

# GIMME 5

## So now I am a Gimme 5 Co-Chairperson what do I do?

At every State, Regional, or Provincial Association Convention and Mid-Year Conference and every Women of the Moose Conference you should during the next 5+ years:

**The following is set in stone – do not make any changes in the process. If you have an idea to make this work better e-mail it to one or both of the Co-Chairpersons at the Regional level.**

1. Set up rectangular conference table adjacent to or near to the registration area.
2. On top of the table should be the Gimme 5 PowerPoint laminated slides, an ample quantity of the *“Gimme 5!! I want to help but how do I donate?”* documents, an ample quantity of the document titled *“This message should be presented at your state, Regional, or Provincial Association Joint Meetings, Lodge meetings and Chapter meetings throughout the 5 years of the Gimme 5 Campaign”*, an ample quantity of the *“Gimme 5!!! Direct Debit Applications”*, and finally a quantity of the *“Gimme 5!! Donation Record forms.”*
3. The conference table prepared with the items in “2.” should be staffed with LOOM Lodge and WOTM Chapter Gimme 5 Co-chairpersons (at least two at a time) who are able to answer questions about and explain the Gimme 5 Program. The Co-chairpersons should also be prepared to accept Gimme 5 Donations in any amount by credit card, cash, or check. The recommended opening donation is \$20.00 but any amount should be graciously received and a receipt issued to the donor. I recommend that co-chairperson work in 2 or 4-hour shifts when the sessions are over and equip themselves to receive donations in hospitality suites and at other times. All donations receipts from women should have the MID number and Lodge/Chapter name and number of the donor. Donations from Co-Workers will be credited to the WOTM of the Moose Goal. Donations from Loyal Order of Moose members will be credited to the Lodge’s goal. All donations will be cumulative and be credited against the Association goal.
4. The system outlined in “3” above should be repeated at every District meeting over the 5 + years of this campaign
5. Any donation is credited toward the Associations’ goal, the lodge or chapter’s goal, and everyone making a donation should expect a letter confirming and thanking the donors for their donation and a “Gimme 5 Pin.”
6. Each shift of volunteer lodge and chapter co-chairpersons should count out (reconcile receipts with cash, credit card vouchers, or checks) to one of the Association’s co-chairpersons and receive a receipt for the funds tendered to the Association co-chairpersons.
7. Everyone who is a Gimme 5 co-chairperson from the lodge and chapter, through the District and through the Association co-chairpersons should thoroughly understand the Gimme 5 program.
8. This is a joint effort. A burden heavy to one is bourn lightly by many, so spread the work equally over your volunteer Gimme 5 Co-Chairpersons.
9. Each person that donates to the Gimme 5 Campaign should receive in addition to a receipt an adhesive backed small label to stick on their registration badge. The adhesive backed labels will state: Gimme 5 entered (if the donate \$1 though 36.49); Gimme 5 Annual Donor (if they donated \$36.50 or more); and Gimme 5 PAID if they pay the entire \$182.50. These adhesive backed labels will serve two purposes:
  1. Lets everyone present know that the person has made a donation to the Gimme 5 Campaign
  2. Lets you know who to approach for a donation by knowing who has not donated.
10. At the end of the Association Mid-Year Conference, Annual and or semi-annual Conference of the Women of the Moose the Association co-chairpersons should verify with one another the funds raised and the paper work assuring that credit is issued to the donor and forward the funds and receipts to

Moose Charities, 155 South International Drive, Mooseheart, IL 60539. I would recommend that you send this return receipt requested.

11. The above process should be replicated at District meetings as well as Association & Women of the Moose Conventions and Conferences during the 5 + years of the campaign.
12. In addition, State, Regional, or Provincial co-chairpersons should make themselves available during the International Conventions to maintain a Moose Charities booth or table at both the site of the LOOM International Convention and the WOTM International Convention.
13. Donors to the program should expect a thank you letter that can be used as proof of their donation with IRS from Moose Charities within 2 to 3 weeks.
14. Under no circumstances should the Gimme 5 Campaign co-chairpersons establish a competition with YCC, Youth Awareness, Annual Association Mooseheart or Moosehaven Projects, or the Mooseheart – Moosehaven Endowment Fund. All projects are necessary and should be promoted concurrently.
15. As a matter of course the Association co-chairperson (one or more from the LOOM and one or more from the WOTM) should appoint District co-chairpersons (one from the LOOM and one from the WOTM) and the Association co-chairperson from the LOOM should appoint members of the LOOM as Lodge Co-Chairpersons in each and every Lodge and the Association Co-Chairperson from the WOTM should appoint a co-worker as District co-chairperson and co-chairpersons in each and every chapter. As we are all volunteers your job is to support and communicate with those Gimme 5 Co-chairpersons at the every level both up and down the organizational structure.
16. You should receive a document “Gimme 5 FAQ.” This will be a living document and as you are asked questions not covered in the document just e-mail them to Chris Perry at Moose Charities [cperry@moosecharities.org](mailto:cperry@moosecharities.org) and he will add them to the FAQ document.
17. **There are no dumb questions.** If you have a question or idea call the person that appointed you or Moose Charities.
18. If you are in a bad mood, having a bad day, or not at your best please do not try to attempt to work the Gimme 5 Table or explain the Gimme 5 Program. We all have bad days it is nothing to feel bad about and hopefully there will have many volunteers to cover for you. Asking of money is the easiest thing in the world to do for some people but a lot of people take a “no” as a personal rejection. “No” just means “not today.” Also, you will run into all kinds of members. If a member gives you a hard time don’t get discouraged or take it personally. Gimme 5 is about helping people transfer their money to the program of helping children and seniors and in return they should feel both good about what they have done and secure that their contribution is both appreciated and will be used as they intended for it to be used.
19. As a volunteer co-chairperson for the Gimme 5 Campaign you are appreciated. Your efforts will lead both Mooseheart and Moosehaven to a position of financial security. The key to success is planning and cooperation. Prior planning prevents poor performance.
20. Please, ask everyone to support the Gimme 5 Campaign.

If you have questions or comment, please, e-mail me at [cperry@mooseintl.org](mailto:cperry@mooseintl.org).

Best Fraternal Regards & God Bless You,  
Chris Perry

**THANK YOU FOR YOU EFFORTS ON  
BEHALF OF OUR CHILDREN AND SENIORS!**