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443-730-2439 "I Believe" & "Gimme 5"

## **Bulk E-mail for December 7, 2007**

### **Operations Analysts Are Coming To Your Lodge Or Chapter**

The Membership Department has reassigned several of its current staff to the newly created position of Operations Analyst (OA). Effective December 1, 2007, the OA will travel to lodges or chapters to help them be sure they are correctly performing, and current, in many essential reporting and fraternal functions.

Tom Burke, formerly the Asst. Regional Manager in Florida-Bermuda and Larry Janisse, formerly the Asst. Regional Manager in Pennsylvania are the two Sr. Operations Analysts. The staff also has four Operations Analysts. Gary Beck was Asst. Regional Manager in Michigan. Henry Glaus was Asst. Regional Manager in Illinois. Rich Gadlage was Asst. Regional Manager in Indiana. Former Regional Manager for Idaho-Utah, Paul Barbeau rounds out the current staff. The Operations Analysts are not restricted to working any one area and will be utilized throughout the fraternity.

In most cases, there will be no advance notice that an OA is about to visit a particular lodge or chapter. Once provided access to a lodge's or chapter's records, the analysis **should be completed in just one day**. This could vary, dependent upon the organizational skills employed at each unit. At the conclusion of the analysis, the Operations Analyst will discuss the findings with all available officers and provide a written report.

There will be \$250 per day charge. Initially the focus will be to visit each lodge at least once every two years. Lodges identified as having significant deficiencies - not participating in all programs promoted by Moose International, delinquencies in reporting requirements or failing to meet financial obligations - could be visited more frequently and for visits exceeding one day.

### **Additional Instructions for Schedule B**

The IRS is questioning the Form 990 Schedule B for some of our Fraternal Units, and declaring the Schedule B incomplete.

What they are looking for is an amount in the last line of the first page of Schedule B. For Fraternal Units with no contributions above the reporting threshold, the amount on the third line under "Special Rules" on the first page of Schedule B should be the same amount that is on line 1 of the Form 990. The instructions in our worksheets explain how to come up with the amount in line 1 of the Form 990, and how to report any contributions that exceed the limits set forth by IRS.

### **December Catalog Sales Special**

There has never been a better time than today for liquor portion control. Constant price increases, higher liquor taxes, and tougher drunk driving laws make it essential for you to stop over-pouring NOW!

The POSI-POUR portion control pourer is the greatest innovation yet in liquor control. The POSI-Pour portion control looks just like a "free" pourer and pours fast and accurately. Easy to clean, no costly breakdowns and very affordable. The POSI-POUR is available in 5 preset sizes. 7/8 oz., 1 oz., 1-1/8 oz., 1-1/4., 1-1/2 oz. These POSI-POUR normally retail for \$49.95 per dozen. For the month of December 2007, the Catalog Sales Department is offering POSI-POURS for \$44.95 per dozen plus shipping and handling. Be sure to take advantage of this Special Offer before December 31, 2007. [catalogsales@mooseintl.org](mailto:catalogsales@mooseintl.org)  
[<mailto:catalogsales@mooseintl.org>](mailto:catalogsales@mooseintl.org)

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