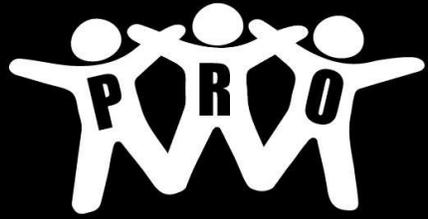




Facilitator Handbook

2017 - 2018



Oregon's Family
Child Care Association

PROVIDER RESOURCE ORGANIZATION

FACILITATOR HANDBOOK 2017-2018

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Provider Resource Organization

Overview and Legal Structure

July 2017-June 2018

CONTACT INFORMATION

Mailing Address PO Box 301145 Portland, OR 97294-9145

Website www.oregonpro.org

Email Main email: providerresource@gmail.com

Membership email: providerresource.membership@gmail.com

Board of Directors and Facilitator Liaison Contact Information

Please see the Board of Director page of the website for up to date contact information for all board members, including the Facilitator Liaison.

Current Chapters and Facilitator List

Please see the Facilitator page of the website for up to date contact information of all current chapters and their facilitators.

Membership List

Up to date lists should be provided by the Facilitator Liaison or may be obtained from membership at providerresource.membership@gmail.com

MISSION STATEMENT

Provider Resource Organization is an advocacy, resource, education, and support association for family childcare and other child care providers. PRO supports childcare providers in professional development by providing access to training and peer support as well as resources to facilitate leadership development and professional recognition. PRO advocates a positive, professional image for our profession and provides resources to assist providers in increasing the quality of care provided to Oregon's children.

PHILOSOPHY

As a provider led, grass roots organization, PRO is dedicated to meeting the changing needs of today's child care providers. Members, chapter facilitators, and board members are all providers themselves or have strong ties in the field. Leadership and professional development are key to our organizations future.

VISION

PRO's vision is to have a strong chapter presence statewide as well as a well-rounded, dedicated board that puts the organization's best interests first. Quality training and supports will be provided to Oregon's providers which will result in improving the quality of care and small business practices.

STATEMENT OF PURPOSE

Provider Resource Organization exists:

- To recognize the child care as an honest and legitimate profession.
- To assist in raising the quality and professional manner by which individual providers run their businesses.
- To elevate the status of providers in the eyes of all providers, the public, private and government sectors.
- To increase the enjoyment of the individual provider's business life through networking, support, and trainings.
- To encourage the growth of local P.R.O. chapters.
- To extend love, compassion, and understanding to all providers; regardless of sex, race or creed.

PRINCIPLES

PRO accomplishes its mission and purpose through chapters, an email communication (PRO-gram,) an annual conference, sponsoring trainings, and providing leadership training for chapters.

We are a non-profit organization incorporated in Oregon in 1986. We were founded by family child care providers and are for all child care providers.

We encourage collaboration with other groups and agencies that are interested in child care and in upgrading the stature of the child care profession.

Our three main purposes are: networking, training, and support. Included in the annual membership, members have the opportunity and are encouraged to attend trainings offered by other chapters as well as their own chapter. (Check the calendar on our website for dates, times, and contact information of training offered.)

MAJOR ACCOMPLISHMENTS

As background for chapters and especially for new members, we share the following accomplishments of PRO with you.

- Advocated for providers who were subject to IRs audits in 1987-88.
- Worked with the child care commission and the Oregon Insurance Commissioner's office during a liability insurance crisis.
- Testified before legislative committees regarding child care bills in each legislative session when child care bills were introduced.
- Participated on the Oregon Child Care Commission.
- Gave advice to Adult and Family Services, Children's Services Division, Child Care Division, and the Resource and Referral Network.
- Gave advice to the development of the Oregon Career Lattice.
- Received grants to provide information to providers.
- Developed our first publication, The Business of Family Child Care.
- Brought experts in the field of family child care to Oregon as Keynote speakers at our annual conferences.

INSTITUTIONAL STATEMENT

Provider Resource Organization is an advocacy, resource, education and support association for family child care providers and child care providers in general. We recognize all child care providers as professionals. Family child care providers care for over 50,000 children in Oregon with even more children being cared for in other child care programs. Most providers, especially family child care providers, work long hours, are isolated from peers and have difficulty (monetary/time) accessing training and education. These factors contribute to a high attrition rate which impacts the quality of available, on-going child care, thus affecting both parents and children. All providers need access to mini-workshops (arts and crafts, child abuse, positive discipline, child development, business/tax information), access to problem solving sessions (what to do with the child that's biting? How to deal with parents late with payment?), to peer support and professional recognition. Provider associations offer these vital services in a peer-to-peer model which is an important component for providers seeking training and support. We are all affected when the children of our community are not receiving quality care. Studies show that consistency is most important for young children; with the high attrition rate of providers too many children lack consistent care early in their lives. Supporting this organization means an increase in the professionalism of child

care providers. This will translate into a higher quality and more stable care for children in Oregon, a more productive workforce and an increased quality of life for all Oregonians.

