

WOTM Official Communication for January 29, 2026

Chapter Emails Sent to WOTM Office

All chapter business emails being sent to the WOTM Office shall come from the Chapter's SmarterMail email or they may not be received. Emails, especially with attachments, do not always get through our system's security firewalls and protocols. For those that do, we have been instructed by our IT Department to not open emails with attachments without knowing the sender's exact email address. Also, a chapter's SmarterMail email address is important when searching for emails and their replies.

Reminders for Remitting Forms/Documents to WOTM Office

When remitting forms/documents (dispensations, audits, etc.) **via email** to our office, please scan and email or attach a PDF – **DO NOT** take a picture of the form with your phone and attach to an email. Often times the photo is too small to read and can't be enlarged, or it is out of focus.

3rd Quarter Audit is Due Feb 15, 2026

This audit is for the chapter year 2025 – 2026. The third quarter audit includes the months of November and December 2025, and January 2026.

Form 114 and Donations

We are seeing incomplete or incorrectly submitted 114 Forms. Some chapters are not including the Chapter information at the top of the form (which can be found on the upper right of the initial screen in LCL). This information is critical as different departments process the form and the donation.

You may issue one check if it is clearly earmarked for each (Scholarship & Maintenance, Special Project, and Endowment). In this case, all three lines on the form would list the same check number. If issuing separate checks, please double check that the check number and the amounts are correct.

If you have questions regarding the 114 Forms please contact your Chapter Advocate or WOTM Trainer.

Third Thursday Communications

Beginning January 2026, a WOTM Official Communication will be sent to all chapters on the third Thursday each month. Information provided should be shared timely with all Chapter officers and read at the next Chapter meeting. Communications may also be posted in the Moose home for all members to read.