



Date Posted: 4-2-18

## **California/Nevada Fraternal Education**

### **2 Day Hands on Technical Training**

**Where:** Westchester Moose Lodge #1780  
514 W Imperial Ave  
El Segundo, CA 90245  
(310) 322-3160

**Date:** Saturday June 9th and Sunday June 10th

**Start:** Training starts at 9:00am and completes by 4:00pm each day

**Cost:** \$35 (must be submitted in advance to register)

**Session Leaders:** Cheryl Volden & Denise Angeles


#### **Additional Information:**

- 1. You must pre-register for the class by completing the enclosed registration, enclosing a check made payable to Cheryl D Volden and forwarding it to the address provided below before the scheduled date of the session. Class size is limited, so register as soon as possible to reserve your seat. An email address must be provided so that instructions on what to bring to class can be emailed prior to the class.**
- 2. You will need to print and bring to class with you, the following:**
  - A. 2 HOTT LCL v2.2 Participant Workbook (June 2017)**
  - B. 2 HOTT QuickBooks Pro 2007 Participant Guide (June 2017)**
- 3. You will need to bring a Computer. If you bring a personal computer the trainers will load a student version for class. If you need the software loaded please arrive on Saturday no later than 8:30am. Laptop computers are available so contact Cheryl so she can ensure one is available for you.**
- 4. Technical Trainers will be available during the session to assist with reviewing fraternal unit financial reports to check for any out-of-balances or other anomalies that may require adjustment.**

**Contact:** Cheryl Volden, 4121 S B St, Oxnard, CA 93033  
(805) 338-1305  
cheryl.volden@verizon.net

## 2-HOTT Class Registration Form

**INSTRUCTIONS:** Please complete all of the information on this form and then email it to the Registration Contact listed on the 2-HOTT Schedule. Verify 2-HOTT class dates, locations, and registration contact information as follows:

- [www.mooseintl.org](http://www.mooseintl.org) / Members Area / Education and Training link
- Click the 2-HOTT Class Info link.
- Click the '2-HOTT Schedule' link.
- Select 2-HOTT for Class Title; choose the State selection as desired.
- Click the  button.

### PART I – 2-HOTT Class Information:

Class Location: \_\_\_\_\_

Class Dates & Times: \_\_\_\_\_

### PART II – Student Information:

Name: \_\_\_\_\_ MID # \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email \_\_\_\_\_

Lodge/Chapter/Legion Name: \_\_\_\_\_ # \_\_\_\_\_

Current Office Held: \_\_\_\_\_

### YOUR Experience (check one for each row):

With QuickBooks:     New User     Some Experience     Experienced User

With LCL:             New User     Some Experience     Experienced User

With Computers:     Novice             Basic Skills             Advanced Skills  
(typing, navigation, software installation, etc.)

**IMPORTANT: Please contact your Registration Contact immediately if you need to cancel your attendance for any reason!**