Robert Leon
President

California Nevada Moose Association, Inc.
PO Box 207
Port Hueneme, CA 93044-0207
Office: (805) 205-3278
Email: secretary@ca-nvmoose.org
Website: www.ca-nvmoose.org

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 Meeting finances and a "Board of Officers (BOO) & 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 BOO & 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 Earl Munday.

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 the Lodge President or Administrator attendance. No one receives credit for being Excused from this requirement. There are no alternates allowed for the President or Administrator.

With the elimination of the District Checking accounts, it is the responsibility of the hosting lodge to ensure that they have a check ready for the receipted funds collected during the District Meeting. It is the responsibility of the District Secretary to remit the issued check after completion of the required Monthly Distribution of Funds Report (MDF).

The Association Secretary will make your MDF identified donations to Moose Charities and ensure that the proper district gets credit for the donations.

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 > Districts > District President Visitation Report. This report is also due no later than **15 days** after each lodge visit.

Everything you need to know to be successful can be found on the CNMA website at www.ca-nvmoose.org > Districts and Secretary sections. 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 Earl Munday immediately if there is any change in District President or Secretary or their information.

Your Association main point of contact is Vice President Earl Munday who can be reached at 510-676-0428 or vicepresident@ca-nvmoose.org. 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!