



Date Posted: 5-5-18

California/Nevada Fraternal Education

2 Day Hands on Technical Training (2 HOTT)

Where: Mint Canyon Lodge #2173
18000 Sierra Highway
Canyon Country, CA 91351-3028
(661) 252-7222

Date: Saturday August 11th and Sunday August 12th

Start: Training starts at 9:00am and completes by 4pm 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 v2.1 Participant Workbook (Jun '17)**
 - B. 2 HOTT QuickBooks Pro 2007 Participant Guide (Jun '17)**
- 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 / 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!