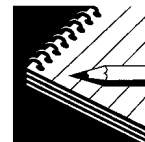


# GSCFP 2012 ADULT LEARNING OPPORTUNITIES REGISTRATION PROCEDURES AND COURSE DESCRIPTIONS



Information about most Girl Scout Council of the Florida Panhandle adult courses and, workshops, can be found in this packet and on-line on the Volunteer section of the council web site, ([gscfp.org](http://gscfp.org)) and through E-Alerts. (Keep it in a safe place and refer to it often!) There may be additional information distributed during the year at local SDA meetings and this updated information will be listed in the on the council website or via E-Alerts.

**REGISTRATION:** Preregistration is required for all adult courses and workshop sessions. You need to be a registered member of Girl Scouts of the USA. The Adult Learning Opportunities Registration Form, (writable PDF) can be downloaded from the council web site or picked up at each service center. These forms may be duplicated as needed. All registrations will be accepted on a first-come, first serve basis. Please be aware that all training courses have required prerequisites.

**WALK-INS ARE DISCOURAGED:** Completed training course registration forms and applicable fees with check or money order made payable to Girl Scouts Council of the Florida Panhandle ,(GSCFP) should be sent to the Girl Scout Tallahassee Service Center, 250 Pinewood Drive, Tallahassee, Florida, 32303 or return to your nearest Girl Scout Service Center by the registration deadline.

**CONFIRMATION NOTICES:** Confirmation notices will be mailed or e-mailed before any training, workshop, or event. Those without e-mail will receive a phone call confirmation. **Driving directions for commonly used sites may be found by using [www.mapquest](http://www.mapquest.com) or [google maps](http://google.com/maps).** Any location information not published in this booklet will be sent to participants with confirmation materials. Only those who have registered for an event or course will be notified of a cancellation or any changes in date, time or location.

**FEES:** Fees are charged for most events and some training courses to cover the cost of food, printed materials, consultants and/or supplies. **Registration will not be accepted unless some form of payment is included.** You will be officially registered for a course or workshop once your registration is processed through the council shop. You may choose to call in your credit card number , (VISA or MASTERCARD only) to any of the three Girl Scout Service Center Shops. You may also return the completed registration form and payment to your nearest Girl Scout Service Center.

**DEADLINES:** Registrations are processed on a first-come, first-served basis. Registration for Girl Scout Leadership Essentials and Troop Pathway training courses must be received at least one week prior to the date of the course. All other registrations for fee-based courses and workshops must be received at the Tallahassee Service Center or other Girl Scout Service Ctr. at least two weeks prior to the date of the course unless otherwise noted. Please act responsibly with regard to deadlines listed.

**CANCELLATIONS:** Any activity that does not have enough participants registered by the deadline will be cancelled. Only those who have registered for an event or course will be notified of a cancellation or any changes in date, time or location.

**Cancellations for a workshop or training course involving a fee must be received in writing:** by e-mail- ([rkelly@gscfp.org](mailto:rkelly@gscfp.org)), fax (850) 873--3997 or letter at the Girl Scout Panama City Service Center, 1515 St. Andrews Blvd., Panama City, Florida, 32405 (Attention: Rosanne Kelly, Volunteerism Dir.) no later than 5 working days prior to the event or training. The Council Service Center business hours are Monday – Friday, 9 a.m. – 5 p.m., EST/CST. The council service center is closed from 1 -2 p.m. daily for lunch.

**REFUNDS:** Should there be an occasion when Girl Scout Council of the Florida Panhandle cancels the workshop or training course, the entire fee will be refunded. If a volunteer cancels more than 10 working days before a workshop or training course, the fee, minus a \$3 processing fee, will be refunded. **All refunds must be processed within 30 business days. If a volunteer cancels less than 5 working days before an event or training, or fails to show up at a workshop or training, no refund will be provided.**

## TRAINING FOR NEW TROOP / GROUP / SERIES LEADERS

Training for new troop/group leaders consists of Quick Start (facilitated by Staff Troop Pathway Mgrs. or designate). "Quick Start" will also enable new volunteers to access the required On-Line Orientation to the Girl Scout Movement and the Volunteer Essentials Quiz On-Line. The next two required sessions are Leadership Essentials and Troop Pathway. New Leaders and Co-Leaders are expected to attend all of these core Girl Scout Leadership Training courses within the first four months of accepting the position.

