



TRAINING

Goal 9 focuses on training. When club officers are well trained to perform their duties, club members are better served. This makes the member experience more positive, which leads to increased member retention.

9. A minimum of four club officers trained during each of the two training periods

Your club achieves Goal 9 when at least four of its club officers — president, vice president education, vice president membership, vice president public relations, secretary, treasurer and sergeant at arms — are trained in their responsibilities. Officers must attend and fully participate in two district-sponsored training sessions. Credit is not given for non-officers attending in place of elected officers, and credit is given only for one person per office. Officers must be trained for the position to which they were elected.

The first training session occurs between June 1 and August 31, and the second is held between December 1 and February 28 (or February 29 in leap years). Districts are encouraged to submit training reports online through District Central no later than September 30 and March 31, respectively.

For newly chartered clubs, the following training requirements apply for Goal 9:

CHARTER DATE	Training Session 1 (June 1–August 31)	Training Session 2 (December 1–February 28/29)
July 1–August 31	A minimum of four club officers must attend the first district-sponsored training session	A minimum of four club officers must attend the second district-sponsored training session
September 1–October 31	A minimum of four club officers must attend a charter training session by an authorized district representative between the charter date and November 30	A minimum of four club officers must attend the second district-sponsored training session
November 1–February 28/29	Refer to Training Session 2 column →	When a minimum of four club officers attend the second district-sponsored training session, the club receives credit for the first and second training sessions
March 1–June 30	Refer to Training Session 2 column →	When a minimum of four club officers attend a charter training session by an authorized district representative between the charter date and June 30, the club will receive credit for the first and second training sessions in the current program year

All charter training opportunities should be scheduled through and approved by the program quality director.

Training reports submitted directly to World Headquarters by clubs will not be accepted. Club officers attending a training session are responsible for giving the person conducting the training session their names, offices and club numbers.

Officers must be trained by authorized district representatives in a live training session. Audiovisual aids may be used to enhance training, but they may not be the sole method of training. Therefore, club officers who simply view a video that describes their responsibilities are not considered trained, even if the video was provided by a district leader.