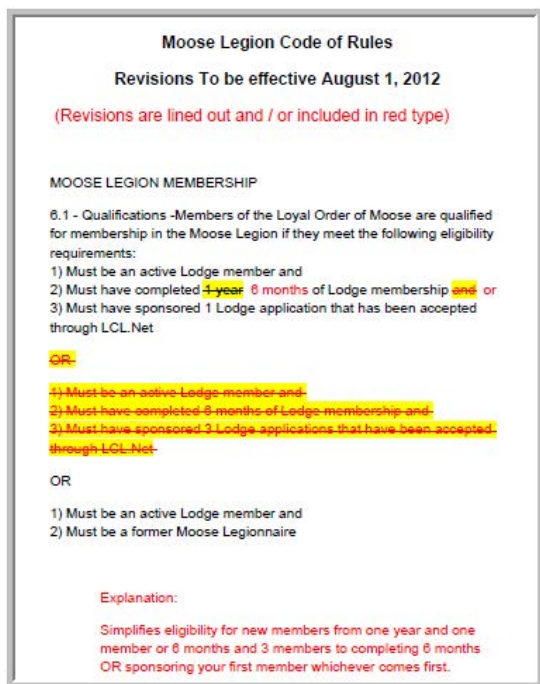


## **SUBJECT: Updated SEC Materials Notification**

Hello, SEC Trainers:

As you are aware, the eligibility qualifications for Moose Legion membership changed and went into effect in August of 2012 (see the COR capture below). Though this change has affected the SEC course materials, the extent of change is minimal. In short, **the Eligibility List that we refer to in the training is no longer being emailed to Moose Legion Secretaries/Assistant Secretaries**. It just does not make sense to send these lists any longer given the new membership qualifications (e.g., 6 months active membership and/or one sponsored lodge application).



I am sending this notification to let you know exactly where, in the training materials, the 'Eligibility List' references are made.

- Please take a few minutes to read through **the table on the next page** and then **note the changes** in your instructor guides as appropriate.
- Please also be sure to **point out these changes in class**. Student materials will not be updated at this point in time.

Please feel free to contact me if you have any questions or concerns about this notification. As always, thanks to all of you for continuing to schedule the SEC classes and educate folks in the field. We appreciate your time, talent, and dedication!

Kathy Yarbrough  
Moose International/Education and Training  
630.859.2000, x6427  
kyarbrough@mooseintl.org

## SEC Course Material Updates (Sept, 2012)

(IG = Instructor Guide; PG = Participant Guide; PPT = Power Point; JA = Job Aid)

<b>IG or PG Replacement Pages</b>	<b>Description of Change</b>
<i>PG Page 7</i>	Question #1 no longer applies; have students cross this question off as you set up the pre-course Knowledge Check.
<i>PG Page 10</i>	Question #23 no longer applies; have students cross this question off as you set up the pre-course Knowledge Check.
<i>PG Page 12 and PPT Slide 9</i>	Page and slide currently show the old eligibility requirements; please discuss, and have students make the changes in their books, per the updated COR Effective August 2012.  <a href="http://www.mooseintl.org/portal/mooselegion/mooselegion.asp#p7APMc1_2">http://www.mooseintl.org/portal/mooselegion/mooselegion.asp#p7APMc1_2</a>
<i>PG Page 15</i>	2 <sup>nd</sup> bullet in Membership Retention Committee row: remove the bullet.
<i>IG/PG Page 21</i>	Remove 3 <sup>rd</sup> bullet under ‘Application Processing’.
<i>IG/PG Page 22 and PPT Slide 19</i>	12-step Application Processing is now 10 steps – remove steps 1 and 2 in the manual. Update your Instructor notes and have students cross off row 1 and 2 on Page 22. Note that Slide 19 should be 10 steps, but list shown on slide is no longer sent.
<i>IG/PG Page 23</i>	Page no longer applies.
<i>IG Page 24</i>	1 <sup>st</sup> sentence in 1 <sup>st</sup> row of instructor notes no longer applies.
<i>IG/PG Page 102</i>	#6 in the Secretary Task column no longer applies.
<i>PG Page 108</i>	Question #1 no longer applies; have students cross this question off as you set up the post-course Knowledge Check.
<i>PG Page 110</i>	Question #23: no longer applies; have students cross this question off as you set up the post-course Knowledge Check.
<i>PPT Slide 112</i>	Discussion Point #6 no longer applies.
<i>ML Secty Job Aid</i>	Remove monthly task #3
<i>Secty Calendar List IG (emailed to you 5/30/12)</i>	1 <sup>st</sup> bullet under the Monthly Deliverable no longer applies:
	* <u>Monthly Deliverables:</u>
	5 <sup>th</sup> <input type="checkbox"/> Send Eligibility List to Assistant Secretaries AND Board of Directors