**\*\*\*(Coming soon is Girl Scouting 101- combined Orientation with Leadership Essentials on-line)**

Girl Scout Council of the Florida Panhandle is committed to ensuring that girls have the highest quality program available to them. One way of doing this is to provide troop/group leaders with well designed training courses and workshops to help them be successful.

### How Is Training Provided

- Training is presented and facilitated by volunteer council trainers/facilitators who are excited to share their skills, knowledge and love of Girl Scouting with other volunteers. Please acknowledge the time and energy each volunteer has expended in preparing and providing the training you are attending. Snacks and beverages are not provided, however you may bring your own.
- Training is scheduled at accessible sites throughout the council's geographic area.
- Childcare is not provided at training sites for insurance and liability reasons. It is appropriate to ask a troop parent or a responsible Girl Scout Teen who has permission to care for your children while you are attending training.

**WHAT TO BRING:** Event descriptions list any materials needed. Pencils, notebook and resource materials are always appropriate. **For Leadership Essentials bring your Leader Journey Set (choose age-appropriate Journey) and for Troop Pathways bring your Volunteer Essentials Manual as well as your Safety-Wise book, ( if you have one).** Participants should bring bag lunches and beverages if an event or training extends through mealtime and if no information is given indicating that meals will be provided. Snacks and beverages are not provided, however you may bring your own.

**PREPARATION:** Participants should plan in advance for car-pooling and travel time. Participants should arrive on time, allowing time to register at the training or workshop and plan to stay until the training or activity is completed. Training courses and workshops will begin promptly at times stated in course descriptions and calendar pages. BE A PRO – DON'T BE A NO-SHOW!

**CHILD CARE:** Babysitting is not provided. Participants **may not** bring children to training sessions. GSCFP encourages setting up reciprocal arrangements with other Girl Scout volunteers or Girl Scout Teens.

**FINANCIAL ASSISTANCE:** Requests for financial assistance will be considered at any time during the year, except for resident and day camps when the published deadline **MUST** be observed. The *Volunteer Essentials* manual provides detailed information on how to apply for financial assistance. Application forms may be obtained from the council web site or from your Troop Pathways Mgr..

## ADULT CORE COURSE DESCRIPTIONS

1. **Quick Start** – In person session ( approx.. 1 hour) with Staff Troop Pathways Mgr. or designate and you will learn more in detail about the Troop/Group Leader position, complete a Volunteer Application, ( if not done before this), how to conduct a meeting to register your troop/group, and the overall basics just to get your troop started. You will also receive information on how to complete the \*a.On-Line Orientation and \*b.Volunteer Essentials Quiz On-Line.

a. **On-Line Orientation** – An introduction to Girl Scouting in the USA including history, the story of our founder Juliette Gordon Low, and the Promise and Law. This course is offered online or as a class ( on demand only). **\*This course is to be completed first.**

**Who should complete this course:** All volunteers

b. **Volunteer Essentials Quiz Online** – An open-book quiz for all volunteers that will walk you through the Volunteer Essentials Manual and Safety-Wise Checkpoints. **\*\*This course must be completed before Troop Pathway training, but not before Leadership Essentials.**

**Who should complete this course:** Troop or Group Leaders

**For directions on how to complete Online Orientation, please contact your Troop Pathways Manager or e-mail the Volunteerism Dir. at rkelly@gscfp.org**

2. **Leadership Essentials** - During this course, you will learn the three Girl Scout Leadership keys and processes and how to ensure that girls receive the full Girl Scout Leadership Experience. You will also be introduced to the Girl Scout National Program Portfolio, ( Journeys + The Girls’ Guide to Girl Scouting) and how both work together effectively and splendidly to give girls a solid leadership experience that still includes earning all of the cool, fun awards. Also learn what a “typical” session might look like, how to manage a group, and how to conduct a safe and productive meeting with the girls.

