

WOTM Official Communication for October 15, 2026

WOTM Third Thursday Official Communication – Corrections

In January, we started a monthly Third Thursday Women of the Moose Official Communications (TTOCs) for chapters only. The goal of these monthly TTOCs, was to provide chapters some assistance when communicating with the WOTM HQ and for us to share information with chapters. While there may be times when some information might be a little unclear, we are doing our best to get everyone on the same page doing things the same way.

We make every attempt to get things right, but we slightly missed the mark on two recent TTOCs:

August 20, 2026 - Business Size Checks – we refer to page 112 in the 2026-2027 Treasurer's Handbook. However, some realized the page to review is page 12 not page 112 in the Treasurer's Handbook.

September 17, 2026 – Mailing Correspondence to WOTM – Form 114 is not the only form that needs to be sent to Women of the Moose, 155 S International Dr., Mooseheart, IL 60539-1100. If a form has an address shown on the form, that form needs to be mailed to that address, unless specifically instructed otherwise.

2nd Quarter Audits – Due November 15, 2026

The second quarter audit for this chapter year 2026-2027, is due by November 15, 2026. This audit includes dates from August 1, 2026 to October 31, 2026 (Aug, Sept, Oct). Filling out the form, scanning, and emailing the audit from your chapter's Mooseunits.org email in a **pdf** format, is the most effective way to get us the audit and receive credit for it arriving. Make sure the subject line indicates 2nd Quarter Audit. You can also fax the audit to us at 630-966-2211 or mail it to our WOTM HQ 155 S International Dr address.

IRS form 990

These IRS Forms are to be filed every year by September 15th to avoid paying a penalty. If your chapter has not filed their IRS Form 990, you need to do so right away. The longer you wait, the greater the penalty. There is information regarding the various types of 990 forms available with a short description of which form is to be used at [Its IRS 990 Time](#) on the Moose website. Since almost all chapters should use the from 990-N, there is a User Guide for Form 990-N attached to this email. If you have further questions, please contact your Chapter Advocate.

Open to the Public Dispensations

We still receive Open to the Public Dispensation forms without the advertisement or multiple entities are listed as being a recipient of the proceeds. The "Open to the Public" dispensation form indicates that a copy of the advertisement being used to promote the event, must accompany the dispensation form. The advertisement must match the form with regards to event, including who will receive all the proceeds. Also, per the IRS, only a **single** entity is to be identified as receiving the proceeds from the event.

Chapter dispensations, of any kind, are to be emailed to WOTMmail@mooseintl.org or faxed to the Women of the Moose 630-966-2211 or mailed to WOTM, 155 S International Dr Mooseheart IL 60539-**1182**. Do not send chapter dispensations to the MI Compliance office.

Chapter Member of the Year

The time to enter a Chapter Member of the Year in LCL ends in just over two weeks. You only have until the end of this month, **October 31, 2026** to enter your chapter's Chapter Member of the Year.

Refer to page 34 of the Officers' Handbook (page 9 Treasurer's Handbook) on how to select your nominee. Once selected and entered into LCL be sure to 'Save' the entry in order to transmit to WOTM Headquarters.

Lost and Found Items from International Convention in Oklahoma City, OK

Only a few items were turned in to our lost and found this year. These include: a lady's ring; a bracelet; 2 lapel pins; a pair of glasses; and 3 pairs of sunglasses. To inquire about an item, please contact Rhonda Poss at 630-966-2243 or rposs@mooseintl.org. Please include your name, ID # or Moose unit, phone number, identifying description of the item and preferred mailing address.