

Here are my guidelines and I will let you know who your trainers will be. I suggest you list the start time as 6:30 PM with program beginning at 7 PM and should be over by 8:30 PM. I found when running the last trainings our parents show up late. I charged \$15.00 dollars in advanced and \$20.00 at the door. I have enclosed the guidelines I sent to the principals.

**Training Scheduled and items need for training:**

1. The school will select date and time (Be sure to plan for an hour and a half)
2. The school will notify Ms. Lloyd with the number of parent manuals needed; she will have them shipped directly to your school. The school will be charged \$10.00 a manual.
3. The school is responsible for keeping track of all parents trained (I suggest creating a field in Admin Plus, and simply marking a "Y" once a student has a parent trained.
4. The trainers will need access to the Internet, and a way to project presentation on a large screen. Each school will be assigned two trainers and the trainers are to be paid \$50.00 each for the training.
5. Every parent is required to do an evaluation at the end of training, so that the league can continue to track the success of this effort with parent input, and the tracking of athletic incidents.
6. Trainers should be paid at the end of the training session. I hope this helps.

Feel free to call me if you need anything else

**Valarie Lloyd**

*Dean of Students*

MSGR. EDWARD PACE HIGH SCHOOL

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