PROFESSIONAL GUIDELINES

PRO advocates for reporting suspected child abuse. PRO advises all of its members to protect themselves from claims of child abuse by proper documentation and responsible child care practices. PRO encourages all members to work with-in local and state rules and regulations and fire regulations.

PRO is an independent organization. We wish to work in cooperation with all other agencies involved in child welfare. PRO believes in upgrading and making professional the business of child care. We encourage all providers to keep proper records and follow legal requirements for tax reporting. PRO advocates that providers be responsible to others in the child care community by running their business in a manner befitting the profession.

PRO demands that the content of all PRO meetings relating to personal experiences and feelings remain confidential. All providers should feel free to contribute without fear of reprisal, repercussion, or ridicule. PRO is not liable for PRO members' comments or speakers' comments.

PRO does not assume liability to parents or the community for the child care of PRO members. Membership is open to any person providing child care. Other interested persons, agencies or businesses may join PRO as Community Members.

REPRESENTATION OF PRO

Any representation of PRO to members or the community must be done in a professional manner following the guidelines, bylaws, rules, and purpose of PRO. Facilitators/Chapters do not have authorization to make decisions regarding PRO as an organization, all requests for such must be directed to the Board of Directors.

SHARING MEMBER INFORMATION

PRO is not a childcare referral agency. PRO does not carry liability insurance to protect both PRO and our chapters/facilitators from issues that might arise from doing so.

Chapters may choose to provide leads to their chapter members and the community with the understanding that only information available in the online membership directory is allowed to be provided to families seeking childcare.

Therefore, the appropriate approach would be to direct families to the online membership directory or send the family's information to your chapter members which will allow the members to decide to respond or not to the inquiry. Chapters may not charge a fee or promise any compensation for such information shared.

BI-LAWS

Provider Resource Organization (PRO) runs under the guidelines set forth in their Bi-laws. Copies of the Bi-laws are available by request to the Board of Directors if not currently available online.



Provider Resource Organization

Facilitator Role, Duties, Benefits

July 2017-June 2018

FACILITATOR ROLE

The Facilitator's role is to oversee and organize the chapter, insuring that the chapter continues to function under PRO's guidance. The Facilitator proposes, suggests, invites and then consults with the members to generate consensus. In general, the facilitator is more concerned that everyone feel included and heard while remaining neutral.

The Facilitator works with the Board of Directors, specifically the Facilitator Liaison, to make sure all requirements of the chapter are met and that communication stays flowing between the chapter and the board.

FACILITATOR DUTIES

Oversee the running of the chapter and using the gift of delegation

- Work within the community or the chapter itself to secure a meeting space for the chapter meetings
 - Suggestions include: Community centers, churches, fire station meeting rooms, child cares that have enough space for the number of attendees.
- Plan and Set the trainings provided by the chapter. A committee may be formed to assist in this task.
 - Turn in training calendar by the due date with ALL the required information.
 - Calendars should be turned into providerresource@gmail.com and will be forwarded to the "website manager." Please also submit a copy to the facilitator liaison to insure credit is given for completed calendars.
 - Please use form titled "PRO Calendar/Training Worksheet." This will allow easy transfer to the website as well as insure all information is provided. Incomplete calendar forms may cause your chapter to not receive stipend credit.

