



# Heart of the Community- Quarterly Reporting Tips

To ensure accuracy of reporting, and that your lodge receives full recognition for all efforts, please note the following:

1. **Be sure to click on 'Save & Submit' (and print a copy of your submittal) after you have finished entering your efforts.** If your entries were not saved, they will NOT be viewable at Moose International, nor graded.
2. **To receive any credit on any single line in the report the entry must answer these questions:**
  - a. ***WHAT was done?*** (Don't just list name of initiative or organization);
  - b. ***WHO in the community benefitted?*** (FULL name of organization/recipient, not abbreviations, not just task);
  - c. ***HOW did they benefit?*** (Did they receive a donation? Describe action, provide details of actual effort made);
  - d. ***WHEN in quarter?*** (List date of effort).
3. **Categorize properly** – Moose International will NO LONGER correct entries entered in the wrong category.  
**Examples - Only items relating specifically to the program or organization - not 'similar' items:**
  - a. Only efforts made specifically relating to the Moose Youth Awareness program should be entered in this section, NOT general efforts made with general youth outside of that program;
  - b. Special Olympics efforts should only be listed if it benefits that particular organization – Other programs/ organization serving people with special needs should be listed under “Local” efforts;
  - c. “Emergency Services” should only be efforts that support first responders. Red Cross/blood drives should be listed under “local” efforts, and all Tommy Moose efforts should be listed in the Tommy Moose section even when items are given to first responders (i.e. police, fire departments).
4. **Credit is only given for projects that you do on the Moose's behalf – such as:** *Our lodge volunteers 4 hours every week to the Homeless Shelter; Our lodge provides Vet's rides to appointments one day per week; We held a clothing drive and donated 50 bags to the Salvation Army.*  
**Credit will NOT be given for individual volunteer hours – such as:** *4 members are on the Fire Department; 2 members drove Veteran to doctor's appointment; 1 member donated furniture and clothing to Salvation Army.*  
**Note: coaches & scout troop leaders are considered an individual commitment, not done on behalf of Moose.**
5. **Credit will NOT be given if you say you give to a project yearly.** Only monies collected in that quarter should be counted; therefore if you give once a year, it should only be listed in the quarter it was given.\* List date given.  
**Credit will be given for the activity one time only, when it actually takes place.** For instance, credit will not be given if you say you are working on the New Year's Eve Float in October. You will be given credit when you submit this saying you participated ed in the New Year's Eve Parade.  
**AVOID THESE TERMS!** *Supporting... Continuing to... Working on....Ongoing... Planning to... We encourage... Planning to... As needed... Starting to collect items for... [We donate/give/volunteer] annually... \*Use past tense.*
6. **Credit is given for hosting events for the community, but NOT FOR YOUR MEMBERS.** For example, credit will not be given if you held a Halloween party for your members, but *would* be given if you held a Halloween party or the *ENTIRE* community. The goal is to establish ourselves as an asset to the *NON*-Moose community.
7. **Credit is NOT given for efforts made by the Moose Legion or the WOTM;** credit is given in their specific offices.
8. **Credit is only given for ONE ENDOWMENT ENTRY per quarter.** Simply put “*Endowment*” AND the total amount given in the quarter ON ONLY ONE LINE (i.e. if you gave \$25 four times, report: ‘*Endowment - \$100.00*').

Thank you for all of the benevolent work you do, making a difference and establishing your lodge as the Heart of the Community. By helping so many people in need, you continue to makes us all **MOOSE PROUD!**

