

---

---

## FRATERNAL PROGRAMS – MOOSE LEGION

---

---

**TO:** AMBASSADORS  
**FROM:** DIRECTOR ROBERT A. NEFF, MOOSE LEGION  
**SUBJECT:** MOOSE LEGION EDUCATION CONFERENCE (MLEC)  
**DATE:** 1/2010

---

The Moose Legion MLEC training continues to prove successful. We do want to emphasize that the entire Board of Directors, potential directors, Assistant Secretaries and Lodge Moose Legion Committee Chairmen are encouraged to attend one of the sessions each year. There is always new information on promotion and activities that will be beneficial. Best wishes for planning a successful MLEC and please contact your Area Manager or this office should you have questions or need more information.

Below is an outline for scheduling a Moose Legion Educational Conference (MLEC).

- Scheduling certified MLECs is the responsibility of the International Moose Legion Ambassador with approval of the Area Manager (if applicable) and the International Moose Legion Department. NOTE: Sessions are designated as NON-Smoking.
- MLECs may be scheduled at any time of the year. **HOWEVER**, we suggest they be scheduled in the fall, winter (warm climates), or the early spring and prior to the nomination process. **REMEMBER**, In order to qualify for elected office a Moose Legionnaire must complete an authorized MLEC.
- A Moose Legion Educational Conference Request Form is attached for use in scheduling a training program in your area. A separate Request Form must be used for each MLEC scheduled. More than one (1) MLEC may be scheduled within an Association with approval of the International Moose Legion Department. **(Copying the attached forms is permissible and the forms are posted on the International Moose Website under the Moose Legion Section in the Ambassador folder)**
- **NOTE:** you may request any Moose Legion Trainer (MLT), but they must be approved by the International Moose Legion Department. Once approved, the necessary material will be sent directly to the assigned trainer (MLT).
- One Moose Legion within the Association is required to be the Host Moose Legion for each MLEC scheduled. The host Moose Legion in cooperation with the International Moose Legion Ambassador is responsible for collecting all fees and for issuing a reimbursement check for required fees to the International Moose Legion.

~ ~ CONTINUED ON REVERSE SIDE ~ ~

- A lodge within the Host Moose Legion jurisdiction is used as the Host Lodge. Appropriate room set-up, and availability for morning and afternoon breaks and lunch should be considered when selecting a Lodge.
- Ambassador (in cooperation with MLT) is responsible for making sure necessary equipment is at the Lodge (easels and felt pens, overhead projector and screen, etc). Use of any or all of this equipment is optional.
- A Fifteen(\$15.00) dollar Registration Fee is required for attendees. Fee includes cost of Student Training Guide and other printed material only. Ambassador, in conjunction with Host Moose Legion is responsible for collecting all fees and returning the required Registration Fee (\$15.00), all unused training guides must be returned after every class (they are not allowed to be kept for future MLEC in your area), to the International Moose Legion Department.
- Additional costs may be added for instructor expense (as approved by the International Moose Legion Department), noon lunch, and morning and afternoon breaks (coffee, tea, donuts, sodas, cookies, etc.). Necessary transportation costs may be approved by each individual Moose Legion for their attendees as per Chapter 20 of the Code of Rules.
- Registered attendees at authorized MLECs would be eligible for nomination to office if they meet all other qualifications described in Chapter 11.7 of the Code of Rules. Attendees must be elected to office within two (2) years of date of MLEC attendance.
- Blank Certificate of Attendance will be sent to the Ambassador for presentation at the end of each MLEC. Name and date must be printed or typed on card before presentation. Number of cards issued must match names and number of required registration fees returned to Moose International. Unused certificates must be returned.
- Current Secretaries are encouraged to attend MLECs each year for informational purposes only and the Registration Fee is optional. A Secretary's attendance is required for recertification as per Code of Rules Chapter 4.4. Authorized Secretary's Educational Conferences (SEC) will be scheduled at various time and places to Educate Acting Secretaries.
- International Moose Legion will keep a Master MLEC schedule and track billing, shipping and names of those receiving certificates.

## DIRECTOR EDUCATION CONFERENCE SUGGESTED SCHEDULE FOR DAY

One day > 4 - 6 hours

~~Room Set-up, Necessary Equipment and Material Ready Prior to Registration Time~~

### Sessions Designated as Non-Smoking

8:30 am	Registration of Attendees Collect Fees from Last Minute Attendees Distribute Director Packets
9:00am	Conference Opening Introductions (Ambassador, Trainer, Attendees, guests)
10:15	Break – Optional (coffee, donuts, cookies, soda provided by Host Lodge)
10:25	Session resumes
11:45am	Lunch (provided by Host Lodge)
12:30pm	Session resumes
1:45	Break – Optional (soda, cookies, coffee optional)
1:55	Session resumes
3:30	Break – Optional
3:40	Session Resumes
4:45	Questions and Good of Moose Legion Presentation of Certificates

*\*\*\*Please keep in mind that when the rear-end tires, the mind wanders. Try to schedule a break every 1 ½ hours. \*\*\**

#### AFTER CONFERENCE RESPONSIBILITIES

- Reimbursement of breaks and lunch to Host Lodge
- Return the following to Moose International:
  - Extra Director Packets and Certificates
  - Required Registration Fees and List of Attendees
  - Conference Surveys
  - Comment Cards

*\*\*Instruction of proper opening and closing of a Moose Legion meeting may be conducted if time allows*

