

COOPERATING ASSOCIATION PARTNERSHIP WORKSHOP

REGISTRATION DETAILS

The Cooperating Association Partnership Workshop will be held at the William Penn Mott Jr. Training Center in Pacific Grove, California, Friday, January 30th through Monday, February 2nd, 2004. Attendance is limited to 40 people.

Schedule

Class conducted from:

January 30 1:00 PM to 5:00 PM Room Check-in – January 30, 2004 after 3:00 PM
January 31 & Feb 1 8:00 AM to 5:00 PM Checkout – February 2, 2004, before 11:00 AM
Total training time is 20 hours.

Registration:

- **Preference will be given to DPR and association partners who attend together.** This training is designed for cooperating association liaisons (CALs) attending in conjunction with their respective association representatives. This joint attendance will require increased coordination at the district level.
- **REGISTRATION DEADLINE: November 28, 2003.**
- Simply registering does not guarantee that a space will be available. Registration confirmation, including agendas, course outlines and related materials will be sent to all registered participants at a later date, normally within 3-4 weeks of class.
- The following guidelines encourage and direct the dual-registration process:

A. CALs

- At the district level, complete and submit a DPR 392, Training Request, to your supervisor for approval. This course is "In-Service Training—provided by DPR."
- After it has been approved, attach a completed registration form and a check from your association representative to your DPR 392. Route to the Training Center for processing. **There is no fee for permanent DPR employees.**
- CALs planning to attend without their association representatives should forward an approved DPR 392 to the Training Center. You will be placed on a space available (standby) waiting list.

B. Association Representatives

- Complete the registration form. Keep a copy for your records.
- Attach a check(s) (payable to the Department of Parks and Recreation) to the registration form. Cost for association members staying on grounds is \$200 which includes three nights shared housing (Jan 30, 31 & Feb 1, 2004) and meals. Registration cost for people staying off grounds is \$35 (meals and lodging are not provided). **Note: All cancellations must be made within five weeks of the first day of class. Any cancellations after that date are not refundable.**
- Forward your completed registration form (with the check attached) to your CAL. The CAL will ensure the final routing to and processing by the Mott Training Center.
- Associations may reserve a training slot and confirm or change the particular person who will attend at a later date.
- Individual association representatives needing to attend without their respective CAL or multiple association representatives wishing to attend must **complete separate registration forms**, attach a check for the total registration fee, and send everything directly to the Mott Training Center. Such representatives will be placed on a space available (standby) waiting list. Registration fees will be returned if not selected.

Questions regarding registration, contact Al Pepito, Training Center Specialist, (831) 649-2961, e-mail: al@parks.ca.gov, FAX (831) 649-2824.

Questions regarding agendas or program content, contact John D Mott, Cooperating Associations Program Manager (916) 654-5397, e-mail: jmott@parks.ca.gov, FAX (916) 654-9048.

Cooperating Association Partnership Workshop

- Who:** Association Board Members or Representatives
- What:** Cooperating Association Partnership Workshop
Space is limited to 40 people
- Where:** William Penn Mott Jr. Training Center, Pacific Grove CA
- When:** January 30-February 2, 2004
- Cost:**
- **Staying on grounds:** \$200 which includes three nights shared housing (Jan 30, 31, February 1, 2004) and meals.
 - **Staying off grounds:** \$35 (meals and lodging are not provided).
- Sponsored By:** California Department of Parks and Recreation, (William Penn Mott Jr. Training Center & the Interpretation and Education Division)
- How:** Clip registration form, complete and forward to your association's CAL with the registration fee.

REGISTRATION DEADLINE: November 28, 2004

Registration Form

Cooperating Association Partnership Workshop
(Use one form per cooperating association attendee)

Class: **January 30 – February 2, 2004**

Name: _____

Title: _____
(Board member, Chair, etc.)

Address: _____
(mailing address including city, state and zip code)

Phone: (____) _____ E-mail: _____

Association name: _____

District: _____

____ I will be staying on grounds (\$200.00 shared housing fee). If possible, I would like to share the room with _____.

____ I will be staying off grounds (\$35.00 fee)

Check Enclosed: \$ _____ payable to the "Department of Parks and Recreation"

If attending with your CAL, forward this completed form (check attached) to your CAL.

If attending without your CAL or if multiple people from the same association would like to attend, send completed form(s) and check(s) to:

Al Pepito, Training Center Specialist
William Penn Mott Jr. Training Center, P.O. Box 699, Pacific Grove, CA 93950

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