status and then enroll, prior to 1:00 PM Central Time.
- **Member Services Availability**
 - Member Services will work their normal hours on Friday, April 29th. As a reminder they have expanded their hours, beginning at 7:00 AM Central Time and closing at 4:30 PM Central Time.

Outside of these hours? Our Field Staff can be contacted for additional assistance.