

Contents of Moose Service Center Organizer Packet

Contents of Moose Service Center Organizer Packet (Form 103) – 1 copy
Retain for your records

Request to Establish a New Moose Center Charter Effort (Form 101) - 2 copies
Retain one copy for your records
Forward one signed copy to the Regional Manager for his approval

Moose Service Center (MSC) Charter Effort Instructions (Form 104) – 1 copy
Retain for your records

“What Does It Take To Be A Successful Moose Service Center Organizer” (Form 105) – 1 copy
Retain for your information

No Advertising Policy Acknowledgment (Form 106) - 2 copies
Retain one copy for your records
Return signed copy to the Director, Lodge and Chapter Development

Moose Service Center Organizer Confidentiality Agreement (Form 107) - 2 copies
Retain once copy for your records
Return signed copy to the Director, Lodge and Chapter Development

MSCO Instructions Regarding Charter Fees and Dues (Form 108) – 1 copy
Retain for your information

Sample Checks (Form 109) – 1 copy
Retain for your records

Information Regarding Mooseheart, Moosehaven and the Moose Fraternity (Form 111) – 1 copy
Retain for your information

General Laws for Moose Service Centers (Form 301) – 1 Copy
Retain for your information

Requirements to Upgrade to a Moose Activity Center (MAC)
Form 318 – Requirements to upgrade to a Moose Activity Center –
1 Copy – retain for information.
Form 423 - Notice of Special Meeting – 1 Copy – retain for information.
Form 408 – Conditional Dispensation Resolution – 1 Copy – retain for information.

**Regional Manager:
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Moose Service Center (MSC) Charter Effort Instructions

1. **VERY IMPORTANT: ALL DOCUMENTS, REMITTED TO MOOSE INTERNATIONAL BY THE MOOSE SERVICE CENTER ORGANIZER MUST BE REMITTED TO THE DIRECTOR, LODGE AND CHAPTER DEVELOPMENT. IF ACTION IS REQUIRED BY ANOTHER DEPARTMENT, THE DIRECTOR WILL REMIT TO THE APPROPRIATE DEPARTMENT. MANY OF THE DEPARTMENTS AT MOOSE INTERNATIONAL ARE UNAWARE THAT A CHARTER EFFORT HAS BEEN ESTABLISHED AND DOCUMENTS REMITTED TO OTHER DEPARTMENTS CAN EASILY BE MIS-ROUTED WITHIN MOOSE INTERNATIONAL.**
2. **Prior** to the enrollment ceremony, all candidates **must** complete and sign a Membership Application form.
3. Each applicant **must** pay the full enrollment fee before they are may be placed on a Weekly Supreme Lodge Report (SLR).
4. Dues are \$30.00 minimum for annual membership. No candidate, other than qualified Transfers as explained in Paragraph 6 are to be enrolled in the Charter Class unless he has paid a minimum of one year's dues.
5. All completed applications, for which the Charter Fee has been received, **must** be reported **within seven (7) days** to the Director, Lodge and Chapter Development on a Weekly Supreme Lodge Report (**See MSCO Instructions Regarding Charter Fee and Dues (Form 108) for detailed instruction for the remittance of Weekly Supreme Lodge Reports and dues and fees**). The **FINAL** Weekly Supreme Lodge Report to be mailed to Moose International will be sent 21 days prior to the established MSC institution date. Weekly Supreme Lodge Reports received after that date must to be kept by the Moose Service Center Organizer to be given to the Acting Secretary-Administrator upon his arrival.
6. The **ONLY TRANSFERS** into the Charter Effort at the institution will be transfers from General Assembly (Lodge 3000). Transfers from General Assembly may be counted as part of the minimum 25 seated at the institution, and will be Charter Members if the transfer is accomplished within 60 days of the Institution. The Lodge may accept transfer applications from other Lodges on and after the date of institution, but the transfer cannot be accomplished at the Institution. Transferees from lodges other than General Assembly must be approved by the new lodge's (MSC) Application Review Committee before transfer is affected.
7. Any applicants for Multiple Membership must receive a dispensation for the General Governor prior to the date of institution to become Charter Members.
8. **CHARTER MEMBERS:** To become a Charter Member, candidate applications **MUST BE ON HAND** on the date of Institution. All such applicants have sixty (60 days) to become enrolled be appear on the Charter. **THE ONLY APPLICANTS ELIGIBLE TO BECOME CHARTER MEMBERS ARE: (1) NEW CANDIDATES, (2) REENROLLED CANDIDATES, (3) TRANSFERS FROM GENERAL ASSEMBLY WHO HAVE APPLICATIONS SUBMITTED ON OR PRIOR TO THE DATE OF INSTITUTION AND MULTIPLE MEMBERSHIPS WITH DISPENSATION FROM THE GENERAL GOVERNOR.**
9. An **Institution Date** will be set after a sufficient number of applications (35) have been collected and reported to the Director, Lodge and Chapter Development to reasonably expect a minimum of 25 candidates to be seated on the day of institution. This date will normally be **no less than** four weeks from the request to establish an institution date. We will need to know a specific date, time and location for the Institution Ceremony. A clean, suitable hall should be arranged for well in advance of the

