



How the Heart of the Community Report Works

The HOC Report must have an entry in at least 2 of the 3 Initiatives and 10 points or more to earn a grade. To earn a grade of “*Superior*”, the report must have 30 points or more and have at least 1 entry in the following: Mooseheart/Moosehaven, one other Core Initiative, a Companion Initiative and Local Volunteering Services.

Every **properly entered and categorized Line Item** within the Core Initiatives will be given 5 points, Companion Initiatives will be given 3 points and Local Volunteer Services will be given 2 points.

Total Pts	Grade
30+	Superior
20-29	Excellent
10-19	10-19
0-9	No Grade

All entries require verifying documentation. This would include roster sheets for volunteers with hours worked (include name and contact of representative from host organization. *EX: Special Olympics coordinator, Supervisor at Retirement Home, Veteran Coordinator, etc.*), receipts for purchases made for activities, receipts of donation to organizations like Salvation Army, Red Cross, Goodwill, etc.

Do NOT list efforts done by individuals – i.e. a member who is a baseball coach, etc. All Volunteering must be done as a LODGE effort and be groups of members performing actions in the name of the Moose Lodge.

Only efforts done on behalf of non-members may be included on this report. Helping lodge/chapter members or their families does NOT count as Community Service!

Be sure to check with your State Association to help meet its Moose Charities special project goal

Core Initiatives (5 pts per line)

Mooseheart/Moosehaven: List donations made to: Endowment, Cradle fund, Rocker fund, Penny Fund, Centennial Project, Wish List Donations (see link at the bottom of the next page), specific activities at Mooseheart/Moosehaven like the soccer team, band, bowling team, etc. You can claim your portion of the State Association Project here. *EX: “Endowment fund - \$200” (If you gave every month, which you should be doing, list the total amount on one line), In other words you should only have one line only with the total for the quarter. The Lodge “Sent \$200 towards the purchase of new jerseys for the Mooseheart basketball team on 12/13/22”*

Youth Awareness: Only list efforts related to Moose International’s Youth Awareness Program. List any monies donated to Moose Charities earmarked for Youth Awareness (minimum \$100 per year \$25 per quarter), hosted Youth Awareness conferences or Congresses, sponsored students or coordinated Moose Kids Talks. *EX: “We donated \$50 to Moose Charities earmarked for Youth Awareness on 3/15/22”, “The Lodge held a Youth Awareness Congress meeting on 1/15/23”, or “The Lodge helped {Student’s Name} deliver a Kids Talk at Anytown Elementary School on 2/14/22 about Bullies.”*

Tommy Moose: List the number of Tommy Moose Dolls donated, who they were given to and when. Also include dates that your lodge’s Tommy Moose Costume made an appearance at community events such as parades. *EX: “25 TM Dolls delivered to Anytown Police Dept. on 3/15/22.”*

Veterans’ Program: List events held for non-member Veterans such as donations to VFW, American Legion, or local homeless veteran shelters, etc. **Do NOT list events held for Valued Veteran Members.** *EX: “Our Lodge donated 2 boxes of toiletries to the local VFW on 3/15/22”, “The Lodge provided free meals to 15 homeless Veterans on 2/10/22”, “The Lodge hosted an Open to the Public event and gave free meals to Veterans on Veteran’s Day 11/11/22.”*

Companion Initiatives (3 pts per line)

Senior Center; Children's Hospital or Wing: List efforts/donations for any local senior centers or children hospitals.

Keepin' It Real (Substance Use Prevention): List events held in support of or donations made to local schools or related substance abuse prevention organizations. *EX: SAFE Project, Start Your Recovery, Face & Voice Recovery, Hope Connection.*

Emergency Services: List efforts or events held for Police, Fire, or EMTs. If your Lodge is registered as a Certified Emergency Center then that should be listed here every quarter regardless of whether your services were used. Do NOT list Tommy Moose donations in this category.

Youth Scholastic: List donations/events for Local Youth Scholarships/Activities other than sports. *EX: pancake breakfast fundraiser for youth chess club, donated room use, scholarships for non-moose members' children etc.*

Youth Sports: List donations/events for Local Youth Sports. *EX: Lodge hosted a fundraiser for the Little League or School Football, Soccer, Basketball, Softball, Cheerleading, etc., if you donated all or part of your hall/facilities for a Youth Sports banquet, or if you sponsored a team with jerseys, or advertisement.*

Salvation Army: List donations/collections for the Salvation Army (i.e. clothing drives and volunteer efforts).

Local Volunteer Services (2 pts per line)

List all efforts made to support the Local Community that do not fall under the Core or Companion Initiatives. Basically, things that benefit the community as a whole, or **non-member** residents of the community such as donations to or sponsoring events for, but not limited to, these organizations: The American Red Cross, non-veteran Homeless Shelters, Churches, Schools, Food Banks, Blood Banks, Convalescent Homes, Goodwill, etc.

Safe Surfin: List events held for the public with Child ID kits, Cop in a Box, Protect the Protector bullet-proof vests, or if your Lodge made a donation to Moose Charities earmarked for Safe Surfing (**minimum \$100 per year \$25 per quarter**). *EX: "The Lodge hosted a Child ID event for over 20 children on 4/15/22" or "The Lodge remitted \$25 to Moose Charities for Safe Surfin on 2/13/22."*

Special Olympics: List the efforts made by your lodge to help your local Special Olympics. *EX: The Lodge volunteered at the Local Special Olympics bowling event handing out medals on 2/15/22", or "The Lodge donated reflective vests to the Local Special Olympics at a cost of \$45 on 1/15/23 so the volunteers could be recognized.*

Total Monetary Donations: This should be a total of all the monies donated in the line items listed above. Add up all of the Moose Charities donations, Companion and Local monetary donations made during the reporting quarter. (You may not factor an "hourly volunteer rate", nor may you include mileage here. This field is **SOLELY** for monetary donations made.)

Total Volunteer Hours: Enter the total hours volunteered during the events listed above. *EX: if you had 10 volunteers helping at the Special Olympics, and 5 of them worked for 8 hours, and the other 5 only worked 4 hours, then you would say $5 \times 8 + 5 \times 4 = 60$ total hours. Then you add that up for all the events and activities and it gives you the total volunteer hours.* Please enter **ONLY** the number of hours **your members** volunteered here.

Total Miles Driven: This is the sum total of miles driven by lodge members for community service activities. For example, if you have a group of members that drive **non-member** Veterans to doctor appointments in the name of the lodge, then you add up all the miles driven by them for the reporting quarter. You would also include miles driven for dropping off donations to Shelters, Goodwill, Salvation Army, etc. and enter that total amount in this box.

Total Number of Volunteers: Count the total number of volunteers that participated in each line item event or activity and enter the sum total in this box.

Chairman: Submit the name of the Chairman appointed by the Lodge President.

Quarterly Reporting Tips: <http://www.mooseintl.org/wp-content/uploads/2017/05/HOC-Reporting-Tips.pdf>
Mooseheart and Moosehaven Wish Lists: <http://www.moosecharities.org/giving/wish-list/>



More questions? Contact your State Association HOC Chairman, Moose International HOC Chairman, or Territory Manager. Public interest for your Lodge starts in the Heart of the Community!