Official Communication for Wednesday, April 22, 2020

Supreme Council Pandemic Relief Fund

On Monday, April 27th, applications will become available for the Supreme Council Pandemic Relief Fund, created to help our lodges manage expenses during this unprecedented time of business closures due to the pandemic virus. Administrators will find the application in their Moose Admin Menus beginning on Monday.

$1,000,000 has been earmarked for the program with lodges having the ability to apply for grants up to $5,000 to cover expenses such as mortgage payments, utility bills, insurance premiums, etc. All lodges are eligible to apply, although there are no guarantees that every lodge will receive a grant. Territory Managers will be reviewing the applications beginning May 1 and will be assessing each lodge’s current ability to manage financial obligations, along with their fraternal history. The first set of grants should be mailed/transmitted to lodges in early-to-mid May.

Two points to note: 1. Additional application periods are earmarked following the first application cut-off date of 5:00pm (CST) on May 1st, as long as funds are still available. 2. Lodges are required to apply for an Economic Injury Disaster Loan (EIDL) through the Small Business Administration prior to applying for a SC Pandemic Relief Fund grant. This requirement is waived, however, if funding for EIDL no longer exists and applications are no longer accepted.

Please refer to the attached Guidelines for the Pandemic Relief Fund for complete information about the program.

2020 International Moose Convention Refunds

Registrants for the in-person convention in Milwaukee, Wisconsin will be able to apply for refunds beginning on Wednesday, April 29th. On that day, a message with a link to the convention refund portal will be sent to all registrants who have an active email address on file.
with Moose International. For those individuals without an email on file, a letter will be sent containing refund information.

You will need your name, Moose member ID number, and the lodge or chapter number for which you registered to enter the refund site. Once entered, all of the events for which you pre-registered, including your basic convention registration, will be listed along with the amount you paid. At this point you will have the option to do one of three things:

1. Donate your entire registration and event fee total to Moose Charities
2. Request all registration and event fees be refunded to the purchaser of record
3. Split the amount between a donation to Moose Charities and a refund back to the purchaser of record

All donations to Moose Charities through this portal will be included on your member giving record and are tax deductible. Note, that a special provision is in place for 2020 that allows for up to $300 in charitable giving for individuals to claim on their U.S. tax forms, even if they do not itemize expenses.

Refunds will be returned in the same manner in which payments were received. If you paid by credit card, the amount you requested back will be credited to the card you used. If you paid by check, the refund amount that you requested will be sent by check to the address on file.

If you used Moose Rewards Points for your convention registration fees, those points have already been credited back into your account. If you paid additional fees for attending convention events, you will follow the same steps outlined above.

2020 Virtual Moose Convention Registration

Due to the ongoing coronavirus pandemic, the 2020 International Moose Convention will be held virtually via the Moose International website on June 25-26, 2020.

Loyal Order of Moose delegates who intend on participating in the vote on the General Law Amendments, as well as individual session voting, will need to register for this virtual meeting beginning Monday, June 1st. All other individuals, including non-delegates, Women of the Moose members and others, will not need to register to participate in this event. They may simply access the site at the times they wish to participate.

Instructions will be posted to the Moose International website (www.mooseintl.org) on June 1st for registration procedures and presentation schedules. As a delegate, there is a $10 fee to register for this event, which offsets costs to conduct the virtual voting. You may also use your Moose Rewards points (8,000 points) to register for the convention starting June 1. You may access your Moose Rewards account through the “My Membership Record” link on the bottom
right corner of the Moose International website home page. If you have not already established your account, you will need to do so before you can access and use your Rewards Points.

Mooseheart Announces Cancellations/Rescheduling

On April 21, Mooseheart Executive Director Gary Urwiler announced a number of cancellations and rescheduled events relating to the Mooseheart campus and the children under our care.

“Each day and moment, we continue to look ahead and make necessary plans for our community. Governor Pritzker’s decision last week to cancel all in-person learning at both public and private schools for the rest of the year has brought us to a point of having to make additional plans,” Urwiler stated.

Included in those plans is the cancellation of all regularly scheduled activities for the month of May and all State Association trips for Mooseheart students and family teachers for this summer.

Although not cancelled at this time, the 5th and 8th Grade Promotion Ceremonies, and the High School Graduation Ceremony have been postponed. The Promotion Ceremony for the 5th and 8th Grade has been rescheduled for August 20th, which is the first day of school. The Graduation for the class of 2020 will be held on Saturday, August 1st. Please note, however, that both Ceremonies will limit participation to the students, their families, staff and select Moose members who will conduct traditional presentations to the senior class.

Urwiler added, “In conclusion, we appreciate your cooperation with this revised schedule. We also appreciate your support and understanding during this unique time. Thank you for all that you do! We appreciate you.”

End of Year Checklist ✓

- **Members With April 30, 2020, Expiration Dates Are Counted As Active Members For Year-End Totals**
  - As Lodges, Chapters and Moose Legions are contacting unpaid members to reactivate their memberships prior to the April 30th Create Our Future campaign year end, keep in mind all members who expire on April 30, 2020 will be counted as Active Members. Efforts to reactivate expired members should focus on those members with a March 31, 2020, or earlier (2/28/20, 1/31/20, 12/31/19…) expiration date.

- **On-Line Payments Included In 2019-2020 Year-End Totals**
Members can pay **online** with a credit card, MasterCard, Visa, Discover or American Express at [https://secure.mooseintl.org/QuickPay](https://secure.mooseintl.org/QuickPay). Payments made prior to **9:59 PM Central Time on April 30, 2020**, will be included in the 2019-2020 year-end totals.