Institution Date. If a suitable hall is not available, arrange for the use of a suitable room in a hotel, motel or other location.

10. The Regional Manager will arrange for a **competent Ritual Team**, as soon as possible, after the date, time and place of the Institution has been set.
11. At least three or more weeks in advance, **prior to the Institution Date**, a letter should be sent to all applicants advising them of the date, time and place of the enrollment ceremony. This letter should include a reminder that those candidates, who have not paid a full year's dues, will be required to do so prior to their enrollment.
12. When the supply shipment arrives, **hold it intact** for the arrival of the Regional Manager or his designated representative. He will inventory and verify the contents of the shipment.
13. Prior to the institution, survey the applicants and be prepared to recommend a Board of Officers to the Regional Manager. This will help to avoid delays for the Instituting Officer, who is normally charged with the responsibility of appointing the initial Board of Officers. **Do not promise an office to anyone without the prior approval of the Regional Manager.**
14. The Regional Manager will arrange to have all candidates attend an Orientation Session prior to the Institution.
15. The Regional Manager will also arrange for a qualified trainer to instruct the newly appointed Lodge Officers in their duties. This normally occurs within a day or two of the institution ceremony. **All newly appointed officers must make themselves available to attend this training session.** Additional training time will be required of the new MSC Secretary/Treasurer, who must become proficient in maintaining the books and records of the new Lodge.
16. **MSC's may not own or lease property.** It is the responsibility of the officers and members of the new MSC to establish their own meeting place. After the MSC has voted to request reclassification as a MAC, they may begin efforts to purchase or lease a building, but must consult with and receive the approval of the General Governor.
17. Do not hesitate to ask for advice from the Regional Manager or the Director of Lodge and Chapter Development at any time you have questions.

Moose Service Center Charter Effort

No Advertising Policy and Acknowledgement

To: Regional Managers and Moose Service Center Organizers

Subject: No Advertising Policy

Director General Don Ross has directed that Regional Managers and Moose Service Center Organizers (MSCO's) be advised that there shall be **no advertisements**, of any kind, utilized in the gathering of applications for a new Moose Service Center. This includes publishing in newspapers, broadcasting over radio or television, distributing via the Internet, or distributing in any public medium, any item that could be construed as solicitation of, or invitation to membership.

