

# **LCL Web Procedures**

**Categories/Activities (7-19-22)**

**Committee Lists (3-2-07)**

**Create An Applicant Report (7-23-08)**

**Create Tags & Tag Listing (7-22)**

**Creating & Printing Labels (2-21)**

**Deceased Members (3-10-15)**

**Deleting An Applicant (4-1-08)**

**Dues Increase (4-21-09)**

**How to Print Labels**

**LCL Web Reference Guide – Chapter**

**LCL Web Reference Guide – Lodge**

**LCL Web Reference Guide – Moose Legion**

**Newsletter Procedure (2-14-08)**

**Printing A Dropped List**

**Printing An Active List (10-6-21)**

**Printing an Expired List (7-19-22)**

**Reinstate A Member (8-10-08)**

**Status Code Definitions (6-24-21)**

**Transfer A Member (8-10-08)**

**Using The Export Feature In LCL Web (7-19-22)**

# **Moose Procedures**

**Board Of Officers Meeting Minutes**

**Can My Lodge Be Open to the Public?**

**Checklist To Purchase Property (MI Link)**

**Continuous Accident Prevention Booklet**

**Dispensation For Community Service, Charitable & Fundraising**

**Events With Alcohol (MI Link)**

**Dispensation For Lodge/Chapter Fundraising Events Open To**

**The Public (No Alcohol) (MI Link)**

**Felony Dispensation Notification (Member)**

**Felony Dispensation Notification (Applicant)**

**Financial Review Committee Guidelines**

**Financial Review Monthly Form (Excel Version)**

**Financial Review Monthly Form (Adobe Version)**

**Financial Review Semi-Annual Form (Excel Version)**

**Financial Review Semi-Annual Form (Adobe Version)**

**General Laws**

**General Lease Agreement**

**Generic Notice To Appear Before Board**

**Generic Special Meeting Notice (MI Link)**

**Hall Rental Insurance (Link To K&k Website)**

**How to Pay Moose Intl Statement**

**How to Write a Check**

**Insurance Reference Manual (MI Link)**

**Lodge Board Meeting Agenda**

**Lodge Chart Of Accounts (12-6-11)**

**Lodge Election Handbook**

**Lodge Election Forms (MI Link)**

**Lodge Event Planning Guide**

**Lodge General Membership Meeting Agenda**

**Lodge Installation Of Officers**

**Lodge Important Dates & Deadlines (MI Link)**

**Lodge Item Listing (11-23-11)**

**Lodge Meeting Minutes**

**Lodge Safety Committee Best Practices Guide**

**Lodge Sexual Harassment/Respectful Environment PowerPoint**

**Music Licensing Information**

**Officers' & Committeemen's Handbook**

**Open House**

**Parking Lot Lease Agreement**

**Printing Labels From LCL Web**

**Proper Use – SQ Incident Report Log**

**Registered Agents, Litigation And The Moose (MI Link)**

**Resolution To Organize A WOTM Chapter (MI Link)**

**Service Dog Waiver Agreement**

**Special Meeting Minutes**

**Special Meeting Notice (MI Link)**

**Special Meeting Notice To Amend Lodge By-laws**

**Special Meeting Notice To Dissolve & Forfeit Charter (MI Link)**

**Special Meeting Notice To Merge (MI Link)**

**Special Meeting Notice To Obtain Loan (MI Link)**

**Special Meeting Notice To Purchase Property (MI Link)**

**Special Meeting Notice To Sell Property (MI Link)**

**Special Meeting Notice To Retain Charter (MI Link)**

**Special Meeting Notice Multiple Choice (MI Link)**

**Tax Exempt Organization Information (MI Link)**

**The Private Policy (MI Link)**

**Understanding Taxes**

**Universal Resolution/dispensation Request Form (MI Link)**

**Use Of Social Quarters Incident Report Log Book (MI Link)**

**Volunteer Agreement/Waiver**

# **QuickBooks Procedures**

**Accepting Credit Cards (9-21-21)**

**Adjust Inventory (9-24)**

**ATM Process (7-19-22)**