**This three-hour course is required for all volunteers, regardless of their pathway.**

**\*\*\* ( Coming soon will be Girl Scouting 101- combined Girl Scout Orientation and Leadership Essentials On-line)**

**Who should complete this course:** All volunteers – **Minimum - 5, Maximum - 15**

**Required materials:** Leader Journey Set (choose appropriate age-level Journey); pen and note paper

**To register:** Complete the Adult Learning Opportunities Registration Form and send to the Girl Scout Tallahassee Service Center, 250 Pinewood Drive, Tallahassee, Florida, 32303, or return it to your nearest Girl Scout Service Center.

### LEADERSHIP ESSENTIALS SCHEDULED COURSES:

DATE	TIME	LOCATION	DEADLINE
**Sat., Jan. 7, 2012 **Training Blitz	8:45 a.m – 4:00 p.m. Leadership Essentials &	Pensacola Service Ctr. Troop Pathway	12/19/11
Monday, Jan. 9	5:45 – 9:00 p.m.	Tallahassee Service Ctr.	12/19/11
Monday Feb. 6	5:45 – 9:00 p.m.	Tallahassee Service Ctr.	1/26/12
Monday Feb. 6	5:45 – 9:00 p.m.	Tallahassee Service Ctr.	1/26/12
**Sat., Feb, 11, 2012 **Training Blitz	8:45 a.m – 4:00 p.m. Leadership Essentials &	Niceville location TBA Troop Pathway	2/1/12

LEADERSHIP	ESSENTIALS	COURSES	CONTINUED
Monday, March 5	5:45 – 9:00 p.m	Tallahassee Service Ctr.	2/23/12
Monday, March 5	5:45 – 9:00 p.m	Panama City Service Ctr.	2/23/12
Monday, March 19	5:45 – 9:00 p.m	Tallahassee Service Ctr.	3/8/12
Monday, March 19	5:45 – 9:00 p.m	Panama City Service Ctr.	3/8/12
Monday, April 16	5:45 – 9:00 p.m	Tallahassee Service Ctr.	4/5/12
Monday, April 16	5:45 – 9:00 p.m	Panama City Service Ctr.	4/5/12
**Sat., April 28, 2012 **Training Blitz	8:45 a.m – 4:00 p.m. Leadership Essentials &	Pensacola Service Ctr. Troop Pathway	4/19/12
Monday, May 7	5:45 – 9:00 p.m	Tallahassee Service Ctr.	4/25/12
Monday, May 21	5:45 – 9:00 p.m	Tallahassee Service Ctr.	5/10/12
Monday, May 21	5:45 – 9:00 p.m	Panama City Service Ctr.	5/10/12
Sat, June 23 **Training Blitz	8:45 a.m – 4:00 p.m. Leadership Essentials &	Panama City Service Ctr. Troop Pathway	5/14/12

- 3. Troop Pathway** - Designed just for Troop Leaders, this course covers the structure of the Girl Scout Movement and the World Association of Girl Guides and Girl Scouts as well as overall troop/group management. You will find out where to get help, explore resources, (including the New Girls' Guide to Girl Scouting) and learn about the policies and procedures of the organization. During the second half, small groups will look at each age-level of Girl Scouting, (Daisy, Brownie, Junior, Cadette, Senior, and Ambassador) to learn how best to work with that age-level. Small groups will explore the basics of the of the Girl Scout Program, as well as the girl/adult partnership and developmental stages of that age-level. You will also learn about what forms and paperwork are needed to manage your troop's activities effectively and safely.

