

WOTM Official Communication for September 17, 2026

WOTM Training Classes

There are currently only two WOTM training classes available for chapter members that count toward meeting the training requirements for Honors - the 6-hr WOTM (Chapter Operations) and WOTM Treasurer Training. The AAC - Administrator-Accounting Course or MMC - Money Management Course are geared toward the lodge Administrators and the running of a lodge – not the operations of a chapter. Therefore, attending one of these classes will NOT be considered when grading for personal honors.

There was a special WOTM only Official Communication sent July 21, 2026 regarding changes to the Women of The Moose General Laws, which included a change to the training requirements. **Sec. 94 paragraph c.** relates to the Officers earning honors and Training. This section will now read “Training for Elected Officers (including the Junior Past Regent), as outlined in a Moose International policy from the Women of the Moose Headquarters must be completed within 60-days of taking office. Training is valid for three (3) years. Anyone who intends to hold office after her training dates have “expired” must take the appropriate training again. Specifically, should the officer’s training expire while holding office, she may finish out the term without retraining, but training must be retaken if she plans to hold office during the next fiscal year.”

These changes become effective **August 1st** so this will give the Officers who need training time to attend prior to the conclusion of training on October 31st. Anyone who has already attended training since February 1st has been given credit.

Form 114

We are almost to the end of September and many chapters have not submitted all 4 of this year’s Form 114 (May - August). All Form 114s through the August **Higher Degrees- Star** Committee Meeting, should be submitted by the end of this month. Remember, 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**.

DO NOT MAIL checks separately. If you indicate a dollar amount or check number on the 114 - you must include that check with the 114. DO NOT indicate money was sent somewhere else. REMEMBER, even though Moose Charities is able to accept donations from Moose units via ACH, this option DOES NOT include Chapter Form 114 Donations (Special Project, Scholarship/Maintenance, or Endowment). In order for the Chapter to receive proper credit the donations must be remitted via chapter check and mailed with the Form 114. Chapters may use the ACH option for NON-114 donations such as extra endowment contributions, Grand Regent’s Project donations, or Mooseheart/Moosehaven operational donations.

Chapter Member of the Year

Don’t forget to enter your Chapter Member of the Year in LCL. You only have until the end of next month, October 31, 2026 to enter your chapter’s Chapter Member of the Year.

Refer to page 34 of the Officers' 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.

Profit & Loss and Balance Sheet Reports

Effective with the May 1, 2021 Women of the Moose General Laws, the Profit & Loss and Balance Sheet reports are no longer required to be remitted to the Women of the Moose. However, many chapters still have these being automatically sent on a monthly basis. If your QuickBooks Online is sending them automatically, please "turn them off." Navigate to *Reports – Custom Reports – Edit -Set Email Schedule – Off – Save and Close*.

Mailing Correspondence to WOTM

Only FORM 114's with checks should be sent to the address on the upper left-hand corner of the Form 114 - Women of the Moose, 155 S International Dr., Mooseheart, IL 60539-**1100**.

All other correspondence (reports, dispensations, audits, etc.) should be sent to Women of the Moose, 155 S. International Dr., Mooseheart, IL 60539-1182. Items sent to an incorrect address will delay processing time.