

USAGSO-North Atlantic

Overseas Committee Chair Training General Information

- WHO ATTENDS:** Newly appointed Overseas Committee Chairs (OCCs), OCC-elects or OCCs who have not attended week-end training.
- WHERE:** Hotel Ibis is located in Heidelberg Germany, adjacent to the railway station (Bahnhof). See enclosed travel info.
- WHEN:** 2-4 May 2008 OR 6-8 June 2008
Training Begins at 7:00 PM on Friday and ends at 12:00 on Sunday.
- REGISTRATION FEE:** The cost is \$100 per OCC or OCC-elect
Includes:
✓ Written Resources
✓ Breakfast on Sat. & Sun., lunch on Saturday and Coffee Breaks
✓ Two nights lodging (shared room)
✓ Travel costs
All expenses in excess of \$100 paid by USAGSO – NA with the exception of dinner on Saturday night.
- DEADLINE:** Registrations must be received at USAGSO-North Atlantic
By: **25 April 2008** for the May Training OR
30 May 2008 for the June Training
- ASSIGNMENT:** Upon receipt of registration, participants will be e-mailed Information for an On-Line Orientation. **This orientation must be completed prior to attending the training!** Following completion of the on-line orientation, complete the enclosed **needs assessment (also available on-line)** and return to USAGSO-North Atlantic. This will allow us to tailor the training to the specific needs of the group.
- ACCOMODATIONS:** Double rooms with German style beds have been reserved at the Hotel Ibis. You will be assigned a room-mate. There is an additional charge of \$40.00 per night for those wishing single accommodations. All rooms have a private bath and are equipped with TV, clock radio and a hair dryer. Room Check –In : after 13:00 on Friday
Room Check-out: Before 11:00 on Sunday

Bring Euro for Dinner on Friday and Saturday and for incidentals.

TRAINING CHECK-IN: Check-in for training will begin at 18:00 on Friday.

TRAVEL: You are responsible to make your own travel arrangements. A travel advance is available upon request.

REIMBURSEMENT: All travel costs are reimbursed by USAGSO-North Atlantic within the Volunteer Reimbursement Guidelines. The form is enclosed.

ATTIRE: This is a business meeting. The Girl Scout Uniform or Business Casual dress is appropriate. Blue jeans and sweat suits are not appropriate at this training conference.

SPECIAL NEEDS: Please indicate on the registration form if you have special needs in regard to access or food allergies.

HOTEL INFORMATION: The address and telephone number for Hotel Ibis are:

Hotel Ibis –Heidelberg
Willy-Brandt Platz 3
Heidelberg
+49 (0)6221 9130

USAGSO-North Atlantic

Steps to Success Overseas Committee Chair Training

Schedule

Friday

Room Check –in available after 13:00

| | |
|-------------|---|
| 1800 – 1900 | Training Check-in Dinner on your own |
| 1900-2130 | Steps to Success Part I |

Saturday

| | |
|-------------|---------------------------|
| 0700 – 0830 | Breakfast (included) |
| 0830 – 1200 | Steps to Success Part II |
| 1200 – 1330 | Lunch (included) |
| 1330 – 1800 | Steps to Success Part III |

Free evening to explore Heidelberg – dinner on your own

Sunday

| | |
|-------------|--------------------------|
| 0700 - 0830 | Breakfast (included) |
| 0830 – 1200 | Steps to Success Part IV |
| 1200 | Closing |

Room check-out by 1100

LOGISTICS

- Check _____ Complete one registration form per OCC or
OCC-elect
- _____ Enclose an OC check or money order payable to
USAGSO-North Atlantic for
\$100 per participant.
- _____ Enclose Request for Advance if needed for travel
- _____ Keep a copy of the completed registration form for your
records.
- _____ Return all forms to:
- | | | |
|--------------|-----------|------------------------|
| USAGSO-NA | OR | USAGSO-NA |
| Unit 29242 | | Stem Kaserne BLDG 1002 |
| APO AE 09102 | | Postfach 610 212 |
| | | 68232 Mannheim DE |

Refund Policy: USAGSO-NA will refund the registration fee minus \$35.00 cancellation charge, if written notice is received at USAGSO-NA Headquarters no later than 10 days prior to the date of training. No refunds will be made after that date due to billeting confirmation requirements.

Insurance and Other Precautions:

Attendance at the OCC training, including travel directly to and from Heidelberg is covered under the Girl Scout Accident and Sickness Insurance Plan. Personal side trips are not covered. USAGSO-NA is not responsible for any cost incurred for replacing broken or lost eyeglasses.

Additional Questions?: Please contact your Director of Membership and Marketing or call the CEO at DSN 375-7025 or Civilian +49 (0) 621 487-7025. FAX +49 (0)621-481-4157 or E-mail: girlscouts@cmtymail.26asg.army.mil

**Steps To Success
REGISTRATION FORM**

I will be attending the Steps to Success training for New OCCs on:

(check one) **2-4 May 2008** **6-8 June 2008**

Name: _____ Overseas Committee: _____

Full Address: _____

Telephone: (home) _____ (work) _____

(Fax) _____ (e-mail) _____

Racial/Ethnic Information:

American Indian/Alaskan Native Asian/Pacific Islander
 Black White also of Hispanic Origins

Travel information:

I/we plan to travel by: plane train automobile

Arrival Date _____ Time _____ Airline & Flight # _____

Depart Date _____ Time _____ Airline & Flight # _____

Emergency Contact:

Name: _____ Relationship _____ Phone#: _____

Special Needs:

Physical accommodation needs are:
 Dietary needs are:
 I prefer a single room at an additional charge of \$80.00

Please Check:

I have enclosed a check for \$100.00
 I have enclosed a Travel Advance Request Form

Please Return by the due dates listed above to:

| | | |
|--------------|----|-------------------------|
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**Request for Travel Advance
For OCC Training**

Name: _____

Overseas Committee: _____

Mailing Address: _____

Amount Requested: \$ _____

Purpose: (circle one) Airfare Train Fare Other: _____

I understand that I must provide receipts for the amount used and return any funds not used. I also understand that I will be reimbursed for any amount that is spent over the advance requested.

Signature: _____ date: _____

Approved by: _____ date: _____

For office use only

Check # _____ issued on _____.

Receipts Received on: _____.

Account Number: _____.

