



Date Posted: 5-29-18

## **California/Nevada Fraternal Education**

### **ADMINISTRATOR SCHOOL**

**Where:** Monterey Moose Lodge #876  
**Address:** 555 Canyon Del Rey  
Monterey, CA 93940  
(831) 394-6896

**Date:** November 17, 18, & 19 (Saturday, Sunday, Monday)

**Start:** 9:00 am to 5:00 pm each day

**Cost:** \$150 (payable to California Nevada Moose Association)  
**NO ABBREVIATIONS – the name must be spelled out**

**Continental Breakfast and Lunch provided**

**Session Leader:** Cheryl D Volden

**Notes:** Anyone desiring to attend this training session must submit a registration form to Cheryl Volden at [cheryl.volden@verizon.net](mailto:cheryl.volden@verizon.net). The registration form is attached to this announcement.

Completion of the **2 DAY HANDS ON LCL.NET/QUICKBOOKS** class (otherwise known as a 2 HOTT) is **NOT** required but is preferred prior to attending the Administrator School training. The 2 HOTT training can be taken on line at [www.mooseintl.org](http://www.mooseintl.org), select Members Area at the bottom of the page, then select Moose Training, Online Training.

Questions can be addressed to me using the email or phone number provided below.

**Contact Information:** Cheryl D Volden  
CNMA Training Coordinator  
[cheryl.volden@verizon.net](mailto:cheryl.volden@verizon.net)  
(805) 338-1305

# Administrator School Registration Form

---

## PART 1 - Student Information

Name \_\_\_\_\_ MID # \_\_\_\_\_  
Lodge Name \_\_\_\_\_ Lodge # \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_  
Email: \_\_\_\_\_

## PART 2 - Prerequisite Training



**You MUST complete a 2-HOTT (2 Day Hands-on Technical Training) course before attending Administrator School.** Please complete the information below to confirm attendance of a 2-HOTT class prior to attending Administrator school.

I attended a 2-HOTT training course: \_\_\_/\_\_\_/\_\_\_ Instructor: \_\_\_\_\_

## PART 3 - Administrator School Date & Location

**Please identify the Administrator School date and location that you would like to attend below.** To view available dates and locations, click the *ADMN Schedule* link on the *Education and Training* website.

Administrator School Location \_\_\_\_\_

Administrator School Date \_\_\_ / \_\_\_ / \_\_\_



**Email your completed form to your Admin School Trainer by the registration cutoff date!** Verify your Trainer's email address as follows:

[www.mooseintl.org/Members Area/Education and Training/Lodge Curriculum/ADMN Schedule](http://www.mooseintl.org/Members Area/Education and Training/Lodge Curriculum/ADMN Schedule):

Class Title = Admin School; State = [Your State or State for your Training Session]

Click the 'Print PDF of Selection' button to view the class list and Trainer information!