

2012 Officer Training Requirements:

Your Role Requirements	Lodge Leadership / House Committee Training (1 Day)	2-HOTT (LCL/QuickBooks) Training (2 day)	Administrator School Training (3 day)
All Officers Except the Administrator:	X (required every 3 years)		
	NOTE #1: If you are <u>currently a Lodge Officer (and not the Administrator)</u> , AND have completed a Lodge Leadership course between 5/1/10 - 12/31/11 you have already met the 2012 mandate requirements!		
	NOTE #2: 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 prior to July 1, 2012 .		
Administrators:	X (required every 3 years)	X (required every 3 years)	X (required every 3 years)
	NOTE #1: If you are <u>currently an Administrator</u> , AND have completed all (3) courses between 5/1/10 - 12/31/11 you have already met the 2012 mandate requirements!		
	NOTE #2: If you are <u>considering taking office in May 2012</u> , you will need to complete: <ul style="list-style-type: none"> - 2-HOTT and Administrator training prior to November 1, 2012; AND - Lodge Leadership training prior to July 1, 2012. 		