

Moose International - Membership Department Regional Manager Visitation Checklist

Lodge Name _____ Lodge# _____ ST/Prov _____

Regional Manager Jerry Monk Date of Visit _____

Review at least 6 months of Minutes of Lodge, Officer, House Committee Meetings

- Are meetings held according to by-laws scheduled dates and times. _____
- Were meetings conducted WITHOUT a quorum present? _____
- What was the AVERAGE total attendance in the past 6 months? _____
- Are there any officers with more than 3 absences? _____
- Total Endowment Fund collected during past 6 months. _____
- Do Endowment remittances equal or exceed the total of the above 6 months? _____
- Is there any report of Sickness and Distress? _____
- Are any bills read for approval? _____
- Are Applicants listed by name for vote of membership? _____

Membership & Retention Activities

- Were unreported membership applications found? _____
- If so, were they entered during this visit? _____
- Are blank applications available to members? _____
- Are current International Membership Campaigns displayed? _____
- Is the "Preferred Member Board" posted and current? _____
- Is a local membership campaign currently being promoted? _____
- Are Current Member Benefit Program brochures available to members? _____
- Is there other Moose Member Benefits Program promotion in the Lodge? _____
- Is the current Moose Travel Program promoted in the Lodge? _____
- Does the lodge or chapter publish a newsletter? _____
- If yes, does it include Membership Promotional material? _____
- If yes, does it include Sponsor Recognition material? _____
- If yes, does it include Member Benefits Promotional material? _____
- Does the lodge have its own website? _____
- If yes, what is the URL? _____
- If yes, are the postings and activities relevant and current? _____

Is State Incorporation Filing Current? _____

Is Lodge Current in Filing IRS Form 990? _____

Employment and Payroll Filings & Payment Confirmation

- Required employee signage present (minimum wage, others) _____
- Employee Files include:
 - Employment Application? _____
 - Form I-9 eligibility to work? _____
 - Form W-4 withholding allowances? _____
 - Form W-5 Earned Income Credit advanced payments? _____
- Forms W-2 issued by January 31 for prior year ended 12/31? _____
- Form W-3 issued by February 28 for prior year W-2 summary? _____
- Forms W-2G issued for qualified gaming payouts? _____
- Forms 1099 issued to contractors? _____
- Quarterly/Monthly Payroll Taxes Filed and Paid? (Form 941 and others) _____

Are Other Taxes, Permits & Licenses (varies by municipalities) current?

- Sales Tax _____
- Form ATF 5630.5 _____
- Liquor License _____
- Social Quarters Permit/Rules Posted _____
- Health Department / Food Service _____
- Retail Sales _____
- Gaming and/or Bingo _____
- Tobacco Sales _____
- Other Specialized Permits _____
 - Swimming Pool _____
 - Firearms Range _____
 - Golf Course Pesticide/Fertilizer _____
 - Other _____

Is Indebtedness to the following current?

- Moose International A/R Including Risk Pool (Liability/Dram Shop) _____
- If Gimme 5 funds are collected, they are remitted promptly. _____
- ALL Utilities _____
 - Electric _____
 - Water/Sewer _____
 - Gas _____
 - Phone _____
 - Internet Provider _____
 - Cable/Satellite _____
- Vendors _____

Bills are being paid by:

Credit Card

If YES, Is it authorized by General Governor? _____

If YES, is the statement Paid in Full on a monthly basis? _____

Cash (only weekly reimbursement check allowed, discourage cash payments) _____

If YES, Are there receipts to support cash purchases? _____

Checks (verify random checks for past 3-6 months) _____

Are checks signed by two authorized signatures? _____

Online Banking (scrutinize random e-checks) _____

Is Treasurer signing off on printed monthly bank statement? _____

Was any unreported or excessive amount of cash found? _____

Does it appear receipts are being utilized properly? _____

Have invoices been initialed by trustees? _____

Do bank balances match lodge records? _____

LCL.Net and Communication with Moose International

Is mooseunits.org e-mailbox checked regularly? _____

Is read e-mail removed from e-mailbox? _____

Are transmissions from LCL.Net to Moose International occurring
at least twice each week? _____

