

# Training Courses

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## Courses

Archery Instructor

Canoe Certification

Ceremonies

Crafts

Day Camp Training

First Aid / CPR\*

Fundamentals of

Home Study

Grade Level\*

New Leader Orientation\*

Outdoor Orientation\*

Religious Awards

Songs and Games

SWAPS

Trainer Workshop

Train-the-Trainer

Troop Camp 1\*

Troop Camp 2

Troop Camp 2 Update

(Home Study)

Troop Tripping

(Home Study)

*\*Required for Leadership Development Pin.*

## Rules and Regulations

### REGISTRATION

Registration is required.

**A minimum of five participants will be necessary to conduct any course.**

All information requested on the Registration Form must be completed to ensure credit for the course. ***Please be sure to include course and session numbers.*** You may register **ON-LINE**, download a form at [www.mbgsc.org](http://www.mbgsc.org), or use a form located in this book.

### PREREQUISITES

Prerequisite courses are indicated in the course summary. Late arrivals and early departures will not receive credit for the course. Prerequisites must be completed before course date.

### PRICING

Fees, when required, must be submitted with the Registration Form. There are NO refunds unless the course is cancelled by GSMBC or the course is full. If this happens, we will contact you. A refund is allowed if we are notified of your cancellation within one week prior to course deadline date. The course fee may be transferred to another course date that is listed in this guide.

### COURSE CANCELLATIONS

Courses may be cancelled if the required minimum registrations are not received. ***Please try to cancel within one week of course date if you are unable to attend.*** Only those who registered will be notified of any changes or cancellations. Please check your calendar before making reservations in order to avoid unnecessary cancellation fees.

### CONFIRMATION

We'll confirm your reservation either by phone, e-mail or in writing including training site location, materials to bring, and any changes in dates, time, or location.

### ADDITIONAL TRAINING COURSES

Additional training courses may be brought to your service unit if there are at least ***five persons guaranteed to attend.*** ***Available courses include:***

Troop Tripping, Leader/Advisor Training, Grade Level Training, and First Aid/CPR. To schedule, contact VP of Member Services with suggested dates (no less than two weeks ahead), times, & locations.

**NOTE: Child care is not available.**

### QUESTIONS

Contact Sonja Emziah,  
Vice President of Member Services

Girl Scouts of Moccasin Bend Council  
P.O. Box 15969 (1936 Dayton Blvd.)  
Chattanooga, TN 37415

423-877-2688 (Ext. 230) • 800-446-2472  
semziah@mbgsc.org

# Training Calendar - Year at a Glance

## AUGUST 2007

25	New Leader Orient.	SC	Sat.	9am-12pm
25	Grade Level	SC	Sat.	12pm-3pm

## SEPTEMBER 2007

8	Ceremonies	SC	Sat.	1pm-3pm
8	Songs & Games	SC	Sat.	9am-12pm
15	CPR / First Aid	SC	Sat.	9am-5pm
15	Outdoor Orientation	SC	Sat.	9am-1pm
17	Religious Awards	C2	Mon.	6pm-8pm
22	New Leader Orient.	SC	Sat.	9am-12pm
22	Grade Level	SC	Sat.	12pm-3pm
22	New Ldr.-Fall Product	SC	Sat.	1pm-2:30pm
24	Outdoor Orientation	SC	Mon.	5pm-9pm
28-30	Volunteer Retreat	Adahi	Fri.-Sun.	6pm-11am
29	Archery	Adahi	Sat.	9am-6pm
29	Advanced Cooking	Adahi	Sat.	12pm

## OCTOBER 2007

1	Go for the Silver	SC	Mon.	6pm-7:30pm
6	First Aid Challenge	C2	Sat.	9:30am-10:30am
6	CPR Challenge*	C2	Sat.	10:30am-11:30
15	Go for the Gold	SC	Mon.	6pm-8pm
15	New Leader Orient.	O	Mon.	6pm-9pm
20	New Leader Orient.	C1	Sat.	9am-12pm
20	Go for the Silver	FTO	Sat.	10am-11:30am
20	Go for the Gold	FTO	Sat.	12:30pm-2:30pm
20	Grade Level	C1	Sat.	12pm-3pm
22	Grade Level	O	Mon.	6pm-9pm
22	Troop Camp I&2 Plan.	SC	Mon.	6pm-9pm
27-28	Troop Camp 1&2	Adahi	Sat.-Sun.	9am-11am

