






## 2012 Officer Training Requirements:

	<b>Lodge Leadership / House Committee Training (1 Day)</b>	<b>2-HOTT (LCL/QuickBooks) Training (2 day)</b>	<b>Administrator School Training (3 day)</b>
<b>All Elected Lodge Officers Except Administrator:</b>	<p style="text-align: center;"><b>X</b> <b>Required every 3 years</b></p>	<p style="text-align: center;"><b>Not Required</b></p>	<p style="text-align: center;"><b>Not Required</b></p>
	<p><b>Current Officers (Except for Administrator):</b> If you completed a Leadership course <u>5/1/10 or later</u>, you have already met the 2012 mandate requirements!</p> <p><b>Future Officers:</b> If you are <u>considering taking office in May 2012</u>, you will need to complete Lodge Leadership training within 60 days after taking office, or <b>prior to July 1, 2012</b>.</p> <p>Keep track of YOUR attendance dates and repeat the Leadership course every 3 years!</p>		

	<b>Lodge Leadership / House Committee Training (1 Day)</b>	<b>2-HOTT (LCL/QuickBooks) Training (2 day)</b>	<b>Administrator School Training (3 day)</b>
<b>Lodge Administrators:</b>	<b>X</b> <b>Required every 3 years</b>	<b>Pre-req for Admin School</b>	<b>X</b> <b>Required every 3 years</b>
<p><b>Current Administrators:</b> If you completed a Leadership, 2-HOTT, <b>and</b> Admin School <u>5/1/10 or later</u>, you have already met the 2012 mandate requirements! <i>If you have not</i> completed a Leadership, 2-HOTT, and/or Admin School prior to January 1, 2012, you have 3 years to complete the required courses.</p> <p><b>Future Administrators:</b> If you are <u>considering taking office in May 2012</u>, you will need to complete:</p> <ul style="list-style-type: none"> <li>- Lodge Leadership training within 60 days after taking office, or <b>prior to July 1, 2012</b>; AND</li> <li>- Administrator training (including the 2-HOTT pre-req) within 6 months of taking office, or <b>prior to November 1, 2012</b>.</li> </ul> <p>Keep track of YOUR attendance dates and repeat required courses every 3 years!</p>			

	<b>MLEC Training (1 Day)</b>	<b>2-HOTT (LCL/QuickBooks) Training (2 day)</b>	<b>SEC Training (1.5 day)</b>
<b>All Elected Moose Legion Officers Except Moose Legion Secretary</b>	<b>X Required every 2 years</b>	<b>Not Required</b>	<b>Not Required</b>
	<p><b>Current Officers:</b> If you completed an MLEC course <u>5/1/10 or later</u>, you have already met the 2012 mandate requirements!</p> <p><b>Future Officers:</b> If you are <u>considering taking office in May 2012</u>, you will need to complete MLEC training within 60 days after taking office, or <b>prior to July 1, 2012</b>.</p> <p>Keep track of YOUR attendance dates and repeat the MLEC course in 2 years!</p>		

	<b>MLEC Training (1 Day)</b>	<b>2-HOTT (LCL/QuickBooks) Training (2 day)</b>	<b>SEC Training (1.5 day)</b>
<b>Moose Legion Secretaries:</b>	<b>X</b> <b>Required every 2 years</b>	<b>Pre-req for SEC Course</b>	<b>X</b> <b>Required every 2 years</b>
<p><b>Current Secretaries:</b> If you completed an MLEC, 2-HOTT, <b>and</b> SEC Course <u>5/1/10 or later</u>, you have already met the 2012 mandate requirements! <i>If you have not</i> completed an MLEC, 2-HOTT, and/or SEC course prior to January 1, 2012, you have 2 years to complete the required courses.</p> <p><b>Future Secretaries:</b> If you are <u>considering taking office in May 2012</u>, you will need to complete:</p> <ul style="list-style-type: none"> <li>- MLEC training within 60 days prior to taking office, or <b>prior to July 1, 2012</b>; AND</li> <li>- SEC training (including the 2-HOTT pre-req) within 6 months of taking office, or <b>prior to November 1, 2012</b>.</li> </ul> <p>Keep track of YOUR attendance dates and repeat required courses every 2 years!</p>			

	<b>WOTM Training (1 Day)</b>	<b>2-HOTT Training (2 day)</b>	
<b>Chapter Recorders:</b>	<p style="text-align: center;"><b>X Required Every Year</b></p> <p style="text-align: center;"><b>For Recorders Working Towards Honors</b></p>	<p style="text-align: center;"><b>X Required Every Year</b></p> <p style="text-align: center;"><b>For Recorders Working Towards Honors</b></p>	<p style="text-align: center;"><b>X Required Every 2 Years</b></p> <p style="text-align: center;"><b>For Recorders Serving Consecutive Terms</b></p>
<p><b>Current Recorders:</b> If you completed WOTM training and 2-HOTT training 11/10 through 4/30/11 you have already met the 2012 requirement!</p> <p><b>To Earn Honors for 2012 / 2013 Chapter Year:</b> you will need to complete:</p> <ul style="list-style-type: none"> <li>- 2-HOTT training some time between 1/1/12 through 4/30/13; AND</li> <li>- WOTM training and a 2-HOTT course some time between 1/1/12 through 4/30/13</li> </ul> <p>Keep track of YOUR attendance dates and repeat WOTM and 2-HOTT courses as required</p>			