INTERNATIONAL  
 ~ ~ MOOSE LEGION EDUCATIONAL CONFERENCE ~ ~  
 AMBASSADOR REQUEST FORM

I \_\_\_\_\_ as  
 (name)

International Moose Legion Ambassador request that a MLEC  
 be scheduled for \_\_\_\_\_ Lodge No. \_\_\_\_\_  
 (name)

on \_\_\_\_\_ beginning at \_\_\_\_\_ AM. The host Moose Legion  
 (day, date)

is \_\_\_\_\_ No. \_\_\_\_\_  
 (name)

The MLEC trainer will be

\_\_\_\_\_  
 Attendance expected \_\_\_\_\_ Number of Packets needed \_\_\_\_\_

Ship Materials to (Lodge, Trainer, etc). **(NO PO BOX ADDRESS)**:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\*Special Handling Note: \_\_\_\_\_

*~~ International Moose Legion requires 30 days notice to process shipping request ~~  
Attention: Additional Costs for Rush Shipping Orders Will Be Billed to Ambassador*

I acknowledge that I have contacted the host Moose Legion and made arrangements with  
 the host Moose Lodge. I will personally contact those Moose Legions invited to this  
 training and keep the assigned instructor informed of all details. I will also be responsible  
 for returning the Moose Legion Director Educational Conference Report Form, unused  
 MLEC Packets and Certificates and the required \$15.00/person Registration Fee to  
 Moose International. (155 S. International Dr., Mooseheart IL 60539-1181)

\_\_\_\_\_  
 (signature) (date)

This form may be: Mailed to 155 S. International Dr., Mooseheart, IL 60539-1181

Faxed to 630-966-2208

E-mailed on Moosenet, or, Internet to

[www.rneff@mooseintl.org](mailto:www.rneff@mooseintl.org) or [lking@mooseintl.org](mailto:lking@mooseintl.org)

Ship Date \_\_\_\_\_ By \_\_\_\_\_  
 Moose Legion Trainer \_\_\_\_\_

For International Moose Legion Use Only

**INTERNATIONAL**  
**MOOSE LEGION EDUCATIONAL CONFERENCE ATTENDANCE REPORT**

PRINT OR TYPE ALL INFORMATION REQUESTED

Date: \_\_\_\_\_ Location: \_\_\_\_\_

Instructor: \_\_\_\_\_

Ambassador: \_\_\_\_\_

Number Certified: \_\_\_\_\_ at \$15.00 each = \$ \_\_\_\_\_ for Registration Fees.

Check No. \_\_\_\_\_ accompanies this report (checks made payable to Moose International)

<u>MID</u>	<u>NAME</u>	<u>MOOSE LODGE/LEGION #</u>
1. _____	_____	_____ / _____
2. _____	_____	_____ / _____
3. _____	_____	_____ / _____
4. _____	_____	_____ / _____
5. _____	_____	_____ / _____
6. _____	_____	_____ / _____
7. _____	_____	_____ / _____
8. _____	_____	_____ / _____
9. _____	_____	_____ / _____
10. _____	_____	_____ / _____
11. _____	_____	_____ / _____
12. _____	_____	_____ / _____
13. _____	_____	_____ / _____
14. _____	_____	_____ / _____
15. _____	_____	_____ / _____
16. _____	_____	_____ / _____
17. _____	_____	_____ / _____
18. _____	_____	_____ / _____
19. _____	_____	_____ / _____
20. _____	_____	_____ / _____
21. _____	_____	_____ / _____
22. _____	_____	_____ / _____
23. _____	_____	_____ / _____

24. \_\_\_\_\_ / \_\_\_\_\_
25. \_\_\_\_\_ / \_\_\_\_\_
26. \_\_\_\_\_ / \_\_\_\_\_
27. \_\_\_\_\_ / \_\_\_\_\_
28. \_\_\_\_\_ / \_\_\_\_\_
29. \_\_\_\_\_ / \_\_\_\_\_
30. \_\_\_\_\_ / \_\_\_\_\_
31. \_\_\_\_\_ / \_\_\_\_\_
32. \_\_\_\_\_ / \_\_\_\_\_
33. \_\_\_\_\_ / \_\_\_\_\_
34. \_\_\_\_\_ / \_\_\_\_\_
35. \_\_\_\_\_ / \_\_\_\_\_
36. \_\_\_\_\_ / \_\_\_\_\_
37. \_\_\_\_\_ / \_\_\_\_\_
38. \_\_\_\_\_ / \_\_\_\_\_
40. \_\_\_\_\_ / \_\_\_\_\_
41. \_\_\_\_\_ / \_\_\_\_\_
42. \_\_\_\_\_ / \_\_\_\_\_
43. \_\_\_\_\_ / \_\_\_\_\_
44. \_\_\_\_\_ / \_\_\_\_\_
45. \_\_\_\_\_ / \_\_\_\_\_
46. \_\_\_\_\_ / \_\_\_\_\_
47. \_\_\_\_\_ / \_\_\_\_\_
48. \_\_\_\_\_ / \_\_\_\_\_
49. \_\_\_\_\_ / \_\_\_\_\_
50. \_\_\_\_\_ / \_\_\_\_\_
51. \_\_\_\_\_ / \_\_\_\_\_
52. \_\_\_\_\_ / \_\_\_\_\_
53. \_\_\_\_\_ / \_\_\_\_\_
54. \_\_\_\_\_ / \_\_\_\_\_
55. \_\_\_\_\_ / \_\_\_\_\_
56. \_\_\_\_\_ / \_\_\_\_\_
57. \_\_\_\_\_ / \_\_\_\_\_

