

WOTM Official Communication for May 15, 2026

Welcome New Officers

Welcome to your leadership role in the Women of the Moose. We thank you for stepping up to serve this century old organization that provides for our children at Mooseheart, our senior members at Moosehaven and those in need in your local community.

The members of your Chapter have placed their trust and faith in your ability to lead your members in a successful and enjoyable program. Many of the tools necessary for a successful year will be provided to you in the coming weeks. In the meantime, the Officers' and Treasurer's Handbooks as well as all required forms are available online at www.mooseintl.org/forms/.

The success of the Chapter will depend on teamwork and understanding. Every member is important and possesses their own talents. Speak with them and ask for their help. It will make the year run much smoother.

Congratulations! We wish you the very best.

Entering Officers and Chairmen

Treasurers, if you haven't done so already, please take a few moments to enter the names of the Chapter Officers, Guide and Chairmen via LCLweb. If installed in April 2026, please enter a start date of 5-1-2026. If installed after May 1st please enter the actual installation date. Should you have any questions please contact your Chapter Advocate.

LCLweb/SmarterMail/QBO Access

The former Treasurer should assist the new Treasurer to set up her own username and password in QBO as the Company Admin. The former Treasurer should also provide the new Treasurer with logins and passcodes for SmarterMail and LCLweb. If necessary, current Treasurers may request new passcodes from the HelpDesk. Please note, in order to protect the chapter and the users, the staff needs to be able to confirm your position before they will issue passcodes and logins. Your Territory Manager may also be able to assist if you send him/her an email.

End of Year Forms

The Fourth Quarter Audit must be submitted to our office no later than May 15, 2026. Audits may be mailed, emailed to wotmmail@mooseintl.org or faxed to our office. The April 114 must

be postmarked on or before May 31, 2026. Please be patient as we work to post the forms as quickly as possible. Depending on the mail delivery times as well as the volume of forms being received it will likely be several days before forms are recorded. Please continue to check LCLweb before contacting our office.

Award of Achievement and Honors Processing

All 2025-2026 Chapter year forms must be received or postmarked by May 31, 2026.

Honors processing will commence as follows:

- **June 10-15, 2026** - Award of Achievement and Golden Gavel processing. Chapters will be notified by mail in order of their Association Annual Convention date.
- **July 10, 2026** - Deadline for Award of Achievement and Golden Gavel appeals.
- **August/Sept. 2026** – Academy of Friendship processing. Call letters and call cards will be mailed to the Chapter in August and September.
- **October 2026** – College of Regents and Star processing. Call letters will be mailed to the matriculant in October and November. Call cards are not printed until the honoree registers for an International Convention.

Dispensations

Open to the Public dispensations must be received at least 3 weeks prior to the event. These dispensations often require research, more than 1 departmental review and therefore take longer to be approved due to the volume of requests. Also, if a revision is required, this gives the Chapter time to amend the dispensation prior to the event. Please be sure to complete the dispensation in its entirety and attach all supporting documentation. Other dispensation requests are often processed more quickly but we recommend a 2-week window for processing. Please be sure to use the proper form for the request you are making; dispensations remitted on the wrong form will be denied.

Chapter Checks

When ordering checks for the chapter, please remember Chapters shall be using business sized checks, not the smaller personal sized checks. You may use traditional or 3-part checks that can be printed. Please ensure the Chapter **name**, **number** and address are correct. Do not include the Lodge number or reference “Loyal Order of Moose” on chapter checks. Incorrect information could result in the donation being credited to the wrong unit. Please refer to the Treasurer’s Handbook, Checks Issued section for more information.

Processing New Membership Applications

A Lodge and a Chapter **must** receive a separate application from an applicant wishing to become a member in both units. The Chapter applicant **must** be a member of a Lodge **before** the Chapter application can be entered or voted upon. Copies of the application for membership shall not be accepted. The Chapter is encouraged to conduct its own background check. There is no guarantee that a female member is accepted into the chapter even if she is accepted into the Lodge. Each unit must vote on the applicant separately. Other reasons for the 2nd application include but may not be limited to: the application date would be different, there may be different sponsors, and according to our General Laws the signed application must be kept in permanent records, 1 for lodge records and 1 for chapter records. Questions may be directed to the Chapter Advocate or Territory Manager.