

**United States Power Squadrons®**  
**Educational Department**

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**EDUCATIONAL DEPARTMENT NOTICE No. 92**  
**Issue Date: 6 February 2017**  
**Effective Immediately**

**TO:** All Squadron Educational Officers

**COPY:** District Educational Officers  
Squadron Commanders  
District Commanders  
National Educational Department Staff  
Members of the Board of Directors

**SUBJECT: USPS Educational Department Policy on Educational Seminars**

It is required that an authorized copy of the United States Power Squadrons® student seminar booklet be purchased and distributed to all students enrolled in USPS seminars with the exception of members of the same household wishing to share materials. All course information is proprietary and squadrons are not authorized to present USPS seminars without providing original materials to each student. Making copies of student booklets or other purchased materials for distribution to students is prohibited. Copying the PowerPoint slides is only authorized when made to a computer hard drive to facilitate the presentation. In addition, every student must be registered in the HQ-800 system. This insures the record is available in future years. Any deviation from this policy requires the prior written approval of the NEO or an authorized representative.

V/C Craig D. Fraser, SN  
National Educational Officer

*Please note the contents of this EDN and advise all concerned*