- Follow the expectations and guidelines to meet the requirements of the training stipend provided to each PRO chapter. General requirements are listed in the Trainings and Stipends section. Due to yearly changes, the specifics will be provided along with the stipend amount each spring during the Facilitator Training and Appreciation Dinner.
- Oversee and reconcile the chapter bank account. A chapter treasurer may be designated to assist in this.
 - Turn in bi-annual reports December 5 and June 5 to the Board of Directors Treasurer
 - Keep all records
 - Communicate with the Board of Directors Treasurer and/or Facilitator Liaison as needed
- Oversee the running of chapter meetings
 - A time to conduct chapter business should be set aside during each monthly meeting. Ground rules should be read or posted. (See Facilitating Chapter Meetings for more information on conducting chapter meetings)
 - Maintain a sign in/out list of all members and guests
 - A PRO member list will be provided by the Facilitator Liaison. Please communicate with the liaison any membership issues/ corrections that arise or contact membership at providerresource.membership@gmail.com directly.
 - Assist members in renewing their memberships, reminding them as needed
 - Provide all areas of the purpose of PRO throughout the year:
 - Networking
 - Support
 - Training
- Coordinate with the Co-Facilitator to accomplish the goals of the chapter
- Attend the facilitator training meeting/dinner along with the Co-Facilitator

- Welcome new and visiting members to your chapter
 - Personally reach out to new members listed in your chapter list each month
- Promote growth of the chapter

FACILITATOR BENEFITS

Membership – After a year’s service, the facilitator’s membership will automatically be renewed each year in the spring for one year. Membership will re-renew a second year after a second year’s service etc.

Conference – Facilitators who choose to participate in the planning/execution of the annual conference will be provided with all conference fees waived. To meet this requirement, an agreement must be made with the Conference Chair on what your participation includes. Please be proactive as conference projects are year round.

Examples: Oversee an area such as vendors, raffles, participation bags, assistant to trainers/special guests, facilitation of the set up/tear down crew, assisting in advertisement and/or sponsorship. Other suggestions of areas of involvement may be offered up.

Invitation to the Facilitator Training and Appreciation Event- A training and appreciation event is provided each spring (or date TBD by the Board of Directors) for the facilitator, co-facilitator, and any member transitioning into a facilitator/co-facilitator role. This is an event to help equip facilitators as well as recognize them for their hard work.



Provider Resource Organization

Facilitator Election Process

July 2017-June 2018

1. Facilitator terms will run for one year. July 1 through June 30. Their term may be renewed for a second and third year only **THROUGH RE-ELECTION**.
2. February – Facilitator makes announcement of elections. Facilitator's duty/job descriptions are made available to the group. If the facilitator is running again, someone else needs to be appointed to handle nominations. Once nominations are made they are then accepted or declined by the nominee.
3. April – Elections are held. Vote during the April meeting. Secret ballot vote with a simple majority wins.
4. All members should vote. Members need to know the process so they can be present for vote if they wish.
5. This process should be limited to a short time during meetings so all the time is not taken up by the voting process. Suggested time is 15-20 minutes.
6. All members should have access to a copy of the facilitator job descriptions as to best choose a facilitator.



Provider Resource Organization

Facilitating Chapter Meetings

July 2017-June 2018

MONTHLY MEETINGS

Chapters shall have monthly meetings between the months of September-June. Trainings should occur during the majority of these meetings. Every meeting should have time set aside for chapter business including but not limited to reading of the minutes from the previous chapter meeting, sharing of any information requested by the Board of Directors to be shared, welcoming of members including new members, reading of the rules of conduct, and a time to allow chapter members to discuss any pertinent business.

GROUND RULES FOR PRO MEETINGS

- Everyone Participates
- Participants have the right to pass
- All opinions are honored
- Participants respect others and self
- Confidentiality Policy-What is said here stays here with exception of illegal activity

AGENDAS

Every meeting should have an agenda. Make your agenda as detailed as necessary to make sure you cover everything you wish to address at the meeting. It will also help you to manage the length of the meeting. It is highly suggested to email the agenda to your chapter members prior to the meeting.

Example of an agenda:

Provider Resource Organization-March 30, 2017	
6:30 pm	Meeting called to order
6:31 pm	Welcome, Ground Rules, and Introductions
6:40 pm	Reading of last month's chapter minutes
6:45 pm	Approval of last month's chapter minutes
6:50 pm	Chapter Business (Including announcements from PRO)
7:00 pm	Chapter Training – <i>Infant / Toddler Environments – Set two</i>
9:00 pm	Meeting adjourned
Next Meeting will be April 27, 2017 at 6:30 pm at Jan's House.	

