



## MASC/SCAPA/SCARC Planning and Zoning Orientation Training

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### Instructor Checklist

1. Return the reservation card to Lea Ann Mitchell to reserve materials for your training at least one week prior to training. Reservation card can be found at [www.masc.sc](http://www.masc.sc) (keyword: reservation card)
2. For your participants **to receive certification credit** from the Municipal Association, **you must order participant packets.**
3. The Municipal Association will send the curriculum resource disc (if requested on reservation card), a packet for each participant which includes a participant manual, the *Comprehensive Planning Guide*, *How to Conduct Effective Meetings*, a sign-in sheet and billing forms. (Each participant must complete a billing form).
4. Check your equipment to ensure it is compatible with the curriculum resource disc. To present these materials to a group, facilitators will need
  - a computer or laptop with Microsoft PowerPoint 2003 or higher
  - Windows Media Player 9.0 or higher
  - Adobe Acrobat Reader 6.0 to view curriculum PDFs
  - a sound card in the computer
  - external speakers to boost the sound
  - a projector and screen
5. Within 48 hours after the training session, send the Municipal Association the evaluation forms, sign-in sheet, certification form, billing forms (one for each person) and any extra packets. The Municipal Association will charge for any unused packets not returned.
6. It is the responsibility of the instructor to collect and remit payment to the Association for each training participant. **Once payment has been received, each participant will be sent a transcript.** In addition, staff will send a transcript to the city, town or county clerk.
7. Contact Lea Ann Mitchell with any questions or concerns at 803.933.1254 or by email at [lmitchell@masc.sc](mailto:lmitchell@masc.sc).