

# Women of the Moose



## ORIENTATION GUIDE

## **INTRODUCTION**

The orientation of candidates/new members is an essential part of our membership program. Co-workers who have attended a New Member Orientation Program continue to renew their dues year after year because they became familiar with the family and sports activities planned for their benefit each and every month, they were told of the role their membership would play in the success of our community service programs, and they were made aware of the care that is given to the youngsters at Mooseheart and security provided for the senior members at Moosehaven.

Proper orientation reduces the chance that a member may cease paying her dues simply because she is no longer able to remain active in her Chapter. Instead, she realizes the good being done for others through the financial support made possible by the payment of her dues.

# **ORIENTATION PROGRAM OBJECTIVES**

The Orientation Program is designed to:

- Introduce the applicant/new member to the principles and precepts of the Women of the Moose and the Moose Fraternity.
- Provide the applicant/new member with information regarding the opportunities afforded to her and her family through their participation in family activities and sports scheduled by the Chapter and Lodge.
- Instill within the applicant/new member a sense of pride that comes with knowing her membership supports our youngsters at Mooseheart and our senior members at Moosehaven.
- Reveal to the applicant/new member how the Chapter Community Service program continues to make her community a better place in which to live/raise a family.
- Express to the applicant/new member the purpose of our organization:
  1. “Protect those within our circle” with contributions to the Mooseheart/Moosehaven Endowment fund.
  2. “Strengthen our membership” by encouraging qualified friends, relatives and associates to join the Women of the Moose and Loyal Order of Moose.
- Inform the applicant/new member of the dues structure of her Chapter.
- Clarify for the applicant the private policy, the reasons it is enforced and who she may bring in as a guest.
- Review with the applicant/new member the posted rules for conduct within the social quarters and explain that the social quarters is governed by the House Committee.
- Make clear to the applicant/new member that all members of the Women of the Moose are to abide by the Rules and Regulations set forth in the General Laws and Meeting Procedures and Agendas book.
- Explain how Mooseheart and Moosehaven may be beneficial to her.

# **GUIDELINES FOR INTRODUCTION OF PROSPECTIVE/NEW MEMBERS TO THE WOMEN OF THE MOOSE**

1. All prospective candidates/new members for membership in the Women of the Moose should be invited to attend the Orientation Program.
2. The Orientation Program should be conducted on a separate night/day prior to each scheduled Chapter meeting.
3. The prospective candidates/new members should be notified of the next scheduled Orientation Program (see sample letter). Although it is not mandatory for former members or transfer applicants to attend, you may want to invite them in order that they may be brought up to date with the latest policies and all current activities of the Chapter.
4. Sponsors should be encouraged to attend with their applicant, prospective candidate or new member (see sample letter). All letters of invitation should include an explanation of the program, including the time and location (remember, the applicant/candidate may not know where the Moose Home is located in the community). Each letter should be personalized and individually signed. Please do not send "form letters". If the prospective candidate has not yet made application for membership, the sponsor shall issue a personal invitation.
5. The latest DVD from International Headquarters should be shown at every Orientation Program.
6. All Chapter officers and committee chairmen should be in attendance, and make a point to personally introduce themselves to the candidates/new members.

# PROPER SET UP OF MEETING ROOM

1. Provide a registration table to welcome the prospective members/new members. (Identification badges or nametags are encouraged.)
2. Seating in the meeting room should be arranged “theater” style, insuring that everyone in attendance has an unobstructed view of the television for the showing of the DVD. *Note:* Set up only as many chairs as your expected attendance. You will make a more favorable impression if you have to bring in additional chairs than if you have a number of chairs not being used.
3. Make sure that the television screen is large enough for all to see. Both the television and the DVD player should be set up, and tested in advance, so that there is no delay in the program when it is time to show the video. If electrical cords must be laid on floor, make sure they are taped down. Prior to the meeting assign someone to handle the light switches.
4. Provide a lectern and microphone for speakers.
5. A refreshment table should be used for serving light refreshments.
6. The Lodge Home should be clean, neat and ready to receive visitors.

# PROGRAM AGENDA

First impressions are lasting impressions! We recommend a member of the Membership/Retention Committee moderate the Orientation Program and use the following guideline to develop a program agenda.

