

Class Scheduling Form

INSTRUCTIONS – for Trainers or State Training Coordinators:

1. Complete the form in its entirety.
2. Sign the form (or type your name if submitting electronically).
3. Return your completed form **30 days prior to the class start date** to btuma@mooseintl.org (or fax to 630.966.2211).

PART 1 – Class Details

Trainer _____ State _____

Class: Lodge Leadership & House Committee 2-HOTT Administrator MLEC SEC
 Governors Committees Trustees Treasurer & Audit Committee

Location (complete a) or b) below):

a) Lodge Name: _____ Lodge # _____ City: _____ Phone _____

b) Other Name: _____ City: _____ Phone: _____
(e.g., Hotel, Mid-Year, Convention, etc.)

Date: _____ to _____ **Time:** _____ to _____

Registration (recommend at least 3 weeks prior to training start date):

Deadline _____

Contact: _____ Email: _____ Phone _____

Class Size: Minimum # _____ Maximum # _____

PART 2 – Materials, Ship To, and Billing (do not complete for 2-HOTT)

Packets Ordering: _____ **NOTE:** Please allow 15 days (3 weeks) to process materials!

Ship To Address:

Name/Lodge _____

Street _____ City _____ State _____ Zip _____

Special Handling Notes: _____

Billing Information:

State Association _____

Moose Legion Name _____ # _____ *****SEC Trainers: Identify your Moose Legion Name and # at the left!**

*****EDUCATION & TRAINING USE ONLY** Ship Date: _____ By: _____

Submitted by (Trainer or State Training Coordinator): _____ **Date** _____

CC: Association Secretary, or Ambassador & Moose Legion Secretary (as applicable)