



Bill Thompson
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Cheryl D Volden
Secretary

DISTRICT INSTRUCTIONS

District Presidents and Secretaries - Congratulations on your commitment to being a District Officer!

As Association Secretary I hope that we can streamline the process and make it easier for you all to track your meeting attendance, minutes, and finances. To that end we have updated the District Master Workbook which contains multiple worksheets that need to be completed after each district meeting. This workbook is supposed to be remitted no later than **15 days** after the District meeting is held.

In the District Master Workbook there is a Read Me tab with important information regarding the spreadsheets; a Board of Officer Meeting Agenda; a Social Meeting Agenda; and financial spreadsheets as well as attendance for both the Board of Officers and the Social Meeting of your district. This workbook is to be maintained throughout the year and brought to the Mid-Year and Annual Conventions so that your books can be reviewed by our Financial Review Committee.

Please purchase a flash drive to keep copies of your District Master Workbook saved so that you don't lose the information contained in the workbook. The workbook can be downloaded to the flash drive, and it is suggested you do this ASAP.

Your minutes can now be created in a document (Word preferred) and uploaded into Cognito using the clickable link on the Secretary page of the California Nevada Moose Association (CNMA) website at www.ca-nvmoose.org for remittance of your required reports. After each district meeting please upload your minutes and the financial workbook – after it has been saved with the **naming convention identified in the Read Me** worksheet of the District Master Workbook.

Your checks or online remittance of donations for such items as Endowment, President's Project, or other **Moose Charities** donations can be either sent directly to **Moose Charities** or remitted online at www.moosecharities.org. Did you know that you can remit your endowment funds online using the Moose Charities

website? A procedure can be found on the CNMA website under Secretary > District Information > **Paying Endowment On Line**. A debit or credit card will be needed for the remittance. Endowment funds should be remitted directly to **Moose Charities** after each district meeting so that both the District and the Association gets proper credit.

Checks to the Association for any excess funds (over the allowed amount of \$500 in an authorized checking account) or Association projects must still be sent within **15 days** of your meeting to me at the address listed above. The Monthly Distribution of Funds (MDF) form **must** accompany the check. Please only write one check and earmark it properly. It is important that the checks match the MDF form as I have received many with amounts that differ from the amount listed on the form. I have also received many checks with nothing attached.

District President Visitation Reports are to be remitted using the form provided on the CNMA Website, www.ca-nvmoose.org > Secretary > District Information > District President Visitation Report. This form will be updated to a Cognito form shortly. This report is also due no later than **15 days** after each visit.

Everything you need to know to be successful can be found on the CNMA website at www.ca-nvmoose.org > Secretary > District Information. Please refer to it often to see any updates, however, everything posted will also be emailed to both the District President and the District Secretary as it becomes available.

Your Association main point of contact is Vice President Joe Henderson who can be reached at 530-903-9444 or jr1164@comcast.net. Secretary information is at the top of this letter.

We are here to help you in anyway so please don't hesitate to contact us. We must work together to be successful!