## NOVEMBER 2007

3	Go for the Silver	C2	Sat.	10am-11:30am
3	Go for the Gold	C2	Sat.	12:30pm-2:30pm
5	Go for the Bronze	SC	Mon.	6pm-7pm
10	Troop Camp 1	SC	Sat.	9am-3pm
17	New Leader Orient.	FTO	Sat.	9am-12pm
17	Grade Level	FTO	Sat.	12pm-3pm

## DECEMBER 2007

1	Crafts	SC	Sat.	10am-12noon
1	Swaps	SC	Sat.	12pm-2pm
8	Day Camp Training	SC	Sat.	10am-12pm
10	New Ldr.-Cookie	SC	Mon.	6pm-7:30pm

## JANUARY 2008

5	New Ldr.-Cookie	SC	Sat.	10am-11:30am
5	Outdoor Orientation	SC	Sat.	9am-1pm
5	First Aid/CPR (girls)	SC	Sat.	9am-5pm
5	First Aid/CPR (adults)	C1	Sat.	9am-5pm
7	Go for the Bronze	SC	Mon.	6pm-7pm
14	Go for the Silver	SC	Mon.	6pm-7:30pm
18-19	Train the Trainer	SC	Fri.	6pm-9pm
			Sat.	9am-5pm
26	New Leader Orient.	SC	Sat.	9am-12pm
26	Grade Level	SC	Sat.	12pm-3pm
28	Religious Awards	SC	Mon.	6pm-8pm

## FEBRUARY 2008

2	Archery	C2	Sat.	9am-6pm
4	Go for the Gold	SC	Mon.	6pm-8pm
9	Outdoor Orientation	D	Sat.	9am-1pm
16	Songs & Games	C1	Sat.	9:30am-12:30pm
16	Ceremonies	C1	Sat.	1:30pm-3:30pm
16	Troop Camp 1	SC	Sat.	9am-3pm

## MARCH 2008

11	Troop Camp 2 Plan.	SC	Tues.	6pm-9pm
15-16	Troop Camp 2	Adahi	Sat.-Sun.	9am-11am
29	New Leader Orient.	SC	Sat.	9am-12pm
29	Grade Level	SC	Sat.	12pm-3pm

## APRIL 2008

4-5	Trainer Retreat	Ctry. Suites	Fri.-Sat.	6:30pm-4pm
12	First Aid / CPR	SC	Sat.	9am-5pm
12	Day Camp Training	SC	Sat.	10am-12pm
19	Annual Meeting	BSH	Sat	10am

## MAY 2008

3	Canoe Certification	Adahi	Sat.	9am-5pm
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## JULY 2008

12	New Leader Orient.	SC	Sat.	9am-12pm
12	Grade Level	SC	Sat.	12pm-3pm
12	Outdoor Orientation	SC	Sat.	9am-1pm

### LOCATION KEY:

BSH - Bessie Smith Hall  
 C1 - Cleveland location (Big Spring United Methodist)  
 C2 - Cleveland location (Wesley Memorial United Methodist)  
 D - Dunlap location (Sequatchie Valley Electric Co-Op)  
 FTO - Ft. Oglethorpe location (Ft. Oglethorpe United Methodist Church)  
 O - Ooltewah location (Ooltewah Baptist)  
 SC - Service Center

Directions are located at end of this training section.



# Course Descriptions

## NEW LEADER ORIENTATION

*(3-hr. course)*

New volunteer leaders attend this session presented by Membership Staff or trainers as their introduction to Girl Scouts. By the end of this session, leaders will be able to describe the organizational structure of Girl Scouting, utilize the Girl Scout system of support for leaders and girls, identify the function of the *Troop Management Guide*, discuss Youth Protection and the child abuse reporting process, and prepare for the first parent meeting. *Bring: Compass, handbooks & Safety-Wise.*

## FUNDAMENTALS OF HOME STUDY

*(Given at the completion of New Leader Orientation)*

*(Complete within 60 days and attend Grade Level Training)*

This home study will help new leaders/advisors understand the Girl Scout philosophy, history, troop management, troop finances, meeting planning, communications, forms, planning with parents, and volunteer development.

