

CHECKLIST FOR A SUCCESSFUL YEAR

Note: Chapters are encouraged to secure a post office box for receipt of their mail. Be sure the post office box rental is paid when due, and be advised that both the Senior Regent and Treasurer shall have a key to the post office box.

***Note:** The Treasurer shall transmit all membership information immediately after approval of the Application Review Committee and again after a favorable vote.

****Note:** The Financial Review Committee meets monthly to review the Chapter books. They also meet quarterly to do a complete audit of all records. **The written Audit Report is due on or before the 15th of the month in August, November, February and May.**

Beginning of the Year Reminders

	Make plans to attend a Women of the Moose Training Session. Consult Directory at www.mooseintl.org under Moose Training for the exact date, time, and place of session.
	Make plans to attend a 2-HOTT Training Session. Consult Directory at www.mooseintl.org under Moose Training for the exact date, time, and place of session.

APRIL 2023

	Senior Regent-Elect appoints Chapter Committee Chairmen, Appointed Officer, Higher Degree Chairman and Special Committee Chairmen.
	Schedule meeting of all Committee Chairmen.
	Meeting with Chapter Committee Chairmen <ul style="list-style-type: none"> • Chairman may request members to be assigned to her Committee. • Treasurer divides remaining membership and places each member on a Chapter Committee. • Senior Regent-Elect prepares Committee Lists and distributes to Chapter Chairmen so they can contact the members of their committees.
	Meeting with Higher Degree Committee Chairman.

MAY 2023

	Senior Regent appoints any remaining Chapter Chairmen, Appointed Officer, Higher Degree Chairman and Special Committee Chairmen.
	<u>Newly installed Treasurer</u> shall enter new Officer, Appointed Officer and Chairman information (on or after May 2 nd) in the Officers Section of LCL Web.
	Financial Review Committee Meeting.
	Membership - May Chapter Committee Meeting Night. <ul style="list-style-type: none"> • Form 114 for Fraternal Activities – April with Chapter checks to be read to Chapter and remitted to Women of the Moose Headquarters immediately following meeting. • Form 166 to be read and remitted to Women of the Moose Headquarters when any fundraising project has been completed.
	Transmit applications and membership information immediately after approval of the Application Review Committee, reporting enrollment, re-enrollment, reinstatement and transfer-in of members.
	Senior Regent notifies every member on the Chapter rolls of the committee to which they have been appointed.
	Chapter Committee meetings.

MAY 2023 (continued)

	Board of Officers' meeting with Committee Chairmen to prepare Chapter Calendar.
	Board of Officers' meeting. Board reviews Chapter Policies. A complete set of policies is recorded on official pre-numbered pages in The Chapter Minutes Book each Chapter year for Chapter approval.
	New Member Orientation Meeting.
	Membership Committee meets to review list of members in arrears with dues and to make personal contact.
	Make plans to attend Women of the Moose Training Session. Consult Directory at www.mooseintl.org under Moose Training for the exact date, time and place of session.
	2-HOTT Training Session.
	International Conference begins June 20, 2023 in Reno, Nevada.

JUNE 2023

	Risk Pool Insurance premiums will be billed monthly and will show on monthly Moose International Statement of Account sent to Chapter's email.
	Financial Review Committee Meeting.
	Higher Degrees – Academy of Friendship Chapter Committee Meeting Night. <ul style="list-style-type: none"> • Form 114 for Membership - May with Chapter checks to be read to Chapter and remitted to Women of the Moose Headquarters immediately following meeting. • Form 166 to be read and remitted to Women of the Moose Headquarters when any fundraising project has been completed.
	Transmit applications and membership information immediately after approval of the Application Review Committee, reporting enrollment, re-enrollment, reinstatement and transfer-in of members.
	Chapter Committee meetings.
	Board of Officers' meeting.
	Senior Regent plans meeting to select Chapter Member of the Year. Deadline for submission is before November 1.
	Plan fundraisers and set aside funding for representative to attend the 2023 Annual Convention, 2024 Midyear Conference and International Convention – New Orleans, Louisiana 2024.
	New Member Orientation Meeting.
	Membership Committee meets to review list of members in arrears with dues and to make personal contact.
	Women of the Moose Training Session.
	2-HOTT Training Session.

