



Help Desk - Moose International

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Bulk E-mail 7-28-08

Subject: Updates to Community Service and Family Activities Reporting Process

There has been a change in the process for reporting community service and family activities to Moose International. As you are probably aware, report forms printed on colored paper have always been mailed to lodges and chapters on a quarterly basis. In an effort to reduce some of our costs, we will no longer be printing and mailing the quarterly reporting forms for community service or the semi-annual reporting forms for family activities. Both forms are available online through the "Members Only" portion of the website through the Community Service and Family Activities portals, respectively.

In submitting these reports, there are several options. If you are uncomfortable with attempting to fill out and transmit the reports electronically, you may simply print and complete the form properly and mail it to the Department of Fraternal Programs or fax it to (630) 966-2208. Any items faxed or postmarked after the deadline dates will be considered late and will not be graded for quarterly or year-end awards.

If you would like to submit the reports electronically, here are the steps to follow:

- * Go to the "Members Only" portion of the Moose International website
- * Click on the appropriate link on the right-hand side of the "Members Only" homepage; Community Service or Family Activities, depending on which form you are completing
- * Click on the link for the report form
- * Fill in the appropriate information
- * Click on the icon marked "Save a Copy"
- * Select a location and file name for the document (ex.-1st Qtr Comm Svc 2008-09) and click "Save"
- * Send an email to appropriate mailbox with the report form as an attachment
- * Community Service - csreport@mooseintl.org < <mailto:csreport@mooseintl.org> >
- * Family Activities - fareport@mooseintl.org < <mailto:fareport@mooseintl.org> > **Forms can be obtained on the CNMA Website (Admin Advisory Action Dates Page)** Again, any items emailed after the deadline dates will be considered late and will not be graded.

There is one additional change regarding reporting of family activities.

The semi-annual reporting periods have been changed from July 31 and January 31 to October 31 and April 30. This will ensure that all grading for year-end awards is based on activities held within and reported during a complete fiscal year. The new form with updated reporting periods is already available through the Family Activities portal of the Moose International website.

2008-09 Reporting Deadlines for Community Service 1st Quarter - August 15, 2008 3rd Quarter - February 15, 2009
2nd Quarter - November 15, 2008 4th Quarter - May 15, 2009

2008-09 Reporting Deadlines for Family Activities

Period from May 1, 2008 - October 31, 2008: November 15, 2008

Period from November 1, 2008 - April 30, 2009: May 15, 2009

Moose Editors: Moose Press Service Sheets For Newsletter Drop-In Use Are Back in a Big Way!

Moose International's Department of Communications & Public Affairs back to full staffing for the first time since personnel shifts of last winter -- and full attention is now being devoted to helping editors of Moose Lodge/Chapter/Association spread the word on what's happening at Mooseheart and Moosehaven. It's being made as easy as possible for editors, with the Web posting of drop-in "Moose Press Service" sheets!

In years past, Moose Press Service sheets were scan-ready hardcopies that were mailed out from Moose International; now they're posted electronically -- some as stand-alone single pages, some designed as two-page spreads -- as easy-to-download, easy-to-drop-in PDF files.

Just in the last two weeks, six new Moose Press Service dispatches have been posted -- visit often to see what's new for Moose newsletter editors at

www.mooseintl.org/portal/Publications/Press/PressService.asp

<<http://www.mooseintl.org/portal/Publications/Press/PressService.asp>>