

WOTM Official Communication for August 20, 2026

SmarterMail Display Name

Many chapters still need to enter their chapter's name and number in the Display Name field in SmarterMail. To update your chapter's SmarterMail Display Name, open SmarterMail, go to Settings, click Profile and type the name and Number of the chapter in the Display Name field under Personal Info, and save. For example, Allheart Chapter 3000.

Checks – Business Size

The next time your chapter orders checks, be sure to order business size checks – not personal size. Please review page 112 in the 2026-2027 Treasurer's Handbook, that your chapter should have received. All Chapter checks shall be business size, (3 X 8). Personal size checks (2 ¾ X 6) are not acceptable. Computer generated checks shall be ordered from your bank or other check vendor and should be a 3-part voucher. Checks shall be ordered with the following requirements:

- A place for two (2) signatures.
- A box or "Memo" line to describe the purpose of the check.
- Chapter name **and** Chapter number, as many Chapters have the same name.
- City, State/Province

Form 114 Payments

More and more Form 114s are being sent without the checks listed on the form, checks needing to be returned because there is only one signature, the forms are being sent to an address other than the one shown on the top left hand corner the form, or meeting dates are missing.

- Remember, each form 114 should contain three amounts, a Scholarship & Maintenance, a Project, and Endowment. There should be a check or checks included with the 114 form to cover all three amounts.
- Each check is to have two signatures.
- Forms are to be sent to Women of the Moose, 155 S International Dr., Mooseheart, IL **60539-1100**.
- There should be an actual date on the line for Meeting date.

Forms

Be sure to check forms in LCL to see that your forms you have sent are listed as received. You can see your 114, 166 and audits in the FORMS section of LCL. If you are trying to enter a 166

form and the fields are grayed out, please contact the WOTM office so we can make the form accessible for you to enter data.

Chapter Member of the Year

You only have two more months to submit your Chapter Member of the Year (October 31) via LCL. This is also under the FORMS section in LCL and instructions are available on page 9 of the Treasurer's Handbook.