

## Big and Little Sir Training Priorities

Below are the items that helped me (Horace Hines) the most when I started as Big Sir. It really helps to have a good secretary to take minutes and go through the Schedule of Operations (see below).

Item	Location	Comments
Sir website	<a href="http://www.sirinc.org/MemInfo/">http://www.sirinc.org/MemInfo/</a>	If you go to sirinc.org and click on the members button you also get to "Member's Information". There are three columns. The middle one is "Branch Information" and <b>contains almost all of what you need or links to it</b> . Note in the bottom right hand corner there is a "Search Here" box to find things.
Control F or Power F on a Mac	Your keyboard	It allows you to <b>search</b> both <u>web sites</u> and <u>documents</u> to find what you need with less effort.
"Branch Leader Guides, Duties and Tools"	<a href="http://www.sirinc.org/MemInfo/LeadersGuidesBranch/">http://www.sirinc.org/MemInfo/LeadersGuidesBranch/</a>	This web page contains a <b>wealth of information</b> to help you know what to do so you don't have to reinvent the wheel. For example: Big Sir Duties <a href="http://www.sirinc.org/MemInfo/LeadersGuidesBranch/BS_Duties_20140701.pdf">http://www.sirinc.org/MemInfo/LeadersGuidesBranch/BS_Duties_20140701.pdf</a> Sample BEC Agenda <a href="http://www.sirinc.org/MemInfo/LeadersGuidesBranch/SampleBECAgenda-20101120-20101120.pdf">http://www.sirinc.org/MemInfo/LeadersGuidesBranch/SampleBECAgenda-20101120-20101120.pdf</a> Sample Branch Lunch Agenda <a href="http://www.sirinc.org/MemInfo/LeadersGuidesBranch/SampleLunchAgenda-20101120-20101120.pdf">http://www.sirinc.org/MemInfo/LeadersGuidesBranch/SampleLunchAgenda-20101120-20101120.pdf</a>
Schedule of SIR BRANCH Operations	<a href="http://www.sirinc.org/MemInfo/SIR_ScheduleBrOperations/">http://www.sirinc.org/MemInfo/SIR_ScheduleBrOperations/</a>	<b>Really important</b> - This pdf (you need acrobat reader) contains monthly tasks for all the officers. Our branch goes through this at the start of every BEC (Branch Executive Committee) meeting.
Form 28	<a href="http://www.sirinc.org/sirforms/Form028_download_20170114.html">http://www.sirinc.org/sirforms/Form028_download_20170114.html</a>	Form 28 tracks the income and expenses of your branch. Review it at every BEC meeting. To <b>keep SIRs in compliance with IRS regulations</b> , each branch must file this form monthly. Your Treasurer should fill this out.
Form 27	<a href="http://www.sirinc.org/sirforms/Form027_XL_20181216.xls">http://www.sirinc.org/sirforms/Form027_XL_20181216.xls</a>	Form 27 is a <b>very valuable way to quantify the health of your branch</b> . It tracks your monthly attendance, guests, people leaving. The Membership Chairman should fill it out – alternatively the Big or Little Sir. Review it at every BEC meeting. Note: to enter the data for a month in line 8, you <b>MUST</b> enter that month in the "Report Month" at the top of the form.
RAMP	<a href="http://www.sirinc.org/MemInfo/RAMP_Toolkit_2017.pdf">http://www.sirinc.org/MemInfo/RAMP_Toolkit_2017.pdf</a>	Tells <b>how to improve your branch</b> by distributing the workload over multiple leaders: Recruitment, Activities, Member relations and Publicity. This document also contains an <b>SIR Branch Self-Assessment</b> form.

**Additional information for Form 27.** For Form 27 there is an Instruction Sheet. It is located at [http://www.sirinc.org/sirforms/Form027A\\_20160101.pdf](http://www.sirinc.org/sirforms/Form027A_20160101.pdf)

This form is to be distributed so the instructions tell you to “Prepare an e-mail distribution list. In the Address book input e-mail addresses for sirstateform27@gmail.com, each BEC member, Area Governor, Regional Director and RAMP Chairmen. Form a new “group” that includes these e-mail addresses, as this will save you time instead of manually adding individual email addresses each month.”

**Additional information for Form 28.** For Form 28 there is an Instruction Sheet. It is located at [http://www.sirinc.org/sirforms/Form028A\\_Instructions\\_20170114.pdf](http://www.sirinc.org/sirforms/Form028A_Instructions_20170114.pdf)

Distribution list: SIRForm28@Yahoo.com, you Branch BEC, your Regional Director, and your Area Governor. You do not require BEC approval before publishing. This is especially true of months that you have no BEC meeting.

**Forms can be found** at <http://www.sirinc.org/sirforms/>

One of the most difficult information to find was getting the email address of who to send the forms to. Make sure this is covered in the training.