## GRADE LEVEL TRAINING *(3-hr. course)*

This course is for volunteers who have attended New Leader Orientation and completed the Fundamentals Home Study. It is also for those experienced volunteers who are bridging to a new program level. For each girl program level (*Daisy, Brownie, Junior, Grades 7-11*) the course will cover developmental characteristics of girls, program ideas and resources, level awards and advancement, girl/adult partnership and planning. *Bring: Compass, handbooks & Safety-Wise.*

## ARCHERY INSTRUCTOR

*(8-hr. course)*

This Level 1 Certified course is for adult volunteers interested in learning to teach archery to girls. Upon successful completion of this course, instructors will be eligible to provide archery instruction at Camp Adahi for Service Unit and/or Troop Camping weekends and council-sponsored events at Adahi. Wear comfortable clothing and dress for the weather. Certified Archery Instructors will be added to a GSMBC database and names and phone numbers will be given to Service Unit Managers, Troop Leaders and Council personnel needing archery instructors to work with girls. Capacity: Max. 12. *Bring: brown bag lunch & drink. Course Fee: \$25 per person (includes manual, materials & certificate).*

## CANOE CERTIFICATION *(8 hr. course)*

*Safety-Wise* requires Small Craft Safety/Canoe for adults teaching and supervising girls taking part in canoeing activities. Small Craft Safety/Canoe is a small craft water safety course, not a canoeing or a swimming instructional course. You must be able to pass a general swimming test and be able to demonstrate how to operate a canoe to be eligible for the course.

## CEREMONIES *(2-hr. course)*

Learn common Girl Scout ceremonies. Handouts will be provided.

## CRAFTS *(2-hr. course)*

Volunteers of any age are invited to learn new techniques using household items, links to websites, common craft supplies, and how to teach girls.

## DAY CAMP TRAINING *(2hr. course)*

Day and twilight camps can offer wonderful, memorable Girl Scout experiences for girls and adults. This training is essential for all new day camp directors. It will cover all the important information needed to run a fun, safe and successful service unit day camp. *Safety-Wise* and council guidelines will also be presented.

## FIRST AID / CPR *(8-hr. course)*

A first aid/CPR certified person is required at specific troop activities. This may be the leader/advisor or other adult. First Aid certification is 3 yrs.; CPR certification is for one yr. only. American Heart CPR certification is accepted. *(If the dates listed are not convenient, contact your local Red Cross Chapter for their schedule.)* Capacity: Min. 5/Max. 20. *Bring: brown bag lunch. Course Fee: \$25 per person*

## FIRST AID CHALLENGE

Participants must be able to demonstrate first aid skills without prompting and pass a written test. Current certification can be no longer than 30 days from expiration, otherwise they must take the course over. First Aid certification is for 3 yrs. **Course Fee: \$10** *(Fee does not include book.)*

## CPR CHALLENGE

Course is ONLY for those persons who took the NEW CPR Course during the Fall of 2007. Participants must be able to demonstrate adult CPR skills without prompting and pass a written test. Current certification can be no longer than 30 days from expiration, otherwise they must take the course over. CPR certification is good for one year only. **Course Fee: \$10** *(Fee does not include book.)*

## GO FOR THE BRONZE, SILVER, GOLD

*(1 to 2 hours each)* This course is recommended for adults who are advising girls in the requirements to earn these high awards. It is recommended for girls to attend. See girl program section for details. **Course Fee: \$5 per course**

## OUTDOOR ORIENTATION *(4-hr. course)*

This course is recommended for hiking, outdoor activities, and backyard camping. It must be completed before taking Troop Camping 1. Topics and skills covered will include 8 basic outdoor skills, planning with girls, and safety.

## PRODUCT SALE TRAINING FOR NEW LEADERS

*(1.5-hr. course)* Recommended for persons who have never participated in the fall products and cookie sale programs.