**Who should complete this course:** Troop Leaders - - **Minimum - 5, Maximum - 15**

**Required materials:** Volunteer Essentials Manual pen and note paper

**To register:** Complete the Adult Learning Opportunities Registration Form and send to the Girl Scout Tallahassee Service Center, 250 Pinewood Drive, Tallahassee, Florida, 32303, or return it to your nearest Girl Scout Service Center.

**TROOP PATHWAY SCHEDULED COURSES:**

Date	Time	Location	Deadline
**Sat., Jan. 7, 2012 **Training Blitz	8:45 a.m – 4:00 p.m. Leadership Essentials &	Pensacola Service Ctr.	12/19/11
Thurs., Jan. 19	5:45 – 9:00 p.m	Tallahassee Service Ctr.	1/11/12
Thurs., Jan. 26	5:45 – 9:00 p.m	Panama City Service Ctr.	1/18/12
**Sat., Feb, 11, 2012 **Training Blitz	8:45 a.m – 4:00 p.m. Leadership Essentials &	Niceville location TBA Troop Pathway	2/1/12
Thurs., Feb. 16	5:45 – 9:00 p.m	Tallahassee Service Ctr.	2/7/12
Thurs., March 15	5:45 – 9:00 p.m	Tallahassee Service Ctr.	3/6/12
Monday, April 23	5:45 – 9:00 p.m	Tallahassee Service Ctr.	4/12/12
Thurs., April 26	5:45 – 9:00 p.m	Panama City Service Ctr.	4/17/12
**Sat., April 28, 2012 **Training Blitz	8:45 a.m – 4:00 p.m. Leadership Essentials &	Pensacola Service Ctr. Troop Pathway	4/19/12
Thurs., May 17	5:45 – 9:00 p.m	Tallahassee Service Ctr.	5/8/12
Sat, June 23 **Training Blitz	8:45 a.m – 4:00 p.m. Leadership Essentials &	Panama City Service Ctr. Troop Pathway	5/14/12

**\*\*Training Blitz** – Get your Leadership Essentials and Troop Pathway Training all completed in one day! You can also register for these courses singly on these designated dates. Leadership Essentials is from approximately 9 a.m. – noon and Troop Pathway is from approximately 1- 4 p.m.

4. **First Aid/CPR** - Required before a troop can participate in activities beyond the troop meeting place. Bring a floor mat or towel and a sack lunch with a drink. The course will require physical activity such as bending, kneeling and stooping. Please also make sure you are in good health, ( no communicable diseases) to complete the course. You may also complete this course through the American Red Cross, American Safety and Health Institute, National Safety Council, and the American Heart Association. **Minimum – 5, Maximum - 12**

**Who should complete this training:** Any volunteer needing CPR/First Aid training who is 14 years and older. **Required Materials:** Pen and note paper

**To register:** Complete the Adult Learning Opportunities Registration Form and send to the Girl Scout Tallahassee Service Center, 250 Pinewood Drive, Tallahassee, Florida, 32303, or return it to your nearest Girl Scout Service Center.

You may choose to call in your credit card number , (VISA or MASTERCARD only) to the Shop at your nearest Girl Scout Service Center You may also return your completed registration form and payment to your nearest Girl Scout Service Center.

**FEE: \$30** for *Medic First Aid International* – certification good for 2 years OR *CPR for the Professional Rescuer* – certification good for 1 year. **All courses are Medic First Aid International unless asterisked below.**

#### MEDIC FIRST AID SCHEDULED COURSES :

Date	Time	Location	Deadline
Saturday., Jan. 7	9:00 a.m. – 3:30 p.m.	Scout Hut, Defuniak Springs	12/3/12
Saturday, Jan., 21, 2012	9:00 a.m. – 3:30 p.m.	Tallahassee Service Ctr.	1/10/12
Saturday, Jan. 28	9:00 a.m. – 3:30 p.m.	Panama City Service Ctr.	1/12/12
Saturday, Feb. 4	9:00 a.m. – 3:30 p.m.	Tallahassee Service Ctr.	1/25/12
Saturday, Feb. 18	9:00 a.m. – 3:30 p.m.	Panama City Service Ctr.	2/8/12
Saturday, Feb. 25	9:00 a.m. – 3:30 p.m.	Fort Walton Beach -TBA	2/15/12
Saturday, June 23	9:00 a.m. – 3:30 p.m.	Panama City Service Ctr.	6/12/12

