

~ Heart of the Community – Quarterly Reporting Tips ~

To ensure accuracy of reporting, and that your lodge receives full recognition for all efforts, please note the following:

1. **First, and foremost, please be sure to click on 'Save & Submit' (and print a copy of your submittal) after you have finished entering your efforts.** If your entries were not saved, they will NOT get to Moose International!
2. **Credit will not be given for individual volunteer hours – such as:**
 - a. 1 member is Cub Scout leader
 - b. 1 member is the baseball coach
 - c. 4 members are on the Fire Department
 - d. 2 members drove Veteran to doctor appointment
 - e. 1 member donated furniture and clothing to Salvation Army
3. **Credit is only given for projects that you are doing on the Moose's behalf – such as:** Our lodge volunteers 4 hours every week to the Homeless Shelter. Our lodge provides Vet's rides to appointments one day a week. We held a clothing drive and donated 50 bags to the Salvation Army.
4. **Credit will not be given if you say you give to a project yearly.** Only monies collected in that quarter should be counted; therefore if you give once a year, it should only be listed in the quarter it was given.
5. **Credit will be given for the activity one time only, when it actually takes place.** For instance, credit will not be given if you say you are working on the New Year's Eve Float in October. You will be given credit when you submit this saying you participated in the New Year's Eve Parade.
6. **Credit is given for hosting events for the community, but not for your members.** For example, credit will not be given if you say you hosted a Halloween party for your members, but would be given if you say you hosted a Halloween party for the community.
7. **Credit will not be given through The Heart of The Community for Moose Legion or WOTM** - Efforts made by the Moose Legion or WOTM are recognized through their specific offices.
8. **All items pertaining to Tommy Moose go under Tommy Moose, not 'Emergency Services.'**
9. **Efforts made in collecting and submitting Box Tops and Inc Cartridges to Moose International should be entered under 'Mooseheart/Moosehaven.'**
10. **Efforts made in collecting and submitting Box Tops, Pop top cans to local charities should be entered under 'Volunteer Services 'or, if given to Boy Scouts, it should be entered under 'Scouting,' etc...**
11. **Only one credit is given for Endowment; Therefore it is not necessary for you to enter each week's giving. Simply put Endowment and the total dollar amount given (i.e. 'Endowment - \$245.00')**

With increased attention to these areas of the reporting process, you will be sure to get the full credit you deserve for all of your efforts. Thank you, again, for all of the benevolent work you do in your community. By helping so many people in need, you continue to makes us all...

MOOSE PROUD!