

DISTRIBUTE TO: District through Territory Leaders, Zone and Territory Offices
FROM: SGI-USA Organization Center
SUBJECT: Temporary Exam Exemption for Leadership Appointments

Due to the COVID-19 pandemic, we have been unable to administer any study exams. To adjust to the situation, personnel committees can bypass the Leadership Certification (exams) requirement for the following leadership levels:

- Group (MD/WD)
- District (Youth)
- Chapter (Youth)

All other criteria are still required for men’s and women’s division as outlined in the chart.

For youth division leadership appointments, there is a temporary exemption for the “Members Sponsored” and “Leadership Certification (exams)” requirements for district and chapter level appointments (see: 2020-ORG-133 Temporary Leadership Appointments for Youth Division Only).

Guidelines for Leadership Recommendations

Candidates for leadership should meet the following guidelines, which may be applied with some flexibility:

Level Recommended	Years of Leadership	Members Sponsored	Leadership Certification	SGI-USA Subscriptions	Contributions
Unit (MD/WD)	No minimum	No minimum	None temporary exemption	Must subscribe	
Unit (Youth)	No minimum	No minimum	None temporary exemption	Must subscribe	
Group (MD/WD)	No minimum	No Minimum	Introductory Exam	Must subscribe	
Group (Youth)	No minimum	No minimum	None	Must subscribe	
District (Youth)	No Minimum	No minimum	Introductory Exam	Must subscribe	Must have made within the past year
District (MD/WD)	No minimum	1+	Completed 1 of the Essentials Exams—working toward series	Must subscribe	Must have made within the past year
Chapter (MD/WD)	1+ at District	1+	Completed 1-2 of the Essentials Exams—working toward series	Must subscribe	Must have made within the past year
Chapter (Youth)	1+ at District or on case by case discussion	1+	Completed 1-2 of the Essentials Exams—working toward series	Must subscribe	Must have made within the past year
Region (MD/WD)	1+ at Chapter	1+	Completed 2 of the Essentials Exams—working toward series	Must subscribe	Must have made within the past year
Region (Youth)	1+ at District	1+	Completed 2 of the Essentials Exams—working toward series	Must subscribe	Must have made within the past year
Zone, Territory (MD/WD)	1+ at Chapter	1+	Completed 2 of the Essentials Exams—working toward series	Must subscribe	Must have made within the past year
Zone, Territory (Youth)	1+ at Chapter	1+	Completed 2 of the Essentials Exams—working toward series	Must subscribe	Must have made within the past year

Leadership Recommendation on Membership Portal

When submitting a leadership recommendation on the membership portal for a member who has not completed the exam requirement, please follow these steps:

1. Check the box under “Additional Guidelines”
2. Complete the “Reason for Appointment”
3. Add the following text in the “Reason for Appointment”: “Due to COVID-19, this exam is not being offered. Candidate will take the exam at the next available opportunity.”

Proposed Org Level of Leadership *

Proposed Leadership Position: *

Candidate Name *

Org Name of Leadership *

VALIDATE CANCEL

Org Name of Leadership: **Redondo Beach (District: Surf City)**
 Proposed Org Level of Leadership: **Group**
 Proposed Leadership Position: **Group MD Leader**
 Candidate Member ID: **REDACTED**
 Candidate Name: **REDACTED**
 Candidate Org: **No Group (District: Surf City)**

Satisfied Eligibilities

a. The candidate does not have any restrictions on record in the system
 b. The candidate has active WL subscription

Additional Guidelines

Has met the Leadership Certification (Introductory Exam)

Reason for Appointment

Due to COVID-19, this exam is not being offered. Candidate will take the exam at the next available opportunity.

SUBMIT