

110624 Official Communication - Insurance Reference Manual And Certificates of Insurance;Reminder E-mail From (IRS); Moose International Offices Closed On The 4th of July

Official Communication for June 24, 2011

Insurance Reference Manual And Certificates of Insurance

By now each Fraternal Unit should have received the new Insurance Reference Manual. We encourage each of you to carefully read this manual since there are changes and updates from past versions.

Page 6 of this manual discusses Certificates of Insurance. The manual requests that you give us at least 10 days advance notice for certificate issuance. Beginning in July, we will have a temporary decrease in personnel in the Risk Management Department. Therefore, it is extremely important that you endeavor to give us 10 days advance notice prior to the date you need the Certificate of Insurance so that we may provide the Certificate of Insurance to you in a timely manner. During this time, we request your cooperation and patience.

If you will need a Certificate of Insurance for the upcoming 4th of July holiday, please have your request to us no later than June 28, 2011. Requests received after 4:00 pm on June 28, 2011 may not be able to be fulfilled prior to July 4, 2011.

If you have any questions regarding this matter, please contact the Risk Management Department at 630-859-6619.

A Reminder Regarding E-mail From The Internal Revenue Service (IRS)

The IRS does not send unsolicited e-mail. Please refer to the link below for an Overview of IRS "Phishing" Activity. The article includes instructions on what you should do if you receive an e-mail appearing to have been sent from the IRS.

<http://www.irs.gov/newsroom/article/0,,id=154861,00.html>

Moose International Offices Closed On The 4th of July

Moose international offices will close at 4:45 PM Central Time on Friday, July 1, 2011 and reopen at 8:00 AM Central Time on Tuesday, July 5, 2011, in celebration of the 4th of July Holiday. All Moose International offices and displays on site at the International Moose Convention in Anaheim, California will also be closed on July 4, 2011.