

# WOTM Official Communication for May 21, 2026

## 2026-2027 FORMS

2026-27: 114 & 166 Forms

Membership 114 & 166 (May 2026)

Be sure you are now using the 2026-2027 114 and 166 forms.

### FORM 114 and Donations

An increasing number of monthly FORM 114s are sent with incomplete or inaccurate information.

Many chapters have an incorrect chapter number or name at the top of the form. Do not use the lodge name, or include WOTM or Women of the Moose in the name. Please refer to the April 16, 2026 Official Communications to determine your **Chapter's name** to use on forms.

When entering the Meeting date – 1<sup>st</sup> and 3<sup>rd</sup> Monday is NOT a date, 2<sup>nd</sup> Wednesday is NOT a date.

Be sure to **enter the actual date the meeting was held**. If a meeting was not held, it is to be rescheduled and that date entered. Also, remember you cannot have a meeting date prior to the month of the Committee Meeting for a particular FORM 114.

As a reminder, a **minimum donation of \$20 for scholarship and maintenance and \$30 for the monthly special project** is a requirement for the Chapter to be considered for the Award of Achievement. Scholarship/Maintenance, Special Project, and Endowment check(s) are to be included and sent with the FORM 114. You may issue one check, clearly earmarked and all three lines on the FORM 114 would list the same check number. If issuing separate checks, please double check that the check number and the amounts are correct.

And finally, please do not remit an entire year of donations at once. Each **FORM 114 should be mailed monthly** and preferably no later than 2 months after that month's Committee Meeting. If circumstances warrant mailing more than one 114 Form, please organize the check(s) with the associated form.

Only FORM 114's with checks should be sent to Women of the Moose, 155 S International Dr., Mooseheart, IL 60539-1100.

All other correspondence, reports, etc., should be sent to Women of the Moose, 155 S. International Dr., Mooseheart, IL 60539-1182.

### **FORM 166**

A **FORM 166 should be entered by the Treasurer through LCL**. Once entered and saved, it is received by the WOTM. After being entered and saved in LCL – there is no need to send a printed copy.

If the chapter decides to mail the FORM 166 instead of entering the information online, we will only enter the meeting date and the received date, meaning LCL will not reflect any details.