

## Adult Development – Service Unit

### Registration procedures for classes

Register by Phone: Call Tiffany Lemons at 317.924.6845 or Kathi Coutinho at 317.924.6818

Register by E-mail: Tiffany Lemons (tlemons@girlscoutsindiana.org) or Kathi Coutinho (kcoutinho@girlscoutsindiana.org)

Register by Mail: You can mail registration to:

Girl Scouts of Central Indiana  
Attn: Volunteer Services  
1800 North Meridian Street, Suite 300  
Indianapolis, IN 46202

Register on-line by using E-Council: accessed through [Web site](#)

- On the left side of the page you will see “Adult learning dates”
- Click on “Sign up for Learning Dates”
- Step 1 Type: Adult Training as the registration type.
- Step 2 Calendar: This will take you to the calendar where you can scroll through the different months. If you double click on the adult learning session it will take you to the registration form.
- Step 3 Description and Registration Form: This screen will give the description of the session at the top and the bottom will be a fill-in form.

### Thinking about becoming a Facilitator?

Description: The vast majority of our facilitators are volunteers just like you – they have a passion for a particular subject (or many subjects) and/ or have skills and experience teaching adults. If you work well with adults, have good communication skills, and have an interest in how adults learn, you might be a great facilitator! This session will explain more details on the EFAL (Effectively Facilitating Adult Learning) process, show you how to apply to become a facilitator, and give you a chance to ask questions about facilitating.

Fee: None

Bring: notebook and pen.

### Service Unit Manager

Who Should Attend: Service Unit Managers

Fee: None

Description: Get the tools and skills to run a great Girl Scout Year. Bring a notebook, pen and Safety-Wise.

## **Registrar**

Who Should Attend: New Service Unit Registrars and co-registrars

Fee: None

Description: Get the tools and skills to manage a successful registration process for your service unit. Includes E-Council.

## **Community Organizer**

Who Should Attend: All Service Unit Organizers, interested Service Unit Managers

Fee: None

**Description:** There's more to it than flyers in September - find out about resources and skills for doing this important year-round job. We'll look at tracking and placing girls, supporting adult volunteers, year-round calendar highlights, setting up recruitment opportunities, and super-tips for dealing with difficult people. Bring a notebook, pen and Safety-Wise.