

SEC Course Updates (May 2012)

Hello, SEC Trainers - hope you are all doing well!

The following list identifies updates that have been made to the Instructor/Student material during the SEC Train-the-Trainer session in 2011 or after you've had a chance to teach a few classes. Though you may have already made most of these updates during class, some are new. Please read through this list and adjust your Instructor Guide as needed.

NOTE: This document will be posted on the Education and Training website in the Moose Trainer Area / SEC area. Attachments referenced in this document will also be posted in this area.

Instructor Guide/Student Guide Updates:

1. Page 7, Question 1: Should be TRUE with the following elaboration. NOTE: Eligibility List goes to Secretary, Regional Manager AND Area Manager.
2. Page 108, Question 1: same as above.
3. Page 10, Question 20: correct answer should be: f) All of the above except for c).
NOTE: Endowment fund remittance is due by the 15th.
4. Page 111: Same as above
5. Page 16, Crossword, 1-Down (He meets with the Board of Officers if the Lodge does not have an active ML Committee): President is still true, but it can be another Officer Delegate per COR change 12.7.
6. Page 22, Step 1: should also include Area Manager
7. IG Page 28, 3rd row: should show S24 (Slide 24). NOTE: S24 click continues for 4th row text.
8. IG Page 44, 1st row: add note that 'Member Status Report' example shows on Power Point ('Deposit Rpt' is shown in the student guide 'File Name')
9. Page 56, Quarterly Celebrations, 2nd bullet: 'pep' should be 'prep'
10. IG Page 84, Updated Card L for MLEC Money Madness: updated course duration and # if packets ordered. **See updated attachment in the Moose Trainer Area!**
11. Page 94, Self-Check Question 3 (regarding 990 tax extension): TRUE, if postmarked or e-request by/on 9/15.
12. Page 95, 1st Row, Articles of Inc: see explanation below (if needed):
 - Original Filing happens as follows:
 - a. MI sends Articles of Inc to ML Secretary to complete.
 - b. ML Secty returns completed Inc. papers and \$ to Stacy Herrmann (Moose Int'l Legal) .
 - c. Moose Int'l files with the state on behalf of ML.

- Updates occur as follows:
 - a. Moose Legions access the following link to view Inc. status online:
<http://coordinatedlegal.com/SecretaryOfState.html>
 - b. Units can look up their incorporation record (if it's been properly filed) and note details about updates to annual reports (e.g., current record, expiration date of current record, etc).
 - c. Since each state site is different, ML Secretaries should look for links named 'Business Inquiry Page' or 'Business Services' to get the detail on state rules, forms, etc. and navigate per their need.
 - d. If ML Secretaries have any difficulty finding their state forms, they should email sherrmann@mooseintl.org for assistance. Better to be sure than to risk incurred fines and 'active' status.
 - e. There is a Company called CT Corporation System that Units might hear from every now and then. They are a registered agent (paper shuffler) that may send units communications about state processes and/or state documents (especially if there were a pending lawsuit for any reason). CT Corp System does NOT make any updates to Moose records - they're a liaison agent. If a ML receives anything from CT Corp they should contact sherrmann@mooseintl.org to keep everyone on the same page.

See updated power point attachment in the Moose Trainer Area! The power point summarizes the steps with an example Moose Legion in Ohio.

13. Page 102, 5th Row, Secretary Task column: remove 'Nominating' from #5 text.
14. IG Page 103, last row: Page # should be 104, not 1046. Class is long, but not that long! :)
15. Page 104 4b end of sentence: should be Moose Internationa, not Moose Charities)
16. Page 145, Annual Reporting/Remittance Calendar: Updated dates for Endowment Fund Collection and MLoY tasks (updated Pages 145-147 in Student Guide). Instructor Guide Page 147 has 'As Needed' items to generate discussion during activity-these items are not in the Student Guide).

See updated IG Calendar pages in the Moose Trainer Area! The power point summarizes the steps with an example Moose Legion in Ohio.

Please feel free to contact me if you have any question about these updates. As always, thanks to all of you for your continued support in the field; you are very much appreciated!

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