There are to be **absolutely** no exceptions to this directive.

~~~~~ ACKNOWLEDGEMENT – NO ADVERTISING ~~~~~

I, _____, have volunteered as a Moose Service Center Organizer (MSCO) for the _____ Moose Association of the Loyal Order of Moose. As an MSCO, I will gather applications for the Charter of the Moose Service Center to be located in or near _____. I acknowledge and understand the **No Advertising Policy** as it pertains to the new charter effort that I will be responsible for. Furthermore, I pledge not to violate this policy throughout this charter effort.

Given this _____ day of _____ 200_____.

Moose Service Center Organizer (Signature)

Moose Service Center Organizer Confidentiality Agreement

THE UNDERSIGNED individual has voluntarily agreed to gather and remit to Moose International, hereafter referred to as “the Company”, the names of applicants and the dues and fees received from same applicants, pursuant to the establishment and Charter of a new Moose Service Center to be located in or about _____ in the State or Province of _____.

THE UNDERSIGNED agrees:

- (a) not to disclose to anyone not employed by the Company nor use, except on behalf of the Company, any information acquired, developed, or generated in the performance of gathering said Charter, except as authorized by the Company in writing or until such time as said information shall have been made freely available to the general public by Company without restriction; and
- (b) to safeguard all tangible as well as intangible forms of the Company confidential and proprietary information which the undersigned acquires, develops, or generates pursuant to the gathering of said Charter with the same degree of control and care that a reasonable and prudent person would exercise with respect to his own similar property and shall deliver such information to Company upon request.

THE UNDERSIGNED further agrees that all information regarding the Company's business and information concerning the effort undertaken by the Individual his assistants or other agents shall be presumed confidential except to the extent that the same shall have been made freely available by the Company to the general public without restrictions.

THE UNDERSIGNED further understands and agrees that the all information gathered in said Charter Effort, including but not limited to, names, addresses, phone numbers and other personal information regarding each applicant, shall be Private and Confidential. This information may only be provided to the Company's assigned representatives as determined by the Director, Lodge and Chapter Development.

THE UNDERSIGNED further understands and agrees that the provisions of this Confidentiality Agreement shall survive the expiration or termination of the said Charter Effort.

DATED this _____ day of _____, 200____.

Moose Service Center Organizer (signature)

MSCO Instructions Regarding Charter Fees and Dues

IMPORTANT: ALL SLR'S FOR CHARTER EFFORTS MUST BE SENT TO THE DIRECTOR, LODGE AND CHAPTER DEVELOPMENT.

All Charter Effort Fees and Dues payments must accompany the Weekly Supreme Lodge Report(s) that detail the receipt of such fees and/or dues. **NO CASH** is to be sent with the Weekly Supreme Lodge Reports.

All checks and/or money orders shall be made payable to **Moose International**, and **CLEARLY NOTED WITH THE CHARTER EFFORT NUMBER, I.E., "CHARTER EFFORT #__"** on the memo line of the check or money order.

Cash payments of fees and/or dues received by the Moose Service Center Organizer (MSCO):

- The preferred method would be for the MSCO to purchase (at his own expense) a money order for the amount to be remitted.
- He may also deposit the cash in his own personal checking account, and a check in the same amount **immediately** written and submitted with the SLR.
 - Several cash payments received on the same day may be combined into a single money order or check.

The Weekly Supreme Lodge Report(s) **cannot** be processed, thereby adding the listed names to your charter effort, unless the accompanying money order or check equal the amount of fees and dues reported on the Weekly Supreme Lodge Report(s).

The MSCO is responsible for collecting the funds and charges associated with any NSF check that was forwarded to Moose International.

Moose Service Center Organizer Shining Star Eligibility Waiver

TO: Moose Service Center Organizers

To avoid any misunderstandings “it shall be the policy of Moose International that any and all applications personally sponsored and enrolled for a new charter by a Moose Service Center Organizer shall not be considered in the selection of the Moose International Shining Star, Top Sponsor Category.”

All other awards, such as the individual Preferred Member Awards shall be awarded at various levels of achievement.

Please complete the waiver below, sign it and return it to this the Director of Lodge and Chapter Development for file.

Should there be any questions, please call this office at (630) 966-2223.

~~~~~ WAIVER ~~~~~

I, _____, have volunteered as a Moose Service Center Organizer (MSCO) for the _____ Moose Association of the Loyal Order of Moose. As an MSCO I will gather applications for the Charter of the Moose Service Center to be located in or near _____ . I understand and acknowledge that any new member applications that I personally sponsor and enroll for this new charter shall not be considered for the computation of the Moose International Shining Star Award.

Given this _____ day of _____ 200_____.

