

✧ Grand Lodge F & AM of California  
1111 California Street  
San Francisco, California 94108

Non-Profit Org.  
U.S. POSTAGE

**PAID**

SAN FRANCISCO, CA  
PERMIT NO. 4062



# Lodge Management Certification Program

A training and development series

2009 DATES	CITY	LOCATION
June 6	Pasadena	Sheraton Pasadena Hotel
June 13	San Diego	Town and Country Resort & Convention Center
June 20	Fresno	Radisson Hotel and Conference Center
June 27	Sacramento	Radisson Hotel Sacramento
July 11	San Francisco	Crowne Plaza San Francisco International Airport
July 18	Chico	Holiday Inn

# LODGE MANAGEMENT C

## 2009 Courses

Lodge management is more difficult now than ever before. Attracting and retaining members, meeting the needs of a diverse membership, communicating effectively, managing finances, and successfully governing a hall association are just some of the challenges that lodge leaders take on.

The Lodge Management Certification Program will arm you with tools and training to deal with these issues and more. The program offers five different

courses, each presented in an intensive one-day workshop taught by some of our most knowledgeable and experienced Masons. The courses are designed for lodge officers, committee members, trustees and hall association directors. Other Grand Lodge leaders are encouraged to attend, including district inspectors and committeemen.

This summer the five courses in the certification program are offered in six cities. Each course is a full day and covers four critical topics. Select one course and the city where you will attend. You may register for other courses in other cities using separate registration forms.

### WORKSHOP SCHEDULE

8:30 a.m.	Registration
9:00 a.m.	Course begins
11:45 a.m.	Lunch
4:00 p.m.	Course ends

COURSES OFFERED	TOPICS COVERED
Program Planning	Annual program planning Event planning Stated meetings and degrees Increasing interest in lodge programs
Lodge Finance	Essentials in lodge finance Lodge budget and reporting Audit procedures Investments and long-range planning
Hall Association Management	Corporate structure Roles and responsibilities Finances and reporting Capital planning
Membership Development	Membership trends Effective use of the Pass It On program On The Level program Member retention strategies
Lodge Administration	Membership data management Lodge governance Management guidelines and ordinances Communication strategies

For more information, e-mail [khegg@freemason.org](mailto:khegg@freemason.org)

# CERTIFICATION PROGRAM

## 2009 Course Registration

Complete this form or print out the form posted on **freemason.org**

*Please print*

Name \_\_\_\_\_

Lodge \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

ZIP \_\_\_\_\_

Telephone \_\_\_\_\_

E-mail \_\_\_\_\_

### COURSE FEE

Each full-day course costs \$40 per person, which includes lunch and materials.

### REGISTRATION DEADLINE

The registration deadline for each city is shown below.

#### STEP 1

SELECT ONE COURSE
<input type="checkbox"/> Program Planning
<input type="checkbox"/> Lodge Finance
<input type="checkbox"/> Hall Association Management
<input type="checkbox"/> Membership Development
<input type="checkbox"/> Lodge Administration

#### STEP 2

SELECT CITY	REGISTRATION DEADLINE
<input type="checkbox"/> Pasadena, June 6	May 27
<input type="checkbox"/> San Diego, June 13	June 2
<input type="checkbox"/> Fresno, June 20	June 8
<input type="checkbox"/> Sacramento, June 27	June 12
<input type="checkbox"/> San Francisco, July 11	June 26
<input type="checkbox"/> Chico, July 18	July 3

### PAYMENT METHOD

\_\_\_\_\_ Check made payable to Grand Lodge F&AM of California

\_\_\_\_\_ Credit card (circle one): MC VISA AMEX

Account number: \_\_\_\_\_

Exp. \_\_\_\_\_

Authorizing signature: \_\_\_\_\_

**Return this form with payment to:**

Lodge Management Certification Program  
Grand Lodge of California  
1111 California Street  
San Francisco, CA 94108