## RELIGIOUS AWARDS TRAINING *(2-hr. course)*

We give you the Scouts' Religious Recognition handout. Now what? This course covers how to implement this program in your troop. P.R.A.Y. (Programs of Religious Activities with Youth) is an individual girl, not troop, program.

**SONGS & GAMES** (3-hr. course)

Learn traditional and fun songs and games to be used during meetings, camping & ceremonies. Songbooks will be available for purchase. Handouts will be provided.

**SWAPS** (2-hr. course)

(Special Whatchamacallits Affectionately Pinned Somewhere) SWAPS are a Girl Scout craft in which girls and adults trade with each other to promote friendship. Come and learn how to make this inexpensive Girl Scout Tradition.

**TRAINER WORKSHOP**

This opportunity is for current Council Trainers to review and revise curricula, learn new tools of the training trade, and share experiences. Lunch and snacks are provided. **(8 Leadership Dev. Hours)**

**TRAIN-THE-TRAINER COURSE** (12-hr. course)

*Prerequisite: Approved Trainer Application*  
This is a two-day, twelve-hour course. Attendance is required at both full day sessions to fulfill GSUSA's requirements for this course. **(12 Leadership Dev. Hours)**

**TROOP CAMP 1** (6-hr. course)

*(Prereq.: Outdoor Orientation)*  
This course prepares troop adults for one night camping trips in established camping areas with platform tents or cabins with water. Topics and skills will include: planning with girls, simple outdoor cooking, camping safety, program ideas, equipment orientation, and kaper charts. Participants will be cooking out of doors.

**TROOP CAMP 2** (3-hr. planning session & Camp Adahi overnight) (Prerequisite: Troop Camping 1)

This course prepares troop adults for camping two or more nights in established camping areas with water. A 3-hr. planning session at the Service Center is required before the overnight activity. **Troop Camp 2 certification expires three years from training date.** Participants share the cost of meals at Camp Adahi. **(30 Leadership Dev. Hours)**

**TROOP CAMP 2 UPDATE** (Home Study Course)

*(Prerequisite: Outdoor Orientation, Troop Camp 1 & 2)*  
This course is for persons whose Troop Camp 2 certification is expiring. Do not send in registration form. Contact Sonja Emziah. **(2 Leadership Dev. Hours)**

**TROOP TRIPPING** (Home Study Course)

This course is recommended for all troop activities outside of troop meetings, including day trips and council programs. Topics include girl readiness, planning and budgeting, safety and environmental "rules of the road."

**LOCATION KEY:**

BSH - Bessie Smith Hall  
C1 - Cleveland location (Big Spring United Methodist)  
C2 - Cleveland location (Wesley Memorial United Methodist)  
D - Dunlap location (Sequatchie Valley Electric Co-Op)  
FTO - Ft. Oglethorpe location (Ft. Oglethorpe United Methodist Church)  
O - Ooltewah location (Ooltewah Baptist)  
SC - Service Center  
Directions are located at end of this training section.

## Course Dates

Course	Subject	Date	Day	Time	Location
200	Archery*	Sept. 29, 2007	Saturday	9:00am - 6:00pm	Camp Adahi
201	Archery	Feb. 2, 2008	Saturday	9:00am - 6:00pm	C2
202	Advanced Cooking*	Sept. 29, 2007	Saturday	12:00pm - 6:00pm	Camp Adahi
203	Canoe Certification	May 3, 2008	Saturday	9:00am - 5:00pm	Camp Adahi
204	Ceremonies	Sept. 8, 2007	Saturday	1:00pm - 3:00pm	SC
205	Ceremonies	Feb. 16, 2008	Saturday	1:30pm - 3:30pm	C1
206	Crafts	Dec. 1, 2007	Saturday	10:00am - 12:00pm	SC
207	Day Camp Training	Dec. 8, 2007	Saturday	10:00am - 12:00pm	SC
208	Day Camp Training	Apr. 12, 2008	Saturday	10:00am - 12:00pm	SC
209	First Aid/CPR	Sept. 15, 2007	Saturday	9:00am - 5:00pm	SC
210	First Aid Challenge	Oct. 6, 2007	Saturday	9:30am - 10:30am	C2
211	CPR Challenge	Oct. 6, 2007	Saturday	10:30am - 11:30am	C2
212	First Aid/CPR (girls)	Jan. 5, 2008	Saturday	9:00am - 5:00pm	SC
213	First Aid/CPR (adults)	Jan. 5, 2008	Saturday	9:00am - 5:00pm	C1
214	First Aid/CPR	Apr. 12, 2008	Saturday	9:00am - 5:00pm	SC
111A	Go for the Bronze	Nov. 5, 2007	Monday	6:00pm - 7:00pm	SC
111B	Go for the Bronze	Jan. 7, 2008	Monday	6:00pm - 7:00pm	SC
112A	Go for the Silver	Oct. 1, 2007	Monday	6:00pm - 7:30pm	SC
112B	Go for the Silver	Oct. 20, 2007	Saturday	10:00am - 11:30am	FTO
112C	Go for the Silver	Nov. 3, 2007	Saturday	10:00am - 11:30am	C2
112D	Go for the Silver	Jan. 14, 2008	Monday	6:00pm - 7:30pm	SC