Moose Service Center Organizer (signature)

MEMORANDUM

Date: _____ Date
To: _____, Regional Manager
Subject: Institution, _____, _____ # _____ on _____, _____

Please be advised concerning the current policy regarding transfers: The ONLY transfers into the Charter Effort will be transfers from General Assembly (Lodge 3000). Transfers from General Assembly may be counted as part of the 25 minimum seated at the institution and will be recognized as Charter Members. The Lodge may accept transfer applications from other Lodges on and after the date of institution, but cannot be enrolled at the Institution, and will NOT be recognized as Charter Members. Only those applicants who have submitted applications that are in hand on the date of the Institution may become Charter Members. Anyone wishing to transfer into this Moose Service Center from another Lodge, except General Assembly can do so anytime **after** the institution date. The Lodge Application Review Committee must have an opportunity to review the applications of members desiring to transfer into the new lodge. All applicants and/or transfers from General Assembly who are added to the rolls during the 60 days immediately following the day of institution shall be considered "Charter Members". If you have any questions regarding this policy, please contact me.

Also – a minimum of one (1) year's dues for the first year (no less than \$30.00) is to be collected for all Charter members, except for transfer-in members!

Please advise Moose Service Center Organizer _____ that he should discontinue sending in membership applications (SLR's) for this Charter Effort on _____. After that date, he should hold them for your arrival to handle this institution.

PLEASE NOTE! - You must inform the Director of Lodge and Chapter Development of:

- Name and contact number of the Mentor Assigned to this MSC.
- Will also need the County where this Moose Service Center will be located.

All of this information must be provided as soon as possible. This information is needed to complete important forms, including those required to open the banking account for the Moose Service Center after the institution. Thank you for your cooperation in this most important matter.

Remember that it is current policy that all candidates are to be properly orientated prior to the institution. You are to be sure and show the orientation tape to the entire Charter Class **prior** to the ceremony.

GOOD LUCK WITH YOUR INSTITUTION!

cc: Regional Manager
Assistant Regional Manager

Regional Manager Responsibilities in a Moose Service Center Charter Effort

The Regional Manager is responsible for finding qualified Moose Service Center Organizers (MSCO). These can be members or non-members, but should be capable of gathering and instituting a charter in less than 6 months.

Upon selecting an individual to be the MSCO of a charter effort, the Regional Manager shall complete and submit a *Request for MSC Charter Effort* form to the Director, Lodge and Chapter Development. If the Director, Lodge and Chapter Development receives an inquiry from someone who desires to start a MSC Charter Effort, the *Request for MSC Charter Effort* may be sent directly to him with instructions to contact you for assistance in completing the request and other required forms. In these cases, you will be advised of the member who is requesting to start a Moose Service Center Effort prior to sending the information to him from the Director, Lodge and Chapter Development.

The Regional Manager will assist the MSCO in completing the *Request for MSC Charter Effort* and signing a current *Confidentiality Agreement*, *Shining Star Eligibility Waiver* and the *No Advertising Acknowledgement*. The Regional Manager will then submit all completed documents to the Director, Lodge and Chapter Development.

The Regional Manager will review all instructions with the MSCO and answer questions that he may have. Inform the MSCO that the Regional Manager is his primary contact when he has questions.

Review the proper completion of Weekly Supreme Lodge Reports with the MSCO. Ensure the MSCO understands the funds processing procedure. All Weekly Supreme Lodge Reports **must be accompanied by a check or money order** payable to “Moose International” for the amount of charter fees and dues indicated on the Weekly Supreme Lodge Report. **NO CASH** is to be sent with any Weekly Supreme Lodge Report.

Ensure that the MSCO is aware that he, under no circumstance, is to discuss the possibility of purchasing or leasing a facility by the proposed Moose Service Center (MSC). No one can be certain the new Moose Service Center will ever be instituted. Additionally, Moose Service Centers are not permitted to own or lease real property. Even after the institution, only elected and installed officers of the new MSC may enter into agreements on behalf of the new Moose Service Center. **No contractual agreements are to be entered into by the Moose Service Center or its officers until the Moose Service Center has been incorporated within its state or province.** At the present time, Moose Service Centers are not incorporating until they request to become a MAC.

Maintain contact with the MSCO throughout the charter effort. Monitor progress towards the required number of applications – preferably 35 or more - needed to schedule an institution. When practical, attend booster meetings held in support of the charter effort.

