

Official Communication for August 10, 2015

Deadline for 1st Quarter Heart of the Community Reports is This Saturday; Reports Must Be Submitted Through Web-Based Form to Assure Proper Credit

With the deadline for submitting 1st quarter Heart of the Community forms being this coming Saturday, August 15, here is a reminder about the instructions for completing the web-based Heart of the Community forms. Here are the basic instructions:

- Go to www.mooseintl.org and go to the Admin Menu.
- Enter user name and password (the same used to access 'My Membership Record' through the website) and the FRU passcode specific to the lodge.
- Once in the FRU information screen, click on the dropdown for Forms and select Community Service. This will take you to the main screen for Heart of the Community reports, which will show a box in the center of the screen with a line for each quarter of the fiscal year.
- There will be a link next to the appropriate quarter. If this is the initial attempt at the report, the link will read 'Create'. If a version of the report has already been completed and you are adding or changing information, the link will read 'Edit'. Click on this link.
- Once the report form opens, you can type information in the appropriate fields. Remember – use short, but detailed statements for each activity. The statements should state who benefited from the effort, when the effort took place and the value of the effort where appropriate (amount of money donated or value of items donated).
- After the information has been entered, click 'Save' at the bottom of the form. This will save the information that has been entered and will transmit the report to the server at Moose International.
- Reports can be edited through the reporting deadline date. After the deadline, you will only be able to view reports that have been submitted.

A few more items on these reports:

- Frequent saving is beneficial. It will allow you to access the most current version and will replace the previous report transmitted to Moose International. Each save displays the most current version on both ends.
- When you log in to the report screen, the screen will remain open for 55 minutes before it times out. If you open the report, enter information, walk away for 55 minutes or more and have not saved, the report will close and all information will be lost.
- Report forms are available from the 1st day of the quarter through the reporting deadline date. Therefore, there is a range of dates when reports for multiple quarters can be accessed.

Finally, as announced during the International Convention and reiterated in an Official Communication on July 20, all reports must be submitted through the web-based form. Any reports submitted by mail, fax and email will not be accepted, will not be reviewed and will not be graded. A number of lodges have mailed, faxed or emailed 1st quarter reports. Territory Managers will be contacting these lodges and assisting them in submitting in the proper manner. No extensions will be given to lodges who do not submit by the deadline using the web-based form.