July 2023

	Financial Review Committee Meeting.
	Fraternal Activities - July Chapter Committee Meeting Night. <ul style="list-style-type: none"> • Form 114 for Higher Degrees – Academy of Friendship with Chapter checks to be read to Chapter and remitted to Women of the Moose Headquarters immediately following meeting. • Form 166 to be read and remitted to Women of the Moose Headquarters when any fundraising project has been completed.
	Transmit applications and membership information immediately after approval of the Application Review Committee, reporting enrollment, re-enrollment, reinstatement and transfer-in of members.
	Chapter Committee meetings.

JULY 2023 (continued)

	Board of Officers' meeting.
	New Member Orientation Meeting.
	Membership Committee meets to review list of members in arrears with dues and to make personal contact.
	Women of the Moose Training Session.
	2-HOTT Training Session.

AUGUST 2023

	Financial Review Committee Meeting. 1 st Quarter Audit Report due on or before the 15 th day of the month.
	Higher Degrees - Star Chapter Committee Meeting Night. <ul style="list-style-type: none"> • Form 114 for Fraternal Activities - July with Chapter checks to be read to Chapter and remitted to Women of the Moose Headquarters immediately following meeting. • Form 166 to be read and remitted to Women of the Moose Headquarters when any fundraising project has been completed.
	Transmit applications and membership information immediately after approval of the Application Review Committee, reporting enrollment, re-enrollment, reinstatement and transfer-in of members.
	Chapter Committee meetings.
	Board of Officers' meeting.
	New Member Orientation Meeting.
	Membership Committee meets to review list of members in arrears with dues and to make personal contact.
	Women of the Moose Training Session.
	2-HOTT Training Session.

SEPTEMBER 2023

	Financial Review Committee Meeting.
	Membership – September Chapter Committee Meeting Night. <ul style="list-style-type: none"> • Form 114 for Higher Degrees - Star with Chapter checks to be read to Chapter and remitted to Women of the Moose Headquarters immediately following meeting. • Form 166 to be read and remitted to Women of the Moose Headquarters when any fundraising project has been completed.
	Transmit applications and membership information immediately after approval of the Application Review Committee, reporting enrollment, re-enrollment, reinstatement and transfer-in of members.
	Chapter Committee meetings.
	Board of Officers' meeting.
	New Member Orientation Meeting.
	Membership Committee meets to review list of members in arrears with dues and to make personal contact.
	Women of the Moose Training Session.
	2-HOTT Training Session.
	October 31, 2023 - Deadline for Chapter Member of the Year Nominee to be submitted via LCL Web.


OCTOBER 2023

	Financial Review Committee Meeting.
	<p>Mooseheart/Moosehaven - October Chapter Committee Meeting Night - Christmas in October Monetary Gift Walk for Mooseheart and Moosehaven.</p> <ul style="list-style-type: none"> • Form 114 for Membership - September with Chapter checks to be read to Chapter and remitted to Women of the Moose Headquarters immediately following meeting. • Form 166 to be read and remitted to Women of the Moose Headquarters when any fundraising project has been completed.
	Transmit applications and membership information immediately after approval of the Application Review Committee, reporting enrollment, re-enrollment, reinstatement and transfer-in of members.
	Chapter Committee meetings.
	Board of Officers' meeting.
	New Member Orientation Meeting.
	Membership Committee meets to review list of members in arrears with dues and to make personal contact.
	Women of the Moose Training Session.
	2-HOTT Training Session.
	Midnight October 31, 2023 - Deadline for Chapter Member of the Year Nominee to be submitted via LCL Web.