(\*during volunteer retreat)

## Course Dates

Course	Subject	Date	Day	Time	Location
113A	Go for the Gold	Oct. 15, 2007	Monday	6:00pm - 8:00pm	SC
113B	Go for the Gold	Oct. 20, 2007	Saturday	12:30pm - 2:30pm	FTO
113C	Go for the Gold	Nov. 3, 2007	Saturday	12:30pm - 2:30pm	C2
113D	Go for the Gold	Feb. 4, 2008	Monday	6:00pm - 8:00pm	SC
215	Grade Level <i>(all)</i>	Aug. 25, 2007	Saturday	12:00pm - 3:00pm	SC
216	Grade Level <i>(all)</i>	Sept. 22, 2007	Saturday	12:00pm - 3:00pm	SC
217	Grade Level <i>(B, J)</i>	Oct. 20, 2007	Saturday	12:00pm - 3:00pm	C1
218	Grade Level <i>(B, J)</i>	Oct. 22, 2007	Monday	6:00pm - 9:00pm	O
219	Grade Level <i>(all)</i>	Nov. 17, 2007	Saturday	12:00pm - 3:00pm	FTO
220	Grade Level <i>(all)</i>	Jan. 26, 2008	Saturday	12:00pm - 3:00pm	SC
221	Grade Level <i>(all)</i>	Mar. 29, 2008	Saturday	12:00pm - 3:00pm	SC
222	Grade Level <i>(all)</i>	July 12, 2008	Saturday	12:00pm - 3:00pm	SC
223	New Leader Orient.	Aug. 25, 2007	Saturday	9:00am - 12:00am	SC
224	New Leader Orient.	Sept. 22, 2007	Saturday	9:00am - 12:00am	SC
225	New Leader Orient.	Oct. 15, 2007	Monday	6:00pm - 9:00pm	O
226	New Leader Orient.	Oct. 20, 2007	Saturday	9:00am - 12:00pm	C1
227	New Leader Orient.	Nov. 17, 2007	Saturday	9:00am - 12:00am	FTO
228	New Leader Orient.	Jan. 26, 2007	Saturday	9:00am - 12:00am	SC
229	New Leader Orient.	Mar. 29, 2007	Saturday	9:00am - 12:00am	SC
230	New Leader Orient.	July 12, 2008	Saturday	9:00am - 12:00am	SC
231	Outdoor Orientation	Sept. 15, 2007	Saturday	9:00am - 1:00pm	SC
232	Outdoor Orientation	Sept. 24, 2007	Monday	5:00pm - 9:00pm	SC
233	Outdoor Orientation	Jan. 5, 2008	Saturday	9:00am - 1:00pm	SC
234	Outdoor Orientation	Feb. 9, 2008	Saturday	9:00am - 1:00pm	D
235	Outdoor Orientation	July 12, 2008	Saturday	9:00am - 1:00pm	SC
<b>Product Sales Training designed for NEW LEADERS (Contact Council Product Sales Mgr. for information)</b>					
119B	Fall Product Sales	Sept. 22, 2007	Saturday	1:00pm - 2:30pm	SC
120B	Cookie Training	Dec. 10, 2007	Monday	6:00pm - 7:30pm	SC
120C	Cookie Training	Jan. 5, 2008	Saturday	10:00am - 11:30am	SC
236	Religious Awards	Sept. 17, 2007	Monday	6:00pm - 8:00pm	C2
237	Religious Awards	Jan. 28, 2008	Monday	6:00pm - 8:00pm	SC
238	Songs & Games	Sept. 8, 2007	Saturday	9:00am - 12:00pm	SC
239	Songs & Games	Feb. 16, 2008	Saturday	9:30am - 12:30pm	C1
240	Swaps	Dec. 1, 2007	Saturday	12:00pm - 2:00pm	SC
241	Trainer Workshop	Apr. 4/5, 2008	Fri/Sat	6:30pm - 4:00pm	Ctry. Suites
242	Train-the-Trainer	Jan. 18/19, 2008	Fri. Sat.	6:00pm - 9:00pm 9:00am - 5:00pm	SC SC
243	Troop Camp 1 <i>(1&amp;2plan)</i>	Oct. 22, 2007	Monday	6:00pm - 9:00pm	SC
244	Troop Camp 1	Nov. 10, 2007	Saturday	9:00am - 3:00pm	SC
245	Troop Camp 1	Feb. 16, 2008	Saturday	9:00am - 3:00pm	SC
246	Troop Camp 2 <i>(1&amp;2combo)</i>	Oct. 27-28, 2007	Sat/Sun	9:00am - 11:00am	Camp Adahi
247	Troop Camp 2 <i>(planning)</i>	Mar. 11, 2008	Tuesday	6:00pm - 9:00pm	SC
248	Troop Camp 2 <i>(session)</i>	Mar. 15-16, 2008	Sat/Sun	9:00am - 11:00am	Camp Adahi
249	Volunteer Retreat	Sept. 28-30, 2007	Fri-Sun	6:00pm - 11:00am	Camp Adahi

