

## **SIC District Contacts**

### **Scheduling and Coordinating SC-SIC Trainings for Your District**

*The following are the procedures to assist SIC District Contacts in scheduling and coordinating SC-SIC district-wide trainings:*

- 1) Contact the SC School Improvement Council (SC-SIC) office by calling 803-777-7658 (toll free at 800-868-2232) or emailing [sic@mailbox.sc.edu](mailto:sic@mailbox.sc.edu), to request a specific training. It is helpful if you have several suggested dates and times that you have checked against district and school calendars to avoid conflicting events. SC-SIC will work with you to schedule your training at the earliest opportunity. The majority of districts prefer to schedule trainings on Mondays, Tuesdays, or Thursdays, usually in the late afternoon or early evening (times most convenient for parents and community members). Turnout for training is generally higher when districts provide a light dinner to attendees either immediately before or after the training.
- 2) Secure a space for the training. Trainings are most often held at district offices or at a school that has appropriate training space. Confirm the final date, time, and location with your contact at SC-SIC.
- 3) Publicize the training well in advance. While SC-SIC will post the training on its website, the SIC District Contact is primarily responsible for notifying all principals and SIC members (using multiple methods of communication) and encouraging them to attend. In the case of "SIC Basics" training, District Contacts can download and customize a training flyer **HERE** which can be emailed directly by the District Contact to principals and SIC members.
- 4) District contacts are also asked to ensure that the training room has a screen, projector, and laptop with a USB port set up and ready for the SC-SIC trainer's use. The SC-SIC trainer will be bringing the PowerPoint presentation on a USB flash drive.
- 5) District Contacts will also be asked to make copies of the following documents for use during the training, available for download at [sic.sc.gov](http://sic.sc.gov):
  - A sign-in sheet. If the District Contact wishes to retain the original sign-in sheets, copies can be scanned and emailed to the SC-SIC office following the training.
  - Handouts to distribute to training participants. (Handouts for other trainings will be provided by your SC-SIC trainer for copying in advance of the training).
  - Training evaluation forms. (Please be sure to reproduce it as a one-page, two-sided document. Evaluation sheets for other trainings will be provided by your SC-SIC trainer for copying in advance of the training).

*Questions? Just let us know. We look forward to hearing from you!*