

WOTM Official Communication for July 16, 2026

Emails being sent to WOTMmail

All chapter business emails being sent to the WOTM Office (with your audit, a dispensation, or a general/specific question) are to come from the Chapter's SmarterMail - Mooseunits.org email. Emails sent from a personal email, or 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.

A Meaningful Subject Line

When sending emails to the WOTM office please use a subject line that explains the email. There are times when emails need to be forwarded to someone else for handling and having a subject line makes it easier to understand what the email is regarding.

Some examples;

c-3000	Dispensation for Yard	NOT	dispensation
Sale			

Chapter 3000	1 st Quarter Audit	NOT	Scanned Document or audit
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Chapter 3000	November 114	NOT	Forms or form 114
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Also, be sure to type your name and phone number on the email, in case there are questions.

1st Quarter Audits – Due August 15, 2026

The first quarter audit for this chapter year 2026-2027, is due by August 15, 2026. This audit includes dates from May 1, 2026 to July 31, 2026 (May, June, July). Filling out the form, scanning, and emailing the audit in a pdf format from your Mooseunits.org email is the most effective way to get us the audit.

You can also fax the audit to us at 630-966-2211 or mail it to our 155 S International Dr address.

If this is your first audit, or need a refresher, a Chapter Audit Report Handbook is available in the Women of the Moose section of Forms and Documents page on the Moose website. Also, that is where you will find the Quarterly Audit form under Chapter Audit Report Form - be sure to send the quarterly form and not a monthly form.

Form 114 Membership - May Committee Meeting

We are halfway through July and have not received a Form 114 Membership - May Committee Meeting from some chapters. According to the WOTM General Laws Section 95, c, 2, d-e-f, (on page 66) donations for Scholarship & Maintenance, Special Project, and Endowment are to be remitted **monthly**. All chapters should have their Form 114 for May turned in by the end of this month. Thanks to those chapter that have sent June's Higher Degrees - Academy of Friendship form 114

Open to the Public Dispensations

Many Open to the Public Dispensation forms are received without the advertisement or indicate the funds are going to multiple entities. The "Open to the Public" dispensation form indicates that the dispensation is to have a copy of the advertisement being used to promote the event, and only a **single** entity is identified as receiving the proceeds from the event. The advertisement must match the form with regards to event, including who will receive all the proceeds. Please remind the dispensation and supporting paperwork at least 2 weeks prior to the event. The event shall not be advertised or conducted prior to receiving an approved dispensation.

Convention Updates

If you were not able to attend the 138th International Moose Convention in Oklahoma City the end of June, or missed something while there, check the Convention Updates periodically on the Moose website, as new content is added when available. We hope to have Barb McPherson's keynote speech as one of the updates soon.