If no applications are reported for a period of three months, the MSCO should be reevaluated and likely replaced. Replacing the MSCO will require the Regional Manager to complete the *MSC Charter Assignment Change* form and submit it to the Director, Lodge and Chapter Development.

Consideration must be given to the probability of this effort succeeding under a new MSCO. If a new MSCO is being assigned, all paperwork must be completed and submitted to the Director, Lodge and Chapter Development just as for the initial MSCO of an effort.

If an effort is to be closed at the Regional Manager's discretion, or at the request of the Director, Lodge and Chapter Development, the *MSC Charter Assignment Change* form is to be completed by the Regional Manager and submitted to the Director, Lodge and Chapter Development. It is the Regional Manager's responsibility to notify the MSCO and take possession of all items that had been provided to the MSCO to aid in the gathering of the charter. All completed membership applications and copies of Weekly Supreme Lodge Reports must be recovered.

When a sufficient number of applications have been received, approximately 35, the Regional Manager, in consultation with the MSCO and key individuals in the charter effort, should request a date for the institution. **The date must be at least six weeks into the future.** The Regional Manager will immediately notify the Director, Lodge and Chapter Development via e-mail of the requested date. At this time, the Regional Manager must also confirm the address where the trunk of supplies and paraphernalia will be shipped. **This address cannot be a PO Box!**

The Regional Manager, in consultation with the MSCO and key individuals in the charter effort, should choose and arrange for a location for the institution as soon as the date has been approved by the Director, Lodge and Chapter Development. The Regional Manager will complete the *Required Information to Proceed with Institution* form, and e-mail it to the Director, Lodge and Chapter Development **no less than four weeks prior to the institution date.** The information includes the exact name, date, time, telephone number, address and location - including the county - of the institution. Additionally, the name, address, telephone number and Social Security Number for **both the Secretary/Treasurer and Governor** of the new Moose Service Center are required. **A NEW MOOSE SERVICE CENTER MENTOR MUST ALSO BE IDENTIFIED AT THIS TIME.** This information will allow other departments at Moose International to complete the tasks they are required to do in preparation of a new Moose Service Center institution.

At this time the Regional Manager will ensure that arrangements for the following are progressing satisfactorily:

- A competent Ritual Team
- A photographer and/or videographer to document the proceedings of the day
- Any caterer that will be providing refreshments, meals, etc...
- Pre and post institution press releases are being prepared for timely delivery to the media
- Three Association Officers who will be present at least one hour before the institution and be appointed as the Application Review Committee to sign the Charter Applications.
- **The General Laws require that all candidates attend an orientation session prior to their enrollment.** Make arrangements to have this orientation session the date of the institution but prior to the actual institution.
- Five appropriate **current** Moose members who will serve as Past Governor, Junior Governor, Prelate, Secretary and Sergeant-at-Arms at the institution ceremony
- An Installing Sergeant-at-Arms, an Installing Secretary, An Installing Officer - who **must be a Past Governor of the Order** - and could be the Regional Manager if he is a Past Governor.
- Ensure that the **new Prelate has a copy of the prayer** he will be called upon to deliver.
- Notifications sent to Association Officers and the Moose Service Centers and/or Lodges of the Association inviting their presence and reminding of the appropriateness of presenting gifts to the new Moose Service Center
- Start familiarizing himself with his part in the institution proceedings.

Three weeks prior to the institution, the Regional Manager will ensure that all applications that have been gathered to date have been reported to the Director, Lodge and Chapter Development on a *Weekly Supreme*

Lodge Report. The **final** Weekly Supreme Lodge Report **to be mailed** to the Director, Lodge and Chapter Development **must be mailed 21 days prior to the new Moose Service Center's institution date.** Applications received in the final three weeks prior to the institution, should be recorded on a *Weekly Supreme Lodge Report* and held for the arrival of the Regional Manager overseeing the institution.

By three weeks prior to the institution date, written invitations should have been sent to all applicants. These invitations **must** be sent to the applicants **no less than two weeks prior** to the institution date.