THE FACILITATOR'S ROLE DURING MEETINGS

Below is a list of things a facilitator should be concerned about, as well as ways to address each situation:

1. Keep the meeting focused and on topic:
 - a. Point out that the discussion has drifted. Usually the meeting will quickly return to topic.
2. Clarify and accept communications:
 - a. Summarize the contribution of participants. Summarize in particular, the contributions particularly from participants who have not been actively involved. "Your feeling is that..."
 - b. Relate one participant's idea to another. "If I understood it correctly, your idea would add on to Nancy's idea by..."
 - c. Accept incomplete ideas. "Could you develop that idea a little more?"
 - d. Point out when a team member's contribution is cut off and invite them to complete it. "I'm afraid that we have cut Nancy off. Did you have more you wanted to contribute, Nancy?"
3. Accept feelings as valid data:
 - a. Summarize feelings as well as content. "You feel angry when..."
4. State a problem in a constructive way so that the meeting can work on it:
 - a. State the problem in such a way that it doesn't sound like blame-fixing or an accusation of the participants.
 - b. Help clarify the areas of decision making. "As I understand it the Wilderness Act does not allow for development of recreation areas; however, it is open to us to recommend the classification of this land."
5. Suggest a procedure or problem solving approach:
 - a. Point out when it may be useful to move on to the next problem. "I'm wondering if we're ready to move on to ..."
 - b. Suggest a procedure. "I'd like to propose that we break into small discussion groups..."
6. Summarize and clarify direction:
 - a. Summarize your understanding of what the meeting has accomplished and indicate what the next steps will be.
7. Avoid dominating behavior:
 - a. Critique of ideas.
 - b. Making procedural decision without group consent.
 - c. Exploiting role to propose or argue for positions.
 - d. Lengthy comments.

ANTICIPATING PROBLEMS

There is always a potential for problems as organizations grow and develop. PRO Facilitators have had to face some of the following issues. It can be helpful to a Facilitator to know you are not alone if some of these problems occur in your chapter. We advise you to talk with other Facilitators and members who may have faced some of these issues.

1. Low participation: Many members will not participate in meeting or other activities. Meetings are not for everyone. All a facilitator can do is be sure local PRO members are aware of chapter activities and make an effort to get their input regarding whatever interest they may have in meeting topics or other chapter activities.
2. Making Meetings Valuable to Experienced Providers: As PRO accomplishes its goal of professionalizing child care, we have a continued challenge to make chapter activities meaningful to experienced providers. Facilitators should be sure to take advantage of the skills of experienced members when meetings are planned. Some of the best presenters may be experienced members.
3. Dissension With-in Meetings: Some chapters have had cliques and factions develop within them. This can be destructive in a chapter and Facilitators must act to let members know that PRO meetings are not the place to push their own agenda at the expense of the chapter. When this problem arises, it is best to consult with current and former Facilitators to see how they may have handled this problem in the past. Keep in mind the goals of your chapter and the characteristics of good meetings. Be comfortable that PRO meetings cannot deal with all of the providers concerns and that the issues of a few members cannot drive the chapter.
4. If Members Are Operating Illegally or Do Not Meet Chapter Standards for Good Child Care: This is an important issue in every professional organization. Large organizations grapple with it through ethics committees and rules of membership. They issue policy papers and may actually expel members. These are not options for PRO, nor should they be. We are a small and developing organization with members who have very different ideas about what a professional child care provider is. While we would not condone illegal or harmful behavior neither should we be judgmental. It is appropriate to apply our child caring and child development knowledge to caring for and developing providers.

EVALUATE YOUR PROGRESS

At least annually use part of a chapter meeting to evaluate the best and worst of the year. How did it go? What did you learn from it? What would you do next time? If you will not be facilitating next year, pass on what you learned to your successor, including all resources.

RESOURCES FOR HANDLING DIFFICULT SITUATIONS

General Strategies for Handling Difficult Members

1. Assess the situation. Is the person genuinely difficult or just cranky for a short time?
2. Stop wishing the person were different. You can't change it. Don't even try.
3. Put some distance between yourself and the difficult behavior. Develop a detached view of that difficult person while he or she is in the process of being difficult. By giving yourself some distance, you get a better perspective.
4. Formulate a plan for interrupting the situation. You can't change the behavior of the other person, but you can change yours.
5. Put your strategy into operation. Plan your timing and prepare for the confrontation.
6. Monitor the progress of your strategy so that you can make adjustments to it when or if it becomes necessary.
7. If your strategies for coping don't work, abandon your efforts. Don't wait until the situation has done you more harm.

Regular communication with them, Diversionary activities for them, and strength to be firm with them are good prevention mechanisms to minimize the damage difficult members can do to an organization, to the morale of its members and to its program. The Board of Directors is available when needed to assist you in dealing with a difficult member.

