

Training Requirements for LOOM and Moose Legion

LOOM Training Requirements				
	2-HOTT	Administrator School	Lodge Leadership & House Committee	TiPS
Governor			X	*
Jr. Governor			X	*
Prelate			X	*
Jr. Past Governor			X	*
Administrator	X	X	X	*
Treasurer			X	*
Trustee(s)			X	*
Social Quarters Manager				*

*TiPS is required of any Officer, Administrator, employee or volunteer who may at one point go behind the bar and serve alcohol

Moose Legion Training Requirements			
	MLEC	SEC	2-HOTT
President	X		
Vice President	X		
Secretary	X	X	X
Financial Director	X		
Fraternal Director	X		
Chaplain	X		
Jr. Past President	X		

Online versions of all three LOOM classes are available on MI’s website. These classes are a great alternative when a member cannot attend class in person. While it is highly recommended that members attend instructor-led training, it is acceptable to complete the online training even when it is the member’s first experience with the class.

All LOOM training, as outlined in Moose International policy from the General Governor’s Office, and Moose Legion training, as stated in Moose Legion Code of Rules, must be completed within a 60 day window of taking office. Administrators have six months in which to complete the training. However, it is most advantageous when the Administrator has received training before taking on the responsibilities of the position.

Policy mandated by the LOOM Supreme Council and as outlined in Moose Legion Code of Rules indicates that ALL training for LOOM and Moose Legion is valid for three years. Anyone who intends to hold office after training dates have “expired” must take the appropriate training again. Specifically, should the officer’s training expire while holding office, he may finish out the term without retraining. However, training must be taken again if he plans to hold office during the next fiscal year. For example, Jefferson Lodge 9999’s Governor last completed LL&HC training on 6/10/2013. His training technically expires on 6/10/2016, yet based on the above policy, he may finish out the 2016/2017 year without taking the training again. He must, however, attend class again if he intends to hold office for the 2017/2018 year. Training for that term, ideally, should be completed prior to taking office; but as noted in paragraph 2, he will have 60 days after taking office to complete the required training.

WOTM Training Requirements

2-HOTT – designed to accommodate the technical training needs of Chapter Recorders to learn both LCL.net and QuickBooks data entry tasks. (2-HOTT is open for all Active members.)

Attendance in a 2-HOTT course is REQUIRED every year for Recorders working towards their honors.

“A current Recorder desiring to submit her name for the office of Recorder for a second year and each succeeding year thereafter must have attended a 2-HOTT Session within the last two (2) years to be eligible for nomination.” (Refer to Section 93.e. of the WOTM General Laws)

To be eligible for the Star Recorder degree – During the year in which the Recorder is attempting to qualify for the degree, “She shall attend a 2-HOTT Training Session” and “She shall attend the Annual Women of the Moose Training Session”. (Refer to Section 110.6. and 7. of the WOTM General Laws)

In order to qualify for the Star Recorder Degree a 2-HOTT course must be completed between January 1st, 20XX (e.g. 2016) and April 30th, 20XX (e.g. 2017).

If qualified for the Star Recorder Degree but have not been conferred, you must *attend* a 2-HOTT Training Session; you cannot take the online course as you do not yet hold the degree.

Attendance in a 2-HOTT course is REQUIRED *every other year* for Star Recorders holding consecutive terms as Recorder. As a Star Recorder you are allowed to take the 2-HOTT course online at <http://www.mooseintl.org/members/index.php/online-training/>. It is also recommended that a Star Recorder continue to attend a WOTM Training Session each year.

WOTM Training Session – this 6-hour Session is held for the purpose of instructing officers, chairmen and co-workers in Women of the Moose operations, policies, and procedures. (Training is open for all Active members.)

To be eligible for Green Cap – “The Senior Regent shall attend the Annual Women of the Moose Training Session.” (Refer to Section 103.8. of the WOTM General Laws)

To be eligible for College of Regents the Junior Graduate Regent shall – “Attend the Annual Women of the Moose Training Session.” (Refer to Section 105.5. of the WOTM General Laws)

In order to earn personal honors, the Senior Regent, Junior Graduate Regent, and Recorder qualifying for degrees shall attend the Annual Training Session... All Training must be completed by January 31 of the current chapter year. (Refer to Section 116.c. of the WOTM General Laws)