

Good Afternoon:

Official Visitor Bruce, President Dave, Executive Board Members, District Presidents, and brothers all:

Entering New Officers

Just a reminder to make sure that you have entered all of your officers and chairman on the Admin menu. Entry was to begin on July 1st. Hopefully, all lodges have already completed this, but If you need assistance, please contact me or your Territory Manager.

990 Forms

The annual IRS Form 990 can be filed for all fraternal units beginning May 1, 2020. Please be reminded that Federal Law requires all Moose Lodges, Chapters, Moose Legions, and Associations, to file an annual IRS Form 990, 990-EZ or 990-N no later than September 15, 2020, for our fiscal year ending April 30, 2020.

Filing a Form 990 is essentially filing income taxes for your fraternal unit. Failure to do so could result in fines, fees, or penalties, as well as the revocation of your unit's tax-exempt status.

Moose Training has created tutorials to help you complete the 990 forms. Go to Moose International's website, hold your mouse over Moose Training link and click on Moose Training Demos & Tools Page. Follow the links to see which tutorial you would follow.

If you cannot file the 990 on time, it is essential that you file an extension by September 15, to avoid costly penalties from the IRS.

Mobile Membership Applications

The Mobile Membership Application is a new way for prospective members to complete a Moose Application. There is no change to the essential rules of membership by using the electronic applications. Prospective members must still be invited to join, they will be

investigated by the Application Review Committee and the Lodge/Chapter will still vote to accept or reject candidates during the monthly meetings.

The electronic application can be accessed at www.beamoose.org. Only new or re-enrolled applicants for the Lodge and Chapter may be processed through the electronic application at this time. Moose Legion applications may be added later.

The applicant must be able to pay the fees and dues amount via credit/debit card at the time they apply.

There are also videos to inform prospective members about the Moose before applying.

Administrators will receive the online applications on the Admin menu under the Tools tab. You will process the application and will receive it the next day in LCL.net under the Accepted tab in the Application section. Please remember to routinely check the Admin menu for new applications. You should also receive an email from the help desk regarding the online application.

When you receive an application whether it is paper or online, a background check should be done on each one. There is a free website to check for criminal history. It is the US Department of Justice website. The web address is: <http://ujportal.pacourts.us>.

Once the application is received in LCL.net, you may continue to enroll the applicant the identical way you do now with paper applications. They will first go to the Application Review committee and then to the Lodge floor for a vote.

Adobe Reader:

Microsoft just updated its Microsoft Edge Internet browser last month. You will notice that the icon on your taskbar or on your desktop has changed.

What it also did was change the extensions of your pdf documents to Microsoft Edge. We have found that Smartermail email will not send these types of files.

You will need change your default to Adobe Acrobat Reader. To do this, follow the four easy steps:

1. Right click any pdf file on your computer.
2. Click on Properties
3. In the dialogue box, click change
4. Choose Adobe Acrobat Reader, click OK

By doing this, all of your pdf files will change back to Adobe.

Moose Training Classes

Due to the Covid 19 pandemic, we have had to cancel in person training classes. We are now beginning to schedule them again. We are placing a limit on the number of attendees due to Governor Wolf's mandate on groups and how many people can be in the Lodge at a time.

Moose International offers the following classes online and in person: Lodge Leadership/House Committee; 2-HOTT; Administrator.

We do not have any Lodge Leadership/House Committee in person training scheduled at this time.

2-HOTT Classes are a hands-on training for LCL.net (membership program) and QuickBooks (financial application).

The following **2-HOTT** classes have been scheduled:

Elizabethtown 596

September 19-20, 2020

Pre-Registration Deadline: September 12, 2020

Chicora 962

September 19-20, 2020

Pre-Registration Deadline: September 12, 2020

Corry 98

October 3-4, 2020

Pre-Registration Deadline: September 26, 2020

Huntingdon 223

October 10-11, 2020

Pre-Registration Deadline: September 27, 2020

All classes start at 8:00 AM with registration at 7:30 AM. You **must** pre-register for the classes.

The Administrator classes cover what the Administrator needs to know in order to operate the Lodge.

The following **Administrator** classes have been scheduled:

Elizabethtown 596

September 26-27, 2020

Pre-Registration Deadline: September 12, 2020

Huntingdon 223

October 17-18, 2020

Pre-Registration Deadline: September 27, 2020

All classes start at 8:00 AM with registration at 7:30 AM. You **must** pre-register for the classes.

All training classes can be taken online on the Moose Training web portal. All training classes are good for a period of three years from the date the test is taken.

All officers are required to have completed the Lodge Leadership/House Committee course within 60 days of being installed into office. The Administrator is required to take the 2-HOTT and Admin class within six (6) months of taking office.

The Administrator online class, there are no modules for instruction. There is an exam that must be taken for credit to be received.

I am extremely excited to let you know that we will be going online with LCL.net and QuickBooks. Moose International is in the process of beta testing several lodges. The tentative plans are for everyone to go online in February 2021.

What this means is that we no longer will have the applications on our computers. We will access both programs through the Internet.

I do not have a lot of information on this currently, but I am hoping to learn more about it soon.

In closing I would like to quote David M Burns:

“Aim for success, not perfection. Never give up your right to be wrong, because then you will lose the ability to learn new things and move forward with your life. Remember that fear always lurks behind perfectionism.”

Please stay Safe & Healthy and hopefully will see you soon,

Respectfully submitted,

Cindy L Schilling

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Fraternal Education Coordinator