



# NUTS & BYTES

News and Updates for Trainers • July 2006

## Annual Conference of Trainers

Walt Disney had wonderful visions for the future, and so do many of you. Join us for a fun-filled two days at the Smith Mountain Lake 4-H center. You should have received your registration packet by now; if you have not, email Becky at [bshaffer@gsvsc.org](mailto:bshaffer@gsvsc.org) to request a copy. You may also get your copy from the GSVSC website at [www.gsvsc.org/trainers.htm](http://www.gsvsc.org/trainers.htm).

## Basic Troop Leadership

This fall, at the annual conference of trainers, we will be rolling out the updated Basic Troop Leadership I, II, and III courses. After meeting with numerous groups around the council, the decision was made to re-design our training for leaders to provide information on a need-to-know basis rather than to offer the need-to-know along with the nice-to-know information. Troop leaders want training that is timely, relevant, and fast-paced. Get your updates at the conference.

**Don't forget to register for the new membership year (particularly those of you who are individually registered).**

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## IMPORTANT DATES TO REMEMBER

**September 8-9, 2006**

Annual Conference of Trainers

**October 21, 2006**

Decision Influencing Meeting, Waynesboro

**November 4, 2006**

Decision Influencing Meeting, Christiansburg

**November 10-12, 2006**

Training for Trainers

**February 24, 2007**

Decision Influencing Meeting, Roanoke

**March 3, 2007**

Decision Influencing Meeting, Sweet Briar College

**April 21, 2007**

Annual Meeting



## Notes About Outdoor Education

- Because of some problems that outdoor trainers experienced this past spring, we will no longer accept walk-ins to our outdoor education planning sessions. All participants must register for the course by the deadline in order to attend. Please put the word out in your area for people to register as soon as they can. We would rather someone cancel in a timely manner than not be able to attend at all.
- If you are a planning session trainer, please let Debra know if there is a “no-show” at your session so that we may put someone else in the empty slot.
- If you have an outdoor planning session kit and need the “show and tell” items, such as a charcoal chimney or fire starter, would you consider making them for your kit? If you cannot do that, let Becky know, and she will arrange for the items to be made for you.
- If you are facilitating an outdoor education update session, you or another trainer is responsible for ordering the manuals needed for that session. Please allow Courtney two weeks to get the materials to you.
- Do you feel you need a telephone calling card to use for emergencies at camps since cell phones rarely work at camp? Email Becky at [bshaffer@gsvsc.org](mailto:bshaffer@gsvsc.org) with your answer.



## Manual Listing on the Website

The training manual listing is on our council website. If you would like to have copies of any of the manuals, you may email Courtney Hungate at [chungate@gsvsc.org](mailto:chungate@gsvsc.org), and she will send them to you. When we update manuals, we only send the updated version to those trainers who are currently facilitating sessions for that topic.

## Medical Problems at Training Sessions

Do you want a trainer Q & A to discuss medical problems you might or have run into during training sessions? Becky's thought is to have a health care professional answer any questions you might have. Email Becky at [bshaffer@gsvsc.org](mailto:bshaffer@gsvsc.org) telling her if this would be something you would want and use or not.

## Participants Who Leave Early

This year we have had many questions about participants leaving a session early or arriving an hour late. Do they get credit for attending at all? The answer is no – not until they make up what they have missed. They can do this in several ways and will need a trainer's help. They may meet with a trainer at another time that is more convenient to review the information that was missed. They may also use the home study to complete those sections that they missed. If a participant wants to use this method, the trainer needs to let Becky know so that she can arrange for only those sections.



## HOW TO PLAN INTERNATIONAL TRIPS

The new manual is ready to go, but the process has changed. Those troops/groups that will be taking an international trip will be assigned a trip mentor who will review the information with them and stay in contact with the troop during the planning process. How to Take Group Trips will be a prerequisite for this process. If you would like a copy of the new manual, email Courtney at [chungate@gsvsc.org](mailto:chungate@gsvsc.org) and request manual #2123.



## How to Reconcile an Advance

When you are sent an advance for a training session, you will need to reconcile that advance within two weeks after the course has been held. An advance reconciliation form will be sent with the advance check.

- Complete the report using a line for each receipt that you have.
- Do not worry about the account numbers. Becky will add those when the reconciliation report reaches council headquarters.
- Attach all receipts to the report.
- If monies are due to council headquarters, please send a check. If monies are due to you, a reimbursement check will be sent to you.
- If you have any problems completing this report, please let Becky know.
- If the course has been cancelled, please return the voided check immediately.



## Are You New to E Council?

Lead trainers for sessions that register at council headquarters will be given access to E Council to check registrations for their courses. If this will be your first time using E Council for training information, you will be sent a confidentiality form to sign and return before access is given. Please sign the form as soon as you get it so that you will not miss out on any information. You may download the information to Excel and sort it to use in the manner that you need. If you have not used E Council before, come to the annual conference of trainers for the E Council workshop.



## Training Confirmation Letters

When a training registration comes to council headquarters, Debra sends out a confirmation letter. If you would like to have additional information in the letter for your session, please contact Debra at [dgiles@gsvsc.org](mailto:dgiles@gsvsc.org) and let her know. She will gladly send what you give her. Otherwise, she will send a generic letter with general information. She will also send you a copy of the generic letter if you want to see what information is included.

## Supply Orders

When you are ordering supplies, whether by form or by email, please include the date when you need the supplies so we can help meet your needs.



## BASIC TROOP LEADERSHIP II AND III IN AUGUST AND SEPTEMBER

We are in the process of updating BTL II and III. Our goal is to hand them out at the ACT. If you are doing training before that time, please order and use the current materials. The major change is that we will not be using the program goals, so you can remove that information from the session.

## GSVSC Business Reply Envelopes

Many trainers use business reply envelopes to mail items to council headquarters. If you do use them, please make sure they have the Peters Creek Road, NW, address rather than the old Salem address. We have learned recently that some of our volunteers are using old envelopes and the mail is not getting to us.

## Lands' End Merchandise

Lands' End is no longer selling Girl Scout uniforms. Those items are now discontinued. GSUSA has a new adult polo shirt that is listed in the 2006-2007 catalog.



**Watch your thoughts; they become words.  
Watch your words; they become actions.  
Watch your actions; they become habits.  
Watch your habits; they become character.  
Watch your character; it becomes your destiny.**



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*Nuts & Bytes* is a quarterly publication of the learning services operating unit at Girl Scouts of Virginia Skyline Council. It is written by Becky Shaffer, director of learning services.

The brown owl originated from a Brownie Girl Scout story in 1926. (The current version is in the *Brownie Girl Scout Handbook* on page 29.) The brown owl was considered to be very wise and shares its knowledge with those who ask. Since trainers share their “wisdom,” it became the symbol for those in that position.

