# TO TRANSFER A MEMBER

A member that would like to transfer to your fraternal unit must complete a fraternal unit application for membership. The application must be submitted to along with the applicable transfer fee. The fraternal unit must then send an email to the losing fraternal unit telling them that the member has requested to transfer to your fraternal unit. To locate the fraternal unit email address just use the established logic of fraternal unit type, fraternal unit number, @mooseunits.org. (i.e., chapterXXXX@mooseunits.org, lodgeXXXX@mooseunits.org or legionXXXX@mooseunits.org). Receiving units are required to wait 2 weeks to see if the losing fraternal unit has any objections to the request for transfer. If a positive reply is received the application is then taken to the membership for a vote. If no reply is received after 2 weeks then the application is taken to the membership for a vote. After the request for transfer has been approved it can be entered into LCL and transmitted to Moose International (MI).

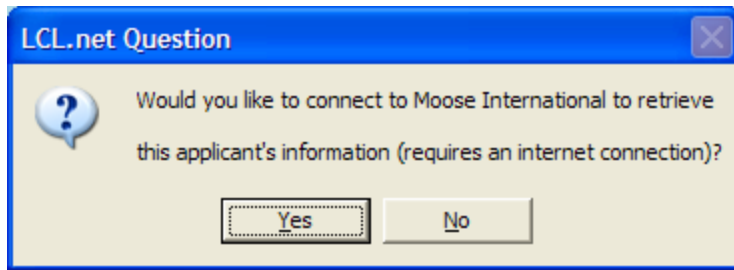Go to the Applications tab and select **New Application**.
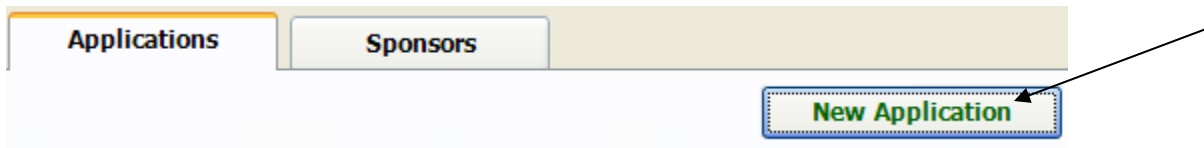
This will bring up a screen for entering the applicant information necessary to complete a "**Transfer In**".

Enter the date that the member filled out the application to apply for transfer to your fraternal unit as the **Application Date**. Next select the appropriate **Application Code** from the drop down list, which in this case would be **5 – Transfer In**.

Next go to the **Member ID** field and enter the MID# for the member and hit the TAB key on your keyboard. The following message will appear asking you if you would like to retrieve the member's information from the MI computer.

Click **Yes** to automatically retrieve the information from the MI computer.

NOTE: It is best to leave the information populated as is in order to ensure that the transfer will process correctly when transmitted to MI. After the transfer is processed and transmitted and the member is showing as a member of your fraternal unit any changes (i.e., address, etc.) can be entered and transmitted to update MI's data.

If an error message is received it will indicate what the problem might be with the member trying to transfer. If the member's dues are not current at their original fraternal unit the transfer cannot be completed and the message will indicate that the member does not have an active membership. If the MID entered is not correct a message will be displayed that indicates that the MID cannot be found. Additional research will need to be conducted before the transfer can be entered and transmitted to MI.

For the WOTM and the Moose Legion the **Ballot Date** field will need to be completed with the date that the member was voted on for transfer into the Chapter or Moose Legion. The record can be saved without this information but it cannot be transmitted to MI until the **Ballot Date** is entered.

Click the **Fees Paid** box to indicate that the member paid the required fee to transfer into the fraternal unit. If this button is not checked the record cannot be transmitted to MI and will not appear in the Transmit Applications screen.

Report Date	
Report Number	
Fees Paid	☑	Dues Paid	☐

Lodge Example

| Ballot Date	05/24/2007 ⌄
Report Date	
Report Number	
Fees Paid	☑	Dues Paid	☐

Chapter & Moose Legion Example
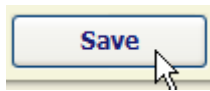
Now click **Save** to save the record. The record will now be placed in the database awaiting transmission to MI. The status of this application should now show as **Active**.

To transmit the applicant, go to the top of the LCL screen and select **Go To**, **Application Transmit**.

File   Go To   Help
        Member Search
        Application Transmit
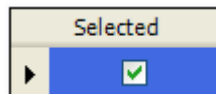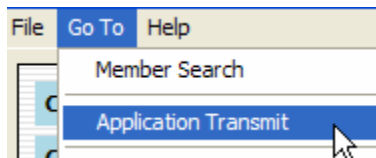
Select the applicant by clicking the [Selected ☑] box to put a checkmark in it. Or the **Select All** button can be clicked to select all applicants in the screen.

	Active Applications		Transmitted Applications		Received Applications	
Selected	App ID	Name	Type	Status	App Received Date
☑	51000001	Granger, Robin Marie	5 - Transfer In	Active	06/05/2007
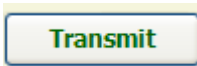
Now click the **Transmit** button to transmit the information to MI.

It will be necessary for you to wait until the applicant is processed in MMMS (this usually takes 24 hours). You will receive notification that the member has been processed through the **Application Transmit**.

When the applicant information is returned through transmission into your fraternal unit database you will see the member displayed in the Members tab with all their applicable information.

Refer to the "**DUES & FEES POSTINGS**" procedure on the CNMA website to learn how to record the transfer fee collected.