1. Chairman welcomes everyone to the Orientation Program.
2. Chairman calls upon a College of Regents member or Chairman of the Chapter to present a brief history of the Women of the Moose. (see addendum page 6).
3. Chairman asks the Senior Regent to introduce all officers present and review the following:
  - what is expected of the applicant/new member
  - social quarter rules and regulations, including house committee dress code and hours of operation
  - family participation, when and how
  - the private policy
    - emphasize its importance
    - explain when it is appropriate to bring prospective members to the Lodge home
    - explain guest privileges in social quarters
  - how the new member will benefit through
    - sports activities-Chapter, State & International
    - family activities
    - benefits of Mooseheart
    - benefits of Moosehaven
    - opportunity to socialize with others in a safe environment
    - Moose Member Benefits
    - *Suggestion:* Distribute brochures – Who Are the Women of the Moose, Member Benefits, Mooseheart, Moosehaven
4. Chairman introduces the Recorder for the purpose of reviewing the following:
  - membership application process
  - dues structure -- when payable

5. Chairman introduces each committee chairman present for the purpose of outlining the function of their committee.

*Chapter Development Committees:*

- Membership/Retention
- Publicity - if applicable, distribute copy of current Chapter newsletter
- Youth Involvement
- Mooseheart/ Moosehaven
- Family Involvement
- Community Service
- Educational Advancement
- Moose Charities
- Health Awareness

*Standing Committees:*

- Academy of Friendship
- Star Recorder
- College of Regents
- Green Cap -- Ways and Means

*Special Committees: (such as)*

- Sports
- Bingo
- Kitchen Band
- Government Relations

6. Chairman presents the latest DVD from Moose International.
7. Chairman thanks everyone for attending.

# **ADDENDUM**

## **CONDENSED HISTORY**

### **OF THE MOOSE**

The Loyal Order of Moose began on a spring day in 1888 in Louisville, Kentucky, apparently for no other reason than Dr. John Henry Wilson, a fifty-two year old physician, wanted to organize a group of his friends into a fraternal order. Wilson was a devoted member of one fraternal order and had viewed with interest the organization of another recently organized benevolent order.

This latter group had reintroduced into fraternalism the long-absent spirit of fun and had given it a distinction it never had before. While he was devoted to the one, Wilson also liked what he had seen of the other. It was his idea in organizing the Moose to create a fraternity that would combine the features he liked best in both.

For some time the fraternity prospered, and member Lodges in adjoining states of Illinois and Indiana were established. But the attributes of this young fraternity were not enough to nurture its growth, and it did not have the leadership that would have added the necessary “know-how” to make it prosper. The Order began to fade until, in 1906, there were only three Lodges remaining, with a total membership of 246.

Then, a “dreamer”, James J. Davis, an iron puddler from the blast furnaces of Pennsylvania and Indiana, was introduced to the fraternity. He immediately saw the possibilities of building this crumbling structure by adding something that would be an incentive for the working-man to join. He conceived the idea of Mooseheart, a “Child City” where the sons and daughters of deceased members might be cared for, educated, and trained in a vocation. He reasoned that fellowship meant much more than fraternizing with your fellow man. It meant, he said, “helping your fellow man in time of need, to assist him over the rougher spots of life’s road.”

Davis argued one of the fundamental purposes of the Loyal Order of Moose should be to bring together men who would be united to the teaching of service. His ideas caught fire, and soon member Lodges were forming all over the nation. Membership grew to nearly 500,000 by 1913. Mooseheart's cornerstone was laid on July 27, 1913.

Mooseheart, in that time, was not the model "City of Children" with more than 70 attractive buildings surrounded by spacious green lawns that one sees today. Mooseheart, then, was a circus tent pitched in a field and a few ramshackle farmhouses. Thomas R. Marshall, then Vice President of the United States, dedicated the community with these words: "Thank God that here on this sacred day, humanity has again proved its right to be called the children of the Most High, has reached out its hand in love and loyalty to the needy brother and has disclosed not only the right but the duty of this great Order to exist."

Only nine years later, after Mooseheart had developed from a farmland into a modern and growing community, the Moose founded its home for the aged, Moosehaven, on the banks of the St. John's River at Orange Park, just miles south of Jacksonville, Florida.

The buildings, designed for comfortable living for the elderly, form a spacious community near the water's edge. It is here that senior members of the Moose and their spouses spend the twilight years of their lives. Because Moosehaven makes every effort to provide security, comfort and happiness, it has become known as the "City of Contentment".