NOVEMBER 2023

	Award of Achievement plaque and/or coin sent to Junior Past Regent by Women of the Moose Headquarters on or before November 1 st .
	Financial Review Committee Meeting. 2 nd Quarter Audit Report due on or before the 15 th day of the month.
	<p>Higher Degrees - College of Regents Chapter Committee Meeting Night meeting and Award of Achievement Ceremony.</p> <ul style="list-style-type: none"> • Form 114 for Mooseheart/Moosehaven - October with Chapter checks to be read to Chapter and remitted to Women of the Moose immediately following meeting. One or more checks to be earmarked as follows: <ul style="list-style-type: none"> • Scholarship and Maintenance Fund. • Mooseheart Photo Christmas cards. • \$35.00 or more from the proceeds of the Mooseheart Committee fundraising project for the purchase of a "Special Gift" for a Mooseheart student. • Money collected at Monetary "Gift Walk" for Mooseheart. • Moosehaven Special Activities. • \$35.00 or more from the proceeds of the Moosehaven Committee fundraising project for the purchase of a "Special Gift" for a Moosehaven resident. • Money collected at Monetary "Gift Walk" for Moosehaven. • Form 166 to be read and remitted to Women of the Moose Headquarters when any fundraising project has been completed.
	Transmit applications and membership information immediately after approval of the Application Review Committee, reporting enrollment, re-enrollment, reinstatement and transfer-in of members.
	Chapter Committee meetings.
	Board of Officers' meeting.
	New Member Orientation Meeting.
	Membership Committee meets to review list of members in arrears with dues and to make personal contact.

DECEMBER 2023

	Financial Review Committee Meeting.
	<p>Fraternal Activities - December Chapter Committee Meeting Night.</p> <ul style="list-style-type: none"> • Form 114 for Higher Degrees - College of Regents with Chapter checks to be read to Chapter and remitted to Women of the Moose Headquarters immediately following meeting. • Form 166 to be read and remitted to Women of the Moose Headquarters when any fundraising project has been completed.
	Transmit applications and membership information immediately after approval of the Application Review Committee, reporting enrollment, re-enrollment, reinstatement and transfer-in of members.
	Chapter Committee meetings.
	Board of Officers' meeting.
	New Member Orientation Meeting.
	Membership Committee meets to review list of members in arrears with dues and to make personal contact.
	2-HOTT Training Session.
	Wishing Each Of You A Blessed Holiday Season And A Happy New Year!

JANUARY 2024

	Financial Review Committee Meeting.
	<p>Golden Gavel Chapter Committee Meeting.</p> <ul style="list-style-type: none"> • Form 114 for Fraternal Activities - December with Chapter checks to be read to Chapter and remitted to Women of the Moose Headquarters immediately following meeting. • Form 166 to be read and remitted to Women of the Moose Headquarters when any fundraising project has been completed. • Senior Regent announces date, time, and place of first and second Nominating Committee Meetings as well as the names of the eligible members (refer to Women of the Moose General Laws) selected to serve on the Nominating Committee and ensures each Nominating Committee Member is notified of the dates. Senior Regent also asks members to submit names to be considered for office to any member of the Nominating Committee.
	Installation for any vacant appointed positions, if applicable.
	Transmit applications and membership information immediately after approval of the Application Review Committee, reporting enrollment, re-enrollment, reinstatement and transfer-in of members.
	Chapter Committee meetings.
	Board of Officers' meeting.
	Senior Regent should verify all Appointed Officer and Chapter Committee Chairmen's chairs are filled and reported to Women of the Moose Headquarters.
	First and Second Nominating Committee Meeting held prior to meeting in February.
	New Member Orientation Meeting.
	Membership Committee meets to review list of members in arrears with dues and to make personal contact.
	Financial Review Committee Meeting. 3 rd Quarter Audit Report due on or before the 15 th day of the month.
	First and Second Nominating Committee Meeting held prior to meeting in February.

