

## 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:	<b>X</b> (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 <b>prior to July 1, 2012</b> .			
Administrators:	<b>X</b> (required every 3 years)	<b>X</b> (required every 3 years)	<b>X</b> (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"> <li>- 2-HOTT and Administrator training <b>prior to November 1, 2012; AND</b></li> <li>- Lodge Leadership training <b>prior to July 1, 2012</b>.</li> </ul>			