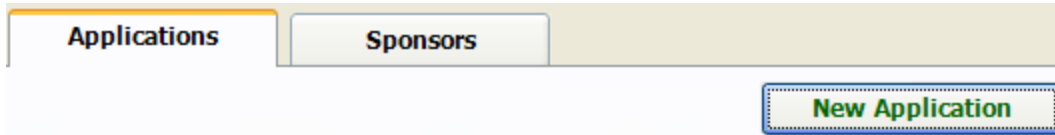


TO REINSTATE A MEMBER

A member who has been **dropped** from membership for no more than 24 months from their original dues expiration date must apply for reinstatement into the fraternal unit. Their status in LCL must be **“DROPPED”**. If their dues expired more than 24 months ago and their status in LCL is **“TERMINATED”** then they must Re-Apply for membership and be entered LCL as a **Re-Apply**.

Go the Applications tab and select **“New Application”**.



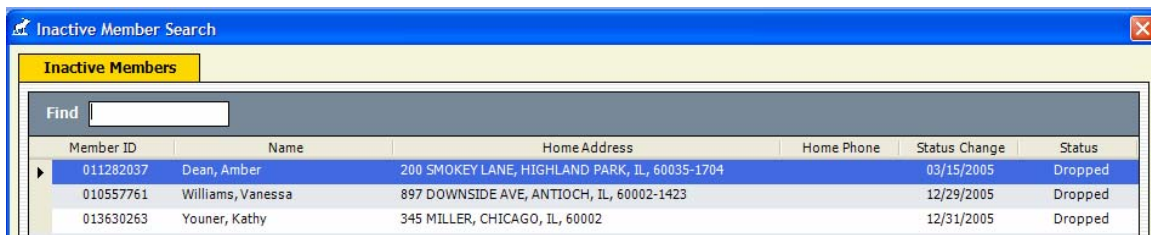
This will bring up a screen for entering the applicant information necessary to enter the reinstatement.

Enter the date that the member filled out the application to apply for reinstatement as the **“Application Date”** on the New Application screen. Next select the appropriate **“Application Code”** from the drop down list, which in this case would be **“3 – Reinstatement”**.

Application	
Application Number	51000017
Application Date	08/10/2008
Application Code	
Application Status	1 - New
Date Entered	1 - Multiple Membership
	2 - Re-Enroll
	3 - Reinstatement
	5 - Transfer In
Report Date	L - Comp Member

Next go to the **Member ID** field at the top of the New Application screen and enter the MID# for the member and click the **TAB** key on your keyboard.

If you do not know the MID of the member you can use the **Don't Know ID?** button that is located in the upper right hand corner of the screen. When this button is clicked the following screen will appear:



The screenshot shows a window titled 'Inactive Member Search'. It has a search bar and a table of inactive members. The table has columns for Member ID, Name, Home Address, Home Phone, Status Change, and Status.

Member ID	Name	Home Address	Home Phone	Status Change	Status
011282037	Dean, Amber	200 SMOKEY LANE, HIGHLAND PARK, IL, 60035-1704		03/15/2005	Dropped
010557761	Williams, Vanessa	897 DOWNSIDE AVE, ANTIOCH, IL, 60002-1423		12/29/2005	Dropped
013630263	Youner, Kathy	345 MILLER, CHICAGO, IL, 60002		12/31/2005	Dropped

This screen is a list of all members who are eligible to reinstate into your fraternal unit because they have a status of DROPPED. If they do not appear in the drop down list then they are NOT eligible to reinstate into your fraternal unit.

Select the member in the list by double clicking on their record in the list.

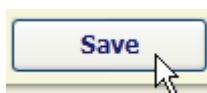
This will cause LCL to bring the member into the screen with the information currently in your database in the **INACTIVE** area of the fraternal unit's membership.

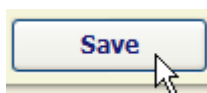
For the WOTM the **Ballot Date** field will need to be completed with the date that the member was voted on for reinstatement into the Chapter. The record can be saved without this information but it cannot be transmitted to Moose International (MI) until the **Ballot Date** is entered.

Click the **Dues Paid** box to indicate that the member paid the required dues needed to reinstate into the fraternal unit. The rules now state that the member must pay the 2 years to bring them current. If the member does not want to pay this amount and they are more than 12 months but less than 24 months past due they can elect to Re-Enroll into the fraternal unit or another fraternal unit vice reinstating. It is important for the member to understand that when reinstating they retain their years of service to the fraternity whereas Re-Enrolling will cause them to lose their previous years of service to the fraternity. It is the individual members decision—NOT the sponsors.

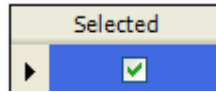
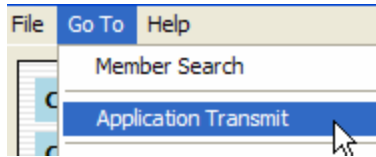
Ballot Date	4/26/2007	Lodge Example
Report Date		
Report Number		
Fees Paid	<input type="checkbox"/>	
Ballot Date	4/26/2007	Chapter Example
Report Date		
Report Number		
Fees Paid	<input type="checkbox"/>	



If there is any incorrect information in their address or other fields it can be changed at this time so go ahead and make any necessary changes.



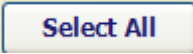
Now click  to save the record. The record will now be placed in the database awaiting transmission to Moose International. The status of this application should now show as **Active**.

To transmit the applicant, go to the top of the LCL screen and select **Go To, Application Transmit**.



Select the applicant by clicking the   box to put a checkmark in it. Or the  button can be clicked to select all applicants in the screen.

Active Applications		Transmitted Applications		Received Applications	
Selected	App ID	Name	Type	Status	App Received Date
<input checked="" type="checkbox"/>	216584859	Cervantes, John	3 - Reinstate	Active	03/07/2006

NOTE: It is recommended that you always click the  button to ensure that all applicants are selected for transmit as soon as possible.

Now click the  button to transmit the information to Moose International.

It will be necessary for you to wait until the applicant is processed in MMMS. You will receive notification that the member has been processed through the **Application Transmit**.

When the applicant information is returned through transmission with MI the dues expiration date will be updated.

Refer to the “**DUES & FEES POSTINGS**” procedure on the CNMA website to learn how to record the dues collected in QuickBooks.