



Dina Munday
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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 use a Monthly Distribution of Funds (MDF) form to report your District Finances and a Board & Social Meeting Attendance form to report your attendance and upload your meeting minutes.

District Presidents please remember that it is **YOUR** responsibility to ensure that everything required of a District is accomplished even though the Secretary is tasked with performing some of these duties. Lack of reporting could jeopardize your earning of the title of Past District President.

The Secretary will now be required to submit your District Meeting Minutes within **15 days** of the meeting by using the California Nevada Moose Association (CNMA) website which can be found at www.ca-nvmoose.org then selecting the item entitled District Board & Social Meeting Attendance. Your minutes can now be created in a document (Word preferred) and uploaded directly into the form. The form is self-explanatory, and instructions are provided within the form, however if you have any questions please contact Vice President Bill Jackson.

The updating of your attendance is extremely important since it impacts the 5 Star Award and a lodge's ability to receive their appropriate credits for both the Lodge President and Administrator attendance. No one receives credit for being Excused from this requirement. Requests for exceptions must be referred to Vice President Bill in **writing** for consideration. A form is being developed and you will be notified when it is available for use.

District checks or online remittance of donations for such items as Endowment, the Association President's Project, or other **Moose Charities** donations can be either sent directly to **Moose Charities** via mail or remitted online at www.mooscharities.org > Donate+. 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 get their 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** be completed online and does **NOT** need to be sent with the check since the check number is listed in the MDF. **Please only write one check** and if you complete the MDF as required we will understand exactly where it needs to be posted. It is important that the checks match the MDF form as we have received many with amounts that differ from the amount listed on the form. We have also received many checks with nothing attached nor no MDF created and submitted to match it to, which is frustrating for all of us!

The District President Visitation Reports are to be remitted by the District President using the form provided on the CNMA Website, www.ca-nvmoose.org > Secretary > District Information > District President Visitation Report. 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 name and email are automatically populated and used throughout the forms system known as Cognito, therefore it is imperative that you keep us updated if your email or phone are incorrect or if it needs to be updated. Please contact Bill immediately if there is any change in District President or Secretary or their information.

Your Association main point of contact is Vice President Bill Jackson who can be reached at 760-269-5573 or BMonet71@gmail.com. Secretary contact information is at the top of this letter.

We are here to help you in any way so please do not hesitate to contact us. We must work together to be successful!