

110526 Official Communication - MI Convention Pre-Reg Closes; Enrollment Deadline For \$0 Application Fee Program; New Discount Codes For E-TIPS; IRS Form 990 Alert; Daily Transmit's; Data Entry Verification;

Official Communication for May 26, 2011

No Excuses For Missing The International Moose Convention, Pre-Registration Closes May 31, 2011

Our *General Laws* **REQUIRE** all Lodges to be represented at each International Moose Convention. Some Lodges contact Moose International to ask for permission or dispensation to not be represented at the upcoming convention in Anaheim, California. One frequently attempted excuse is “it costs too much”. Regrettable as it may be, there are **NO** Excuses for a Lodge not to be represented, including it costs too much. Every Lodge should be well aware of this requirement and plan year-round to raise the necessary funds to minimally send the Lodge’s Governor and Administrator.

A few recent calls have suggested that the Lodge’s Governor and/or Administrator could not afford to go to the International Moose Convention. It is not the Governor’s or Administrator’s responsibility to pay for the cost of convention attendance. While the Governor and Administrator are responsible to ensure they have adequate time available to attend the International Moose Convention, as well as their Association’s Annual Convention and Mid-Year Conference, it is the Lodge’s responsibility to ensure that adequate funds are available to send these representatives to all of these annual meetings.

Moose International is not ignorant of the rising costs facing our Lodges and is dedicated to exploring every available means to make convention attendance as affordable as possible. Our Lodges in turn must respect the obligations they took in establishing a local charter and embrace all of our *General Laws*. The expense of sending representatives to participate in annual meetings is simply a cost of doing business, no different than paying for utilities, taxes, payroll or beer. Attendance at annual conferences and conventions is critical to remaining informed about new programs and in sharing ideas for the betterment of Lodges, Chapters, Moose Legions and members.

International Moose Convention pre-registration remains open through Tuesday, May 31, 2011. For additional information and to register for the convention please visit <http://www.moose2011anaheim.org>.

Enrollment Deadline For \$0 Application Fee Program Is Rapidly Approaching

Any applications received during the \$0 application fee initiative that ran between February 1, 2011 and April 30, 2011, must be reported as “Enrolled” by 10:00 PM Central Time on **May 31, 2011**. Lodges, Chapters and Moose Legions will be retroactively billed for any applications not reported as enrolled by this deadline.

New Discount Codes For E-TIPS Effective June 1, 2011

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IRS Form 990 Alert

Before you begin to complete your IRS Form 990EZ for the fiscal year which just ended on April 30, please note that the reporting thresholds have changed once again. If you have gross receipts >\$200,000 or total assets >\$500,000, you will need to file the long Form 990 rather than the Form 990EZ. Detailed instructions for completing the form are available on the Moose International website at <http://www.mooseintl.org/portal/news/2009/Form990.asp>.

Daily Transmit

We are able to track which fraternal units are performing the daily transmit function. It is referred to as “daily” because that is the intended frequency to perform this function. Among other impacts, failure to regularly perform this function could result in inaccuracies when creating reports and labels. Fraternal units should minimally perform an application and daily transmit three times a week. Failure to regularly perform this function can also cause delays in receiving distributions of the fraternal unit’s portion of dues payments.

Please Verify Your Data Entry Prior To Transmitting

It is very important that all information be entered very carefully when fraternal units are adding membership records to LCL.Net. The data that you enter will become the actual permanent record of the member. Numerous membership cards are being returned to Moose International every day by new members whose names are spelled incorrectly on their membership file. Please review all membership information you have entered prior to submitting the information.

It is also important to verify the complete mailing addresses of all members. Moose International has received hundreds of returned new member cards back due to bad mailing addresses. The most common address errors are as follows:

- Incomplete street address - please be sure to include North, South, East or West where appropriate.
- Incomplete mailing address - please be sure to include any apartment or unit numbers.
- Invalid city - In many cases, the city name is entered the same as the Lodge or Chapter name or city even if the member does not live in that city.

It is also very important to enter in the telephone numbers and e-mail addresses for your members. This enables us to contact these members directly to obtain accurate information to update their records and expedite their membership cards to them.



Are you taking advantage of our MOOSE discount with TIPS?

eTIPS is Here!

Health Communications, Inc. (HCI) continues to offer a discount for servers taking the online course. Some states are still evaluating the course for certification, but this course is sanctioned in many states. Moose International does recognize this course and it does meet our requirements. Most major insurance companies already recognize this course as a legitimate server-training course.

If you want to know if your state recognizes eTIPS go to the following URL:
http://www.gettips.com/eTIPS_stateregs.shtml

HCI is providing Moose servers with a **40% discount** (that is a \$16 dollar savings off the regular price of \$40.00) when registering for the eTIPS course. This code is for Moose organizations ONLY – please do not share this code with non-Moose organizations and risk jeopardizing our discount. The only requirement is that you must type **MOOSEPROMO16** in the promotion code field on the “Review Registration “ page. Here are the instructions:

1. Go to <http://www.gettips.com/eTIPS.shtml>
2. Click on “Take Online Course”.
3. Complete the registration form and click on “Register”. You will receive a short state regulatory message before coming to the payment form.
4. On the payment form, be sure to type **MOOSEPROMO16** in the promotion code field. (*Effective June 1, 2011*)
5. Complete the payment information (credit cards only) and take the eTIPS course.

Don't let a server step behind the bar untrained! It's your responsibility to make sure that they have appropriate training, prior to employment.

If you need to add a new server, this course is a recommended measure and may also be used for recertification. If there is no TIPS trainer in your immediate area and no class is being offered before the server begins their employment, please consider the eTIPS program.

Should you require further information or instruction, please contact the Education & Training Department at 630-859-6635.