

State/Province

Pennsylvania

Women of the Moose 2018 Annual Conference and Convocation

Moose Association Name

Pennsylvania Moose Association

Dates To/From

August 23-26, 2018

City

Pittsburgh

Hostess Chapter & No.: _____

General Chairman (JGR): _____

Street Address _____

City/State/Province/Zip _____

Registration Chairman (REC): _____

Street Address _____

City/State/Province/Zip _____

Officer in Charge: _____

Street Address _____

City/State/Province/Zip _____

Telephone # _____

E-Mail Address _____

Official Visitor: _____

Title _____

Street Address _____

City/State/Province/Zip _____

E-Mail Address _____

Headquarters Hotel: _____

Street Address _____

City/State/Province/Zip _____

Telephone # _____

Fax # _____

Important Information

- Top Honor Chapters are selected from records at Women of the Moose Headquarters from May 1st thru April 30th.
- Top Sponsors are those who have sponsored five (5) or more candidates between May 1st and April 30th and are selected from records at Moose International.
- Convocation is open to all registered members (including Loyal Order of Moose) in good standing.
- Photos may be taken during any Session, providing they do not interfere or disrupt the meeting. Audio and video recordings shall **NOT** be made by any Chapter or co-worker during the conference.
- Fund Raising Projects shall **NOT** be conducted during the conference *unless authorized by the Grand Chancellor.*

Registration Information

Co-workers – Current Membership Card and \$20.00 reg. fee.
Green Cap Candidates – Current Membership Card, Green Cap Call Card and \$35.00 Fee. (Which is \$15.00 matriculant fee and \$20.00 registration fee)

WOTM Registration and Sessions will be held at Hilton Double Tree unless otherwise indicated.

Registration Hours

Wednesday, (If applicable) _____

_____ p.m. – _____ p.m.

Thursday, (If applicable) August 23, 2018

Friday, August 24, 2018

Saturday, August 25, 2018

Sunday, August 26, 2018

*****Direct all questions regarding this program to the Officer in Charge*****

Listed below are the marches that will take place at the Annual Conference. All checks shall be made payable to Moose Charities and earmarked as shown below. (Exception: Donations to non-Moose organizations. Checks shall be made payable to the organization receiving the donation.)

Payable to Moose Charities

earmarked for "Mooseheart Music Department"
 earmarked for "Association Special Projects Fund"
 earmarked for "Moosehaven Beauty Shop"

If applicable – check payable to non-Moose organizations

CONFERENCE EVENTS / MEETINGS

Opening Session Day/time _____

- Deputy Grand Regent (OIC), presiding
- Invocation and Pledge of Allegiance
Junior Regent, _____
- Address of Welcome
Junior Graduate Regent, _____
- Response
Senior Regent, _____
- Introductions
- Addresses of 5th, 4th, 3rd Top Honor Chapter JGR
- Remarks – Official Visitor
- Announcements by General Chairman
- Roll Call of Chapters
- Door Prizes

General Session I Day/time _____

- Deputy Grand Regent (OIC), presiding
- Addresses of 2nd, 1st Top Honor Chapter JGR
- Address of Current International Officer (if applicable)
- March of checks for **Mooseheart Music Department**
Contributions presented by Chapter Representative
- Presentation and Remarks – Official Visitor
- Announcements by General Chairman
- Roll Call of Chapters
- Door Prizes

General Session II Day/time _____

- Deputy Grand Regent (OIC), presiding
- Addresses of Chairmen/Coordinators/Representatives
- Recognition of Top Sponsors
- Presentation and Remarks – Official Visitor
- March of checks for **Association Special Projects**
- Announcements by General Chairman
- Roll Call of Chapters
- Door Prizes

General Session III Day/time _____

- Deputy Grand Regent (OIC), presiding
- Address of the Chapter Analyst Coordinator
- Presentation and Remarks- Official Visitor
- **Endowment Fund March**
- Announcements by General Chairman
- Roll Call of Chapters
- Door Prizes

Convocation Time 9:30 am

SUNDAY

The Convocation Conferral Staff will participate in the ceremony.

- Deputy Grand Regent (OIC), presiding
- Contributions for the **Moosehaven Beauty Shop** presented by College of Regents Chairman or Chapter Representative
- Address prepared by WOTM Headquarters
- Green Cap Conferral
- Roll Call of Chapters
- Introduction of Current/Past State/Provincial and International Officers
- Farewell from Official Visitor
- Annual Conference and Convocation Report by General Chairman/ Announcements
- Changing of Tassel – Outgoing Deputy Grand Regent (if applicable)
- Investiture of Incoming Deputy Grand Regent (if applicable)
- Address of new Deputy Grand Regent (if applicable)
- Adjournment

Convocation Rehearsal (Conferral Staff, JGR & Cap.Officers)

Location: _____

Day/time: _____

WOTM Training or Workshop _____

Topic: _____

Location: _____

Day/time: _____

Heart of the Community Event

Location: _____

Day/time: _____

5/25 Club Event

Location: _____

Day/time: _____

Cash Bash

Cost: _____

Location: _____

Day/time: _____

Other

Title: _____

Location: _____

Day/time: _____

Paid Chapter representatives shall attend every scheduled meeting she is eligible to attend and make a report to the chapter. (WOTM GL 102)