By two weeks prior to the institution, the Regional Manager, in consultation with the MSCO, and key individuals in the charter effort, should discuss who would fill the office of Junior Governor as well as the required committee chairmen positions. Anyone appointed to fill a seat on the Board of Officers **must be in attendance at the institution.**

Since there are **NO TRANSFERS**, except those transferring in from General Assembly (Lodge 3000) into the new Moose Service Center prior to its institution, the officers must be selected from among the charter applicants. With approval of the General Governor, a member could request a dispensation to hold a multiple membership in the new Moose Service Center. A multiple membership member applicant must pay the Charter Fee and at least one year's dues prior to the institution. This would historically speaking only apply to a person seeking to become the Moose Service Center's Secretary/Treasurer.

Sometimes a typewriter can be helpful in completing the pre and post institution bookkeeping tasks. If one is conveniently available, it is advisable to have it during the institution process.

The Regional Manager must schedule a meeting with the new Moose Service Center's officers for the purpose of familiarizing them with their duties as officers.

The Regional Manager should try not to commit himself to working at the registration table, as there are sure to be last minute details and questions that will require his attention.

On the day of institution, the Regional Manager should arrive at the institution location at least two hours prior to the scheduled start. If there is no telephone available at the institution site, it may be beneficial to ensure someone with a cellular phone is working closely with the Regional Manager.

The Regional Manager is the Instituting Officer.

This is your opportunity to shine in the eyes of these new Moose members. For many of the candidates this will be the first time they have ever seen their Regional Manager. The preparations you have made in the weeks prior to the institution will reflect on you today. The apparent smoothness of the day's events will be in no small part, due to your leadership and organizational skills. Will you be the Leader of *The Gang That Couldn't Shoot Straight* or the General of a well-oiled machine carrying out tasks with military precision. The impressions created during this day will determine the level of respect and cooperation shown to you by the officers and members of the new Moose Service Center for a long time to come.

The Regional Manager will present the Moose Service Center with its Quota Plaque and current campaign package. He will explain the quota system and review in detail the current campaigns sponsored by Moose International and the Association. The Moose Service Center should be encouraged to begin their own Moose Service Center level campaign immediately if they have not yet initiated one.

The new Moose Service Center, at the Regional Manager's discretion, has 60 days to enroll additional Charter Members before the charter is closed. To become a Charter Member candidate applications **MUST BE ON HAND** on the date of institution and be enrolled within 60 days of the institution. **THE ONLY APPLICANTS ELIGIBLE TO BECOME CHARTER MEMBERS ARE: (1) NEW CANDIDATES, (2) REENROLLED**

CANDIDATES AND TRANSFERS FROM GENERAL ASSEMBLY WHO HAVE APPLICATIONS SUBMITTED ON OR PRIOR TO THE DATE OF INSTITUTION. Ideally, there should be **at least** two (2) additional enrollments during these 60 days. One should be held on a weekend, and one on an evening during the week.

The Regional Manager must sign several documents in conjunction with the new Moose Service Center institution. He must not leave on the day of institution without first verifying that all of the required signatures have been executed.

The Regional Manager will ensure that the Secretary/Treasurer of the new Moose Service Center sends the list of additional names to appear on the charter to the Director, Lodge and Chapter Development promptly at the end of the thirty days. Any incentives earned by the Regional Manager related to the institution cannot be credited until the list of additional names for the charter is received.

While the New MSC Mentor is assigned to assist the new Moose Service Center in its first year of existence, it may be beneficial to have a State or District Officer at the majority of the new Moose Service Center's meetings. The Regional Manager should maintain frequent contact with the MSC Mentor to monitor the new Moose Service Center's progress during its first year.

The new Moose Service Center should be encouraged to keep in contact with their new members, even if this is only a single page newsletter sent every 6-8 weeks. They might cover topics such as membership campaigns and growth, fundraisers, upcoming community service events, meetings and meal gatherings.

Stress the need to hold some sort of FUN family activities. These might be potluck dinners, a bowling party, and picnic styled get togethers or anything they think of. Just as with an established Moose Service Center, they are only limited by their own creativity.