Difficult People in Groups

1. Recognize that behavior is goal-oriented.
2. Reject the behavior but not the person.
3. Recognize the problem may be both an individual and a group problem.
4. Help the person find an appropriate way to participate.
5. Work with people outside the group to resolve problems.
6. Help the group arrive at group-recognized operating procedures.
7. Recognize that conflict can be constructive as well as destructive.
8. Help the group develop procedures for solving the problem.
9. Assess you own behavior in reaction to the behavior of the difficult person.
10. Remember that prevention is the best insurance policy.



Provider Resource Organization

Chapter Training Stipends and Other Funds

July 2017-June 2018

STIPENDS

Stipends are an important component towards the successful running of PRO chapters and PRO in general. Stipends allow chapters to offer quality trainings and networking events to help meet the needs of all PRO members. Membership fees, as well as other PRO events such as the Annual Conference, Cohorts and other Board of Directors sponsored events contribute to the stipends available each year for all PRO chapters.

Although the PRO Board of Directors is committed to keeping overhead costs of the organization down, due to the fluctuation of membership numbers, conference attendance and expenses as well as the overall PRO operating budget, stipend amounts are determined annually by the Board of Directors and announced during the Spring Facilitator Training and Appreciation Night. The PRO Board strives to provide the highest stipend amounts possible.

Specific guidelines/expectations are provided each year when stipend amounts are presented to the facilitators.

Stipends are generally designated into two different amounts:

Training Stipends: Designated to assist chapters in providing quality and relevant trainings to all PRO members during chapter meetings

Calendar Bonus Stipend: Designated as funds to be used for other operating expenses for their chapter including but not limited to use to assist in social and networking events and supplies. These funds may also be used towards training costs.

Training Stipends

Stipends earmarked for trainings should be used only towards the costs directly associated towards the training fees.

Chapters are encouraged to offer a variety of trainings to help meet the needs of their members including Set 2 trainings. Set 1 trainings are reimbursed at a lower rate than set 2 trainings.

Calendar Bonus Stipend

The PRO Calendar is an important tool that allows all members to obtain trainings. As part of their membership PRO members may attend any chapter meeting; therefore, calendars must be submitted as required. Each year the Board of Directors will announce during the Spring Facilitator Training/Meeting the due dates and specifics required for that coming year.

Calendars shall be complete to be considered submitted on time. Facilitators are encouraged to use the Calendar/Training Worksheet to insure all information is submitted.

The Board of Directors is available to assist facilitators whom require assistance in completing their chapter calendar if the request for assistance is made with enough notice prior to the due date.

Calendars submitted late 1 day up to 30 days will receive half the calendar stipend bonus. Calendars submitted after 30 days will not receive any calendar stipend bonus but are still required to be submitted. The Board of Directors will address any concerns regarding a chapter if they do not submit their calendar in a timely fashion.

Calendars are part of the requirement towards qualification of the training stipends. A training must be posted on the calendar in order for it to qualify towards the training stipend.

RETREATS

Chapters may host retreats that include trainings; however, if stipend funds are used the following must be met:

- The retreat shall be posted on the PRO website calendar
- The retreat shall be open to all PRO members (RSVP can be required.)
- Training Stipend money can only be used towards the cost of the training included in the retreat

Fundraising is permitted or use of personal funds may be used for the remaining portion of the retreat. PRO members from other chapters cannot be charged more than chapter members to attend the retreat; however, funds from a chapter's fundraising can be designated towards only the host chapter members' cost to attend

Example: The retreat Fee is \$60

Host Chapter Members may apply the funds from their chapter fundraiser towards the \$60 fee or members may use their own personal fund

Non Host Chapter Members may pay for their \$60 fee with their own personal funds

FUNDRAISING

All fundraising using any affiliation to PRO to raise funds must be preapproved by the Board of Directors in order to assure that the fundraising is of an appropriate nature that reflects what PRO stands for and does not conflict with any other PRO fund raising already approved.

VISITORS TO CHAPTER MEETINGS

Chapters may charge a fee for non PRO members to attend a chapter training

Non-members may attend up to 2 trainings/chapter meetings before being required to become a member. These non-member fees may be used by the chapter as they see fit. Record shall be kept of visitor attendance.

SPECIAL CHAPTER TRAINING EVENTS

Chapters wishing to host a training that is in addition to their monthly chapter meeting/training may charge a fee to both PRO members and Non Members. However, the fee must be at a discounted rate for PRO members (both from the host chapter and visiting chapters) compared to the fee charged to non PRO members.