**If you have an email address, please register ON-LINE at [www.mbgsc.org](http://www.mbgsc.org)**

or download a form at [www.mbgsc.org](http://www.mbgsc.org) in the Adult section or use this form and return by mail, fax or hand delivery to:

Vice President of Member Services.

**IDENTIFICATION**

**Registrations will NOT be accepted by phone.**

Troop # \_\_\_\_\_ Service Unit \_\_\_\_\_ Level \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone ( ) \_\_\_\_\_ Evening Phone ( ) \_\_\_\_\_

E-Mail \_\_\_\_\_ Volunteer Position \_\_\_\_\_

Restrictions or Special Needs \_\_\_\_\_

**Racial/Ethnic Origin: This information will be used for monitoring purposes only. You are not required to respond.**

\_\_\_ Am. Indian or Alaskan Native \_\_\_ Asian or Pac. Islander \_\_\_ Black \_\_\_ White \_\_\_ Other \_\_\_ Also of Spanish/Hispanic origin

TRAINING COURSE NAME	COURSE #	LOCATION	DATE / TIME	COURSE FEE*

*\*If applicable.*

**TOTAL**

**\$**

**SUBMIT TO**



**VICE PRESIDENT OF MEMBER SERVICES  
Girl Scouts of Moccasin Bend Council**

P.O. Box 15969 (1936 Dayton Blvd.)

Chattanooga, TN 37415-0969

423 877 2688 • 800 446 2472

F 423 877 5587 • Email [semziah@mbgsc.org](mailto:semziah@mbgsc.org)

**PAYMENT INFORMATION**

Cash (Do not send cash through the mail)

Check/M.O. (Made payable to GSMBC)

Credit Card (Minimum of \$5 to charge payment by credit card)

Expiration Date \_\_\_\_\_  Visa  MC  Discover

Card # \_\_\_\_\_

Name on Card \_\_\_\_\_

Signature \_\_\_\_\_

**Office Use Only:**  Cash  Check/MO  Credit Card

Amt. Paid \$ \_\_\_\_\_

Date \_\_\_\_\_ Receipt # \_\_\_\_\_

**KEEP A COPY FOR YOUR INFORMATION & FILE  
MAKE ADDITIONAL COPIES IF NEEDED**