#### 5. OUTDOOR TRAINING (“SCOUTER OUTER”)

This overnight training course at camp prepares troop leaders/adults for taking girls camping. Camp preparation, safety, skills progression, camp procedures, fire building, outdoor cooking methods, etc. are just a few of the areas covered. **This course is required for camping.** Overnight gear and closed shoes are required. The course will require physical activity such as walking, bending, kneeling and stooping. Please also make sure you are in good health.

**\*\*\*Participants must attend and actively participate** in the Outdoor Orientation and Skills Weekend which make up the “Scouter Outer” course. You must attend each course in it’ s entirety to be considered camp certified. On the Adult Learning Opportunities Reg. form please specify the locations where you will attend both training courses.

**Who should complete this training course:** at least 1 adult per troop; cannot be the First Aider  
**Required materials:** Safety-Wise Outdoor Scenarios, completed by each participant

**To register:** Complete the Adult Learning Opportunities Registration Form and send to the Girl Scout Tallahassee Service Center, 250 Pinewood Drive, Tallahassee, Florida, 32303, or return it to your nearest Girl Scout Service Center.

You may choose to call in your credit card number, (VISA or MASTERCARD only) to the Shop at any of the Girl Scout Service Centers. You may also return your completed registration form and payment to your nearest Girl Scout Service Center.

**FEE :** \$35 includes meals and *Outdoor Education in Girl Scouting* publication.

**OUTDOOR ORIENTATION SESSIONS SCHEDULED:**

**\*\* You will receive your confirmation and equipment packing list in this session.**

Date	Time	Location	Deadline
Tues., March 6, 2012	5:45 – 9:30 p.m.	Church of Epiphany, Crestview	2/27/12
Thurs., March 15, 2012	5:45 – 9:30 p.m.	Pensacola Service Ctr.	3/6/12
Thurs., March 15, 2012	5:45 – 9:30 p.m.	Panama City Service Ctr.	3/6/12
Thurs., March 29, 2012	5:45 – 9:30 p.m.	Tallahassee Service Ctr.	3/14/12
Thurs., March 29, 2012	5:45 – 9:30 p.m.	Panama City Service Ctr.	3/14/12

**OUTDOOR SKILLS WEEKEND SCHEDULED COURSES: ( Complete the Outdoor Orientation First)**

DATE	TIME	LOCATION
Saturday, March 31 to Sunday, April 1, 2012	8:30 a.m. CST., 3/31/12 – 12:00 p.m., CST, 4/1/12	Camp Kolomoki Defuniak Springs
Saturday, April 14 to Sunday, April 15, 2012	8:30 a.m. EST, 4/14/12 – 12:00 p.m., EST, 4/15/12	Camp For All Seasons Tallahassee

**NOTE:**

If you have any ideas, feedback, or suggestions regarding Adult Learning Opportunities or are interested in becoming a part of the Volunteer Adult Facilitation Team please contact Rosanne Kelly – Volunteerism Director at (850) 873-3999, ext. 1210 or e-mail at [rkelly@gscfp.org](mailto:rkelly@gscfp.org).

**HOW TO EFFECTIVELY FACILITATE ADULT LEARNING:**

Course for New Council Volunteer Facilitators/Trainers

**Pre-requisite: Complete a Facilitator/Trainer Application and Interview with Rosanne Kelly, Volunteerism Director**

DATE	TIME	LOCATION	DEADLINE
Sat., Jan. 21, 2012	9:00 a.m. – 5:00 p.m. CST	Panama City Service Ctr.	App. & Interview 2 months ahead

**\*\*\*Requests for additional dates for Adult Learning Opportunities must be communicated to your Staff Troop Pathways Manager or Program Pathways Manager.**