FEBRUARY 2024

	<p>Mooseheart/Moosehaven - February Chapter Committee Meeting Night.</p> <ul style="list-style-type: none"> • Form 114 for Golden Gavel Committee with Chapter checks to be read to Chapter and remitted to Women of the Moose Headquarters immediately following meeting. • Form 166 to be read and remitted to Women of the Moose Headquarters when any fundraising project has been completed. • Senior Regent announces final slate of nominees. • Senior Regent announces date, time and place of additional Nominating Committee meeting, if applicable.
	Transmit applications and membership information immediately after approval of the Application Review Committee, reporting enrollment, re-enrollment, reinstatement and transfer-in of members.
	Chapter Committee meetings.
	Board of Officers' meeting.
	New Member Orientation Meeting.
	Membership Committee meets to review list of members in arrears with dues and to make personal contact.
	Women of the Moose Training Session.
	2-HOTT Training Session.

MARCH 2024

	Financial Review Committee Meeting.
	<p>Membership - March Chapter meeting.</p> <p>Election of Officers</p> <ul style="list-style-type: none"> • Form 114 for Mooseheart/Moosehaven - February with Chapter checks to be read to Chapter and remitted to Women of the Moose Headquarters immediately following meeting. • Form 166 to be read and remitted to Women of the Moose Headquarters when any fundraising project has been completed.
	Transmit applications and membership information immediately after approval of the Application Review Committee, reporting enrollment, re-enrollment, reinstatement and transfer-in of members.
	Chapter Committee meetings.
	Senior Regent-Elect appoints Chapter Committee Chairmen, Appointed Officer, Higher Degrees Chairman and Special Committee Chairmen.
	Senior Regent-Elect draws up plans for Installation.
	Senior Regent-Elect meets with Board of Officers to present written plans for Installation.
	Senior Regent-Elect appoints Installing Regent, Installing Chaplain, Installing Guide, Installing Musician and Installation Chairman.
	Board of Officers' meeting.
	Give copy of the written proposal, approved by Chapter, to the Installation Chairman.
	Notify all Chairmen and Officers of date and time of Installation and practice.
	New Member Orientation Meeting.
	Membership Committee meets to review list of members in arrears with dues and to make personal contact.
	Women of the Moose Training Session.

March 2024 (continued)

	2-HOTT Training Session.
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APRIL 2024

	Financial Review Committee Meeting.
	<p>Fraternal Activities – April Chapter Committee Meeting Night.</p> <ul style="list-style-type: none"> • Form 114 for Membership - March with Chapter checks to be read to Chapter and remitted to Women of the Moose Headquarters immediately following meeting. • Form 166 to be read and remitted to Women of the Moose Headquarters when any fundraising project has been completed.
	Transmit applications and membership information immediately after approval of the Application Review Committee, reporting enrollment, re-enrollment, reinstatement and transfer-in of members.
	Board of Officers' meeting.
	Practice for Installation.
	Installation.
	Schedule a special Chapter meeting for the purpose of voting on any last-minute applications to be enrolled prior to April 30 th .
	Senior Regent-Elect to schedule meeting of all Chapter Committee, Higher Degrees and Special Chairmen.
	<p>Meeting with Chapter Committee Chairmen.</p> <ul style="list-style-type: none"> • Chairman may request members to be assigned to her Committee. • Treasurer divides remaining membership and places each member on a Chapter Committee. • Senior Regent-Elect prepares Committee Lists and distributes to Chapter Chairmen so they can contact the members of their committees.
	Meeting with Higher Degrees Chairman.
	New Member Orientation Meeting.
	Membership Committee meets to review list of members in arrears with dues and to make personal contact.
	Plan fundraisers and set aside funding for representative to attend the 2024 Chapter Rally Day Celebration and the International Convention, New Orleans, Louisiana 2024.
	Women of the Moose Training Session.
	2-HOTT Training Session.

MAY 2024 (Year End Requirements)

	Financial Review Committee Meeting. 4 th Quarter Audit Report due on or before the 15 th day of the month.
	<u>Newly Installed Treasurer</u> shall enter new Officer, Appointed Officer and Chairmen information (on or after May 2 nd) in the Officers section of the online LCL Web.
	<u>Newly Installed Treasurer</u> shall invite new Treasurer to be a user in QuickBooks Online.
	All reports not previously submitted due on or before May 31 st .
	Women of the Moose Training Session.
	2-HOTT Training Session.