- **Special Thursday, April 30 Application And Enrollment Processing**
  - One additional application transmission process (sweeper) will be done at 12:00 PM NOON Central Time on April 30th
  - Any new or former member applications received by a Lodge, Chapter or Moose Legion must be transmitted, error free, to Moose International before **12:00 PM on Thursday, April 30, 2020** if the Lodge, Chapter or Moose Legion intends to report them as enrolled prior to 10:00 PM Central Time on April 30, 2020. **Remember to check for any/all on-line applications via ADMIN menu.**
  - Moose International will process transmitted applications at NOON Central Time. As a result, Lodges, Chapters and Moose Legions will **NOT be able to transmit application or enrollment information** from LCL.net to Moose International from **12:00 PM to 12:30 PM Central Time.**
  - Applications will need to be entered before Noon on Thursday and enrolled after the mid-day application transmission Thursday, after 12:30 Central Time to be included in April 30th active member count. **Remember you must transmit the application back to Moose International in order for the member to be counted as enrolled.**
The Supreme Council has created the Pandemic Relief Fund program to assist lodges in managing financial obligations during this unprecedented pandemic crisis. The application date for the 2020 Pandemic Relief Program will begin on Monday, April 27th, 2020 and will remain open until funding has been either depleted or extended by the Supreme Council. This year, the projected time frame for announcing the first round of Relief Grant award recipients is early-to-mid-May.

Please read the following information in order to improve your lodge’s chances for securing a Supreme Council Pandemic Relief Grant:

1. Lodges can begin applying on Monday, April 27th, with no set end date for applications. Grant applications will be reviewed on a weekly/semi-weekly basis until funds have been depleted or extended per the Supreme Council. Lodges will have the opportunity to make changes to their forms during the week they submit their application, but will be unable to do so once the review process begins at the end of each application period. The initial pool of grant money available is $1,000,000.

2. The process to apply will be the same as the Lodge Grant Program, with the application appearing on April 27th within the lodge’s Moose Admin section, which can be accessed by your Administrator via the Moose International website.

3. Lodges may apply only once in 2020, regardless of how many application periods are offered. Application period one begins April 27 and ends at 5:00pm (CST) on Friday, May 1. Application period two begins May 2 and closes at 5:00pm (CST) on Friday, May 15. Application period three, if required, begins May 16 and closes at 5:00pm (CST) on Friday, May 29.

4. Grants will be dispersed in quantities up to $5,000 per lodge. Again, lodges may only apply for relief money once.

5. To qualify for a Pandemic Relief Fund award, you must have completed an Economic Injury Disaster Loan (EIDL) application through the U.S. Small Business Administration (SBA). Nearly all U.S. lodges qualify to participate in this government-sponsored program which offers advances of up to $10,000 (depending upon the number of employees). This advance will provide economic relief to businesses that are currently experiencing a temporary loss of revenue. Funds will be made available following a successful application. This loan advance will not have to be repaid. This requirement is not applicable for Canadian lodges, as the program is for U.S. companies only. PLEASE NOTE: If this funding is no longer available through the SBA, then this requirement is waived for all lodges.

6. Funds are to be used to pay current expenditures such as mortgage payments, utility bills, rent, loans, or other financial obligations of the lodge. The payment of these expenditures should be required to keep the lodge available to open once the crisis is resolved. Bills cannot be retroactive.
7. These are not loans – there is no monetary payback required. The Lodge will be required to sign a statement if a grant is awarded, however, pledging to use the funds for the express purpose listed on its application.

8. There are two primary sections that need to be completed. One: identify the problem and any ways the lodge is trying to address the problem. (i.e. The lodge is closed due to a state order, however, we are trying to raise funds by offering curbside pick-up of lodge meals.) Two: list detailed descriptions of costs that are to be paid if grant monies are received. (i.e. April 2020 ComEd electric bill - $549.30)

9. Whenever possible, always submit specific copies of invoices for each of the requests listed on your application. Scan and attach the invoice(s) to your proposal if possible, but if you cannot, you must still list specific costs from each invoice within the application. It is highly unlikely that you will be funded if you do not identify specific bills to be paid with grant money.

10. If you list several expenses on your application, always identify specific costs for each bill and the order of importance to which you attribute each expense on your list. Your most important expense should be listed first; the second most important expense should be listed second, and so on.

11. Your current financial situation, including any cash reserves, savings, cd’s, etc. will be considered when evaluating your grant application.

12. Your fraternal record is taken into account when considering grants, including membership trends; contributions through Moose Charities; MI accounts receivable trends; Heart of the Community activity, etc.

13. Starting May 1st, 2020, applications will be reviewed by the Territory Manager, the Regional Manager, Moose International staff, and the Supreme Council. Applications may be denied at any time during this process based on the request of the field staff or fraternal history of the Lodge.

14. Make sure your Territory Manager or Regional Manager thoroughly understands the expenses for which you are requesting funds and how payment of these expenses will enable the lodge to reopen once this crisis has ended. The Field Staff will be making the first recommendations for grant awards.

15. All proceeds granted by the Supreme Council will be forwarded directly to the lodge. The lodge must use the funds to pay only those invoices that were listed on the grant application. The lodge must be able to show proof that the identified invoices have been paid, if requested by a representative of Moose International.

16. Questions may be directed to Kurt Wiebe, CMO  Phone - 630-966-2226  Email – kwiebe@mooseintl.org.