

Moose Mobile Membership Application

Administrator and Recorder Information Sheet

Following the International Moose Convention in Las Vegas, Moose International launched an electronic mobile application that can be used instead of, or in conjunction with, the existing paper application. The process by which lodges and chapters receive and process these applications is somewhat different than the traditional printed versions, so please refer to the information below to get members enrolled as efficiently as possible:

General Information:

- There is no change to the essential rules of membership by using the electronic application. Prospective members must still be invited to join, they will be investigated by the Application Review Committee, and the lodge/chapter will still vote to accept/reject candidates during the monthly meetings.
- The electronic membership application can be accessed within the Member Information/Campaigns section of the Moose International website (www.mooseintl.org) or by going directly to www.beamoose.org.
- The application will work on any desktop, laptop, tablet or smart phone with internet access.
- Only new or re-enrolled applicants for the Loyal Order of Moose or the Women of the Moose may be processed through the electronic application at this time. The Moose Legion application may be added at a future date, but is not available now. Reinstatements may not be made electronically.
- If a former member does not have his/her Moose ID#, they may be added as a new applicant.
- Some information requested on the paper application does not appear on the electronic application. If a lodge retains that information, it must reach out to the new member in order to collect it.
- The applicant (or someone willing) must be able to pay the application fee and dues amount via a VISA, MasterCard, American Express, or Discover card at the time they apply.
- All fees are processed in U.S. currency, even Canadian-based applications.
- If the lodge/chapter is running a membership special (i.e. - lodge pays application fee), this promotion will *not* be reflected on the electronic application and accommodations will have to be made with the new member in some other manner.
- Members may sponsor applicants into any lodge/chapter within the Fraternity and will receive the same sponsor credit and Member Rewards points as they are getting now. Additionally, the electronic application will automatically populate the fees and dues fields of the application once a lodge or chapter is selected.
- Current members who are seeking to become members in more than one lodge may use this application. They will enter their member ID# and name when asked on the first screen and will be able to apply for membership in any other lodge/chapter for which they do not maintain a current membership. The Former Member Acknowledgement check-box *will* appear on the application screen, but those applying for a multiple membership need not check this box.
- A new, three-minute video is included on the Mobile Application page for those sponsoring members who may need help in describing the Fraternity and what we do. It includes information on the three major missions of the Moose – helping children in need; assisting our seniors; and responding to the needs of the communities in which we operate – as well as outlining the benefits of lodge/chapter membership.
- To complete a mobile application, the prospect must check (and preferably read) the box that notes the “Obligation of Membership.” By checking this box, the prospect is providing an electronic signature acknowledging the basic tenets of membership.

- When the sponsor or candidate submits an application, a receipt of the transaction will appear on the screen and will also be sent automatically to the email listed on the application, if provided.
- Printed applications may still be used and that process does not change.

How the Application is Processed:

- Once the application is submitted electronically, it will appear in a new section in the Lodge/Chapter's Admin Menu within the Tools tab.

The screenshot shows the Moose International website interface. The navigation menu at the top includes 'Home', 'Tools' (highlighted with a red circle), 'Officers', 'Reports', and 'Forms'. A blue arrow points from the text above to the 'Tools' tab. The main content area is titled 'Online Application Review' and includes a link for 'Printer Friendly Version'. Below this is a table with the following data:

Action	ID	First Name	Last Name	Suffix	Address	City	St./Prov.	Zip	Sponsor First	Sponsor Last	Sponsor Lodge/Chapter
Process	000245695	Rollie	Abell		1234 OAK STREET	WINTERVILLE	IL	20202	Mike	Stewart	LODGE 2655 - Mooseheart
		John	Smith		1234 ELM STREET	SOMERVILLE	IL	10101	Mike	Stewart	LODGE 2655 - Mooseheart

At the bottom of the table are 'Save' and 'Cancel' buttons.

- There will be no other notices given, so it is imperative that Administrators and Recorders periodically check this tab for new prospects being entered. It is recommended that this section is checked a *minimum* of once a week or more.
- When new prospects appear, Administrators/Recorders should print a copy of the information for distribution to the Application Review Committee, as well as retaining a copy for the lodge/chapter's permanent record as instructed in the General Laws (Section 36.5). To do so, click the "Printer Friendly Version" link directly above the chart.
- Please print copies before taking any other action as the information will no longer appear in this format once you start processing the request.
- Once the lodge/chapter has a printed copy, the Administrator or Recorder should choose to "Process" the application(s) by using the dropdown menu under the word "Action" on the chart. Once you hit the "Save" button on the bottom, it starts the process of entering the prospect into the LCL system. Each individual that you wish to process needs to be marked in this fashion, although you only need to hit "Save" once for multiple candidates who have been marked. (Note that the prospect will not be entered into LCL in "real time," only after the nightly sweeper process occurs at Moose International)
- If additional candidate information is needed for investigation purposes or lodge records, you may print the information from the Accepted Applicant section of LCL once the sweeper inputs the record.
- From this point, the enrollment of potential candidates is identical to the current process. The Application Review Committee makes its recommendation(s) based on its investigation(s) and any candidates moved forward are then voted upon by the membership. Administrators and Recorders *must* "enroll" the new candidate(s) through the LCL system before they can officially become members.
- Once enrolled, the new members will receive their cards via mail as they do currently.

How the Internal Processes Work:

- All electronic mobile applications will be processed using a VISA, MasterCard, American Express or Discover for payment of the application fee and dues at the time they are submitted. No other means of payment are accepted using this method of application.
- All payments go through an independent, secure, third-party processor into a merchant account set-up at Moose International. Moose International does not keep *any* credit card information.
- At the end of every month, Moose International will credit the entire transaction amount to the lodge or chapter A/R account. Subsequently, MI will bill each lodge and chapter for all fees for applications that have been “processed” (as described previously) and for all dues portions for new members who have been enrolled within the LCL system. Note, it is possible that the application fee billing and dues portion billing may occur in separate months.
- Any candidate that is declined by the Application Review Committee or a vote of the membership will have their credit card charges returned via a credit on his/her card.
- You must still transmit to Moose International in order for LCL to complete all processes, including enrolling members.
- For questions regarding the Moose Mobile Membership Application, please contact your Territory Manager or call the Moose International Member Service Center at 630-906-3658.