Please include these events on your chapter calendar to assist in both the success of your special event and also the overall success of PRO

Special Events may be used as a fundraiser.



Provider Resource Organization

PRO Calendar Timeline for Facilitators

July 2017-June 2018

TIMELINE FOR CHAPTER CALENDAR

AUGUST

Summer Break- NO PRO EVENTS. Board of Directors on Break.

August 5 Annual calendars DUE (September through June)

- See form titled “PRO Calendar/Training Worksheet” for instructions

SEPTEMBER

PRO chapter meetings begin

- See online calendar of trainings taking place at all the PRO chapter locations in Oregon (listed on PRO website www.oregonpro.org)

OCTOBER

PRO chapter meetings continue

NOVEMBER

PRO chapter meetings continue

DECEMBER

PRO chapter meetings continue

December 5 Bi-Annual Treasurer Report DUE (Listing income/expenses during year)

- If the form is not available on the facilitator resource page of the website one may be requested from the Board of Director’s Treasurer.

JANUARY

PRO chapter meetings continue

FEBRUARY

PRO chapter meetings continue

Facilitator Nominations

- Facilitator job description emailed out to chapter members prior to the February chapter meeting
- Nominations for next year's facilitator take place at the February chapter meeting and are accepted/declined by nominees

MARCH

- **PRO Annual Conference** this month! Date TBD. No PRO chapter meeting in March - to encourage members to attend conference

APRIL

PRO chapter meetings continue

- Elections for the facilitator to take place at April's chapter meeting

MAY

PRO Chapter Meetings Continue

JUNE

PRO Chapter Meeting- Last one before Summer Break

June 5 Bi-Annual Treasurer Report DUE

- See easy form in **Facilitator Resources**

June 5 Copy of training certificates submitted to the Facilitator Liaison

- Submit a copy of the certificate (with someone's name on it) from EACH training offered in your chapter. **List on them** how many attended
- Stipends will be paid for the year after certificates have been submitted

JULY

Summer Break- NO PRO EVENTS

(Chapters wishing to meet during the summer may do so; however, please be aware that PRO and the Board of Directors are on break during the months of July and August and may not be available- please plan accordingly.)



Provider Resource Organization

PRO Calendar/Training Worksheet

July 2017-June 2018

Please fill out completely and return/submit via email to providerresource@gmail.com AND to the Facilitator Liaison by the due date

The information provided will be cut and pasted into our calendar of events. Please do not use “tables” style formatting such as excel as they do not transfer correctly. Ideally submitting in a Word type format will allow for quick processing. If the web manager is unable to cut and paste your document you may be asked to provide it in another form.

Each event should list all information each time for each event (do not type see above or list it just once for all events)

Monthly chapter trainings are free for members. A fee may be charged for non-members. If you are planning a fundraising event/training in addition to the monthly meeting/training a fee may be charged as long as the member rate is less than the non-member rate.

Required Information for calendar stipend credit for **each** chapter event:

Chapter Name

Event Info

- Title:
- Date:
- Time:
- Location:

Training Information: (if applicable)

- Training Title:
- Training Category and Set designation:
- Trainer Name:
- Training Description:

Contact Information:

- Name:
- Email/Phone:

Other Info:

(Include costs when applicable)

Example of a CORRECT calendar submission:

JANUARY

Chapter XYZ

Chapter meeting and training: Healthy Lunches

January 3rd at 2pm

Church of God 12345 Main Street USA

Training: Healthy Lunches, Set 2, HN by Sue Smith

A two hour training blending healthy lunch choices with appealing options for children of all ages

Contact Betty Ann at 555-5555 or betty@email.com

Non PRO member fee: \$10

FEBRUARY

Chapter XYZ

Chapter meeting and social

February 4th at 2pm

Church of God 12345 Main Street USA

Contact Betty Ann at 555-5555 or betty@email.com

There will be no training at this meeting. Nominations for next year's Facilitator will be the main focus of this meeting. A time of social and networking will follow.

Example of an INCORRECT calendar submission:

All meetings located at Church of God Main Street USA first Monday of the month
Contact Betty Ann at 555-5555 or betty@email.com

JANUARY

Chapter meeting and training: Healthy Lunches

Training: Healthy Lunches, Set 2, HN by Sue Smith

A two hour training blending healthy lunch choices with appealing options for children of all ages

Non PRO member fee: \$10

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There will be no training at this meeting. Nominations for next year's Facilitator will be the main focus of this meeting. A time of social and networking will follow.