SQ Inventory and Profitability, Program Compliance

Do beginning/ending numbers of monthly inventory change? _____

Pricing (draft beer, bottled beer, well drink, call drink) > 3 times cost? _____

Measured pouring observed _____

Is Moose Chocolate available for purchase in the Social Quarters? _____

Are Moose Snacks Program items available for purchase in the Social Quarters? _____

Safety

Lodge Safety Checklist Completed and Reviewed with Lodge Officer(s)? _____

Are TIPS certifications on file for ALL alcohol servers? _____

Required OSHA signage is present _____

Required Material Safety Data Sheets (MSDS) are on file? _____

Atmosphere/Attitudes

- Greeters are being utilized? _____
- Are membership cards being checked? _____
- Received a Timely and Appropriate greeting from bartender/wait staff? _____
- Overall, do you feel Service Rendered to members is acceptable? _____
- Does the Lodge accept Credit Cards for purchases? _____

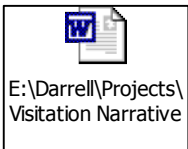
Copies on File for Fraternal Programs, Reports and Nominations

- Family Activities Reports? _____
- Community Service Reports? _____
- Moose/Coworker of the Year? _____

Reviewed findings and recommendations with available officers and/or management.

- | | |
|--|---------------------|
| _____ Governor | _____ Trustee1 |
| _____ Jr. Governor | _____ Trustee2 |
| _____ Jr. Past Governor | _____ Trustee3 |
| _____ Treasurer | _____ Administrator |
| _____ Prelate | _____ SQ Manager |
| _____ Number of other members present, if any? _____ | |
| Other significant persons present: _____ | |

Report findings to Moose International



Follow Up Date _____ By Whom? _____

Revised 11/25/08

**Moose International - Membership Department
Regional Manager Visitation Details**

Lodge Name _____ **Lodge#** _____ **ST/Prov** _____

Regional Manager Jerry Monk **Date of Visit** _____

Payroll Taxes

Form 941 Quarterly Federal Tax Return last filed _____
Form 8109 Federal Tax Deposit remitted on _____ for \$ _____ Check# _____

State Payroll Tax Return last filed _____
State Payroll Tax Deposit remitted on _____ for \$ _____ Check# _____

Local Payroll Tax Return last filed _____
Local Payroll Tax Deposit remitted on _____ for \$ _____ Check# _____

List Years IRS Form 990 NOT Filed, if any _____

Real Estate Taxes (including schools and other taxing authorities)

_____ State Property Tax remitted on _____ for \$ _____ Check# _____
_____ Local Property Tax remitted on _____ for \$ _____ Check# _____

Property Taxes are _____

Mortgage or Rent last paid on _____ for \$ _____ Check# _____
Mortgage or rent is _____

Insurance (explain different types and verify coverage in place)

Property (Fire) Insurance Company _____
Policy ID _____ Paid Through _____ Check# _____

Flood Insurance (if applicable) Company _____
Policy ID _____ Paid Through _____ Check# _____

Subsidence Insurance (if applicable) Company _____
Policy ID _____ Paid Through _____ Check# _____

Earthquake Insurance (if applicable) Company _____
Policy ID _____ Paid Through _____ Check# _____

Hurricane Insurance (if applicable) Company _____
Policy ID _____ Paid Through _____ Check# _____

Insurance (continued)

Sinkhole Insurance (if applicable) Company _____
Policy ID _____ Paid Through _____ Check# _____

Wind Damage Insurance (if applicable) Company _____
Policy ID _____ Paid Through _____ Check# _____

Surety/Fidelity Bond (**Employee Theft**) Company _____
Policy ID _____ Paid Through _____ Check# _____

Worker's Compensation Insurance Company _____
Policy ID _____ Paid Through _____ Check# _____

Current Officers

<u>Title</u>	<u>MID#</u>	<u>Name</u>	<u>Start Date</u>
Governor	_____	_____	_____
Jr. Governor	_____	_____	_____
Jr. Past Governor	_____	_____	_____
Treasurer	_____	_____	_____
Prelate	_____	_____	_____
Trustee1	_____	_____	_____
Trustee2	_____	_____	_____
Trustee3	_____	_____	_____
Administrator	_____	_____	_____
Is Administrator also the SQ Manager?		_____	
SQ Manager	_____	_____	_____