Many of the wives, mothers, daughters and sisters of members of the Loyal Order of Moose who were present at the dedication of Mooseheart in 1913 were already members of local units known as Women's Circles.

Inspired by what they saw at Mooseheart, these Circle members returned to their respective communities and worked relentlessly to raise funds for the development and progress of Mooseheart.

These Women's Circles were first recognized at the International Convention in Kansas City in 1912. The name was changed to Women's Moose Circles in 1913 at the International Convention in Cincinnati, Ohio.

In 1916, three short years after Mooseheart was dedicated, the Women's Moose Circles were unified into a national auxiliary of the Loyal Order of Moose and given the name, "Women of the Mooseheart Legion". Charters were granted and units were named "Chapters". The name of the organization was changed in 1933 to its present title, "Women of the Moose".

The Women of the Moose have compiled an outstanding record of service to Mooseheart and Moosehaven. The program of the Chapter Development Committees was established in 1927 in which every co-worker is assigned to a committee. These committees sponsor projects to provide buildings, furnishings, equipment, recreation activities, libraries, books, scholarships for Mooseheart graduates, funds for the Christmas Fund and Christmas gifts for the residents of Mooseheart and Moosehaven, and numerous other things to make life more comfortable for the children and senior members.

The two main objectives of the Women of the Moose are to support our "Child City", located at Mooseheart, Illinois and our home for our senior members, called Moosehaven.

Each member of our Chapter plays an important part in our program. We have nine Chapter Development Committees. These are Membership/Retention, Publicity, Youth Involvement, Mooseheart/Moosehaven, Community Service, Educational Advancement, Family Involvement, Moose Charities and Health Awareness. Each member on our Chapter rolls is assigned to one of these Committees, even though she may be an Officer or an Appointed Officer.

Each Committee Chairman is responsible for a Chapter Activity Night and a fund raising project. The funds raised by the Women of the Moose are used to assist in maintaining and caring for the needs of our children at Mooseheart and senior members at Moosehaven. We also take an active part in the civic affairs program of our community by volunteering to various organizations. We assist our local Lodge when necessary and work actively together planning many family activities. We have children's parties such as carnivals, holiday celebrations, and many family dinners. We also plan social activities that involve underprivileged children of the community and senior citizens in rest homes who love to be entertained.

A co-worker has the opportunity of earning honors and degrees by holding an officer or chairman's position and meeting the requirements set forth by Women of the Moose Headquarters.

Each year, an annual membership theme is promoted by Moose International. As a member, you are invited to contact prospective candidates to join the Women of the Moose.

As a member of the Women of the Moose, many Member Benefits are available to you including discounts on prescription drugs, hotels, car rentals, vacations and so much more. By utilizing these valuable discounts, your individual savings may even exceed your annual membership dues.

We know that becoming a member and taking an active part in the Women of the Moose will certainly be a rewarding and happy experience for you and your family.

# SAMPLE LETTER TO CANDIDATE

*Note: Reproduce on Chapter Stationary*

<date>

Dear <First name>:

The officers and members of <Chapter name> Chapter # <#> of the Women of the Moose are pleased to invite you to attend an Orientation Program on <date> at <time>.

During the orientation meeting, you will have the opportunity to meet the officers and committee chairmen of our Chapter. You will also receive an explanation of the benefits of membership in the Women of the Moose and the many privileges you and your family will have the opportunity to enjoy. If for some reason you find it impossible to attend, please call <Name>, our Recorder at, <telephone number>, between <time> and <time> in order that other arrangements can be made.

Our Moose Home (or Moose Family Center) is located at <exact location address including street number or route>. This letter will gain you admittance at the door. Refreshments will be served following the program.

We are looking forward to seeing you at this important occasion.

Cordially and fraternally,

<name>

Secretary/Treasurer

# **SAMPLE LETTER TO SPONSOR**

*Note: Reproduce on Chapter Stationary*

<date>

Dear Sponsor <First name>:

Your candidate/new member has been invited to attend an Orientation Program on <date> at <time>. Please contact her and encourage her to be present for this important meeting. I am sure you will want to make her comfortable by attending this meeting with her. You may even want to drive her to the Moose Home for this program.

By attending this orientation, your candidate/new member will gain knowledge and have a better understanding of the Women of the Moose.

I look forward to seeing you at the orientation program.

Cordially and fraternally,

<name>

Secretary/Treasurer