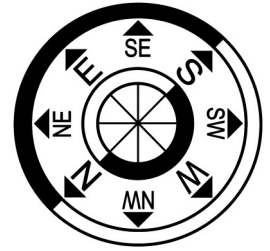


Compass Points :: Site Administration



A directed study course as a part of the Compass Points certification program

Course Summary

The Site Administration course is a self-directed study that will involve you visiting a camp and retreat center and interviewing their staff related to hospitality, food service, maintenance, and communications/registrations/office management. The portfolio piece will be a 5-7 page paper that pulls together what you learned from your visit. This paper is due one month after the visit is completed (no later than one month before your Capstone course, if this is your graduation year).

The cost for the course is \$100.00. When we receive your payment, we will send you a digital copy of the curriculum by email.

Prerequisites for the Course

Before you can request the directed study, participants must successfully complete four Compass Points courses.

Contact Information for the Curriculum Request

Name _____ Email Address _____

Street Address _____

City _____ State/Province _____ Postal Code _____

If you would like to pay by check, please mail this completed form and your check (payable to PCCCA) to Joel Winchip, PCCCA, 9935 Tealridge Lane, Charlotte, NC 28277. If you would like to use a credit card, you can go to the [PCCCA website](#) to process your payment.

If you have any questions about the Site Administration course and/or how to purchase it, please contact Joel Winchip at joel@pccca.net or 803.322.0232.