

Administrative Level Courses

Day/Twilight Camp Director Training –

(For new directors and co-directors)

This training will cover all the areas needed by day camp directors from an overview of staffing needed to health and safety, equipment requests, financial management, and program. Fee is for cost of printing materials provided.



Day	Date	Time	Location	Fee
Sat	Feb. 27, 2010	9:00 a.m. – 5:00 p.m.	Girl Scout Center	\$10



Event Basics

This course will guide you in recruiting committees, finances, time lines, scheduling, requesting Council equipment and more. It focuses on events that are not camping or overnight events. Gain theme and program ideas. This training is recommended for the event chair and all committee members.

Day	Date	Time	Location	Fee
Sat	Feb. 6, 2010	10:00 a.m. – 12:00 p.m.	Girl Scout Center	\$5
Tues	March 2, 2010	7:00 – 9:00 p.m.	Girl Scout Center	\$5



Weekend Event Planning

This course is designed for adults who are planning a weekend event. Learn about reserving a campsite, programs, meals, parking, recruiting committees, check in/out, lodging and more. This training, along with Event Basics, qualifies as the required training for the Event Chair.

Pre-requisite: Event Basics

Day	Date	Time	Location	Fee
Sat	Feb. 6, 2010	1:00 p.m. – 3:30 p.m.	Girl Scout Center	None
Thurs	March 4, 2010	6:30 – 9:00 p.m.	Girl Scout Center	None

Questions: Contact the Training Registrar at 713-292-0238 or bmorgan@sjs.org

How to Register: The online registration for training courses is available through the Council Web site at www.gssjc.org, under the *Helpful Links* section, select *Training Registrations*. On the Training Registration web page, select *Adult Training & Events* in the gray area on the left hand side of the screen. Choose the hyperlink Administrative Training. The courses are listed alphabetically and then in date order.