**Centralized Dues Deposit (2-21)**

**Changing The Bill Due Date (9-17-21)**

**Creating a Report (7-23)**

**Create Tags & Tag Listing**

**Customize A Sales Receipt**

**Customize Group Reports (3-21)**

**Dues & Fees Posting (7-23)**

**Edit A Customer Or Vendor (9-18-21)**

**Endowment Fund**

**Enter, Pay And Print Check (2-16-21)**

**Entering Dues For Online Applications**

**Enter Sales Receipt/Make A Deposit (3-21)**

**Helpful Hints (7-9-23)**

**Managing and Changing Users (4-22)**

**Migration Settings And Features (2-3-21)**

**Member Dues Procedure (7-19-22)**

**NSF Check By Journal Entry**

**QBO Online Printing Issue (2-16-21)**

**Print Memo On Check (9-12-21)**

**Products And Services (Items) (3-5-21)**

**QBO Accounting Information (9-21)**

**QBO Quick Reference (MI)**

**Recurring (Memorized) Transactions (2-17-21)**

**Reconciling Accounts (7-23)**

**Sales Overview (7-23)**

**Voiding/Deleting Transactions in QBO (4-21)**

# **Misc Procedures**

**Delete Cookies**

**Excel Basics (7-16-22)**

**How to Enter Officers**

**How to Pay Moose Intl Statement**

**How to Write a Check**

**LCL & QBO Procedures**

**MI Membership Questionnaire**

**Moose Smartermail Email**

**Online Application Procedures (Admin/recorder)**

**Online Application Procedures (Members)**

**Paying Dues Online**

**Paying Endowment On Line**

**Remove Jump Drive Procedure**

**Sales Tax Calculator**

**Save/e-mail A Fill In Form**

**Screen Capture**

**Search Public Records**



**Zip Or Compress A File**

# **WOTM Procedures**

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**Audit Checklist (6-22)**

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**Board of Officers Meeting Agenda (5-23)**

**Board of Officers Meeting Minutes Form (5-23)**

**Chairmen Speeches**

**Chapter Audit Report Handbook (7-21)**

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**Chapter Meeting Procedures & Agendas**

**Committee Function/Form Checklist (8-7-22)**

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**Chapter Meeting Minutes 2023 – 2024**

**Committees (5-19-24)**

**Dress Code**

**Election Of Chapter Officers Handbook (MI Link) (12-15-21)**

**Financial Report For Meetings (Adobe) (5-9-19)**

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**Fund-Raising Project Report (7-22)**

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**New Member Orientation**

**Record of Attendance (7-22)**

**Officers Handbook**

**Officers Handbook Checklist 2024 – 2025**

**Opportunity Drawing (6-12-18)**

**Quarterly Chapter Audit Report (11-24)**

**Request for Approval of Committee Activities (7-22)**

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**Senior Regent Checklist (2-23-21)**

**Special Projects 2024-2025**

**Treasurer Checklist 2024-2025**

**Treasurers Handbook**

# **Tax Procedures**

**990N E-Postcard Website**

**990N Instructions**

**CA State Raffle Annual Report**

**CA State Raffle Information Page**

**CA State Raffle License Application**

**CA State Raffle Regulations**

**CALIFORNIA 199 FORM**

**CALIFORNIA E-POSTCARD (199N) WEBSITE**

**CALIFORNIA FORM 3500 EXEMPT APPLICATION**

**COMPLETING THE FRANCHISE TAX BOARD EXEMPTION**

**APPLICATION (FTB 3500)**

**FILING A CA EXEMPT ORGANIZATION E-POSTCARD (CA 199N)**

**Lodge IRS/FTB FEIN/Corp ID Listing**

**Moose International TAX Forms (MI LINK)**

**Moose Fraternity IRS Tax Determination Letter**

**Understanding Taxes**

**WOTM IRS/FTB FEIN Entity ID Listing**