Dirt, Gravel, and Low Volume Road Program
Dirt & Gravel Administrative Training Schedules

**What:** 5 separate one-day trainings on administration of DGLVR Program

**When and Where:**
- January 28th: Westmoreland County
- February 17th: Montgomery County
- March 2nd: Luzerne County
- March 10th: Clarion County
- May 5th: State College

**Who should attend:**
- CD staff involved with Program: definitely
- Others involved in Program (Field Reps, etc.): encouraged
- QAB or District Board members: also invited
- Attendance by potential grant applicants (twps, etc.) is **NOT** encouraged.

**Details:**
- Registration/Continental Breakfast begins at 8:30 am.
- Trainings will last from 9am – 3pm and will include lunch.
- Trainings will focus on details needed to run the Program at the CD: handling funds, administering projects, record keeping, understanding policies, Program forms, etc.
- Trainings will be given by both Center and SCC staff.
- All Conservation Districts administering the DGLVR Program are required to have someone attend an administrative training.
- These will be largely the same material as the 9/29 “beta test” training done before the workshop (with some more info added and updated), so those who attended that session on 9/29 do NOT have to attend one of these (but are welcome to).
- If you can’t make the session in your region, you are welcome to attend another one.

**How to Register:**
- Register online at [http://www.dirtandgravel.psu.edu/edu_training/admin_course.html](http://www.dirtandgravel.psu.edu/edu_training/admin_course.html)

Please let us know if you have any questions. 814-865-5355
**Dirt & Gravel Administrative Training Dates and Locations 2015**

1) **January 28, 2015 (Wednesday)**  
   Westmoreland Conservation District  
   218 Donohoe Road, Greensburg, PA 15601  
   [Directions to Westmoreland Conservation District]  
   *Hotel Suggestion:* Ramada Greensburg Hotel & Conference Center  
   100 Ramada Inn Drive, Greensburg, PA  
   Hotel: 724-836-6060 (Room Block at $89.00, *Dirt & Gravel Admin Training*)

2) **February 17, 2015 (Tuesday)**  
   Normandy Farm Hotel & Conference Center  
   Buchanan Room  
   Route 202 & Morris Road, Blue Bell, PA 19422  
   [Directions to Normandy Farm Hotel and Conference Center]  
   Hotel: 215-616-8307 (Room Block at $125.00, *Dirt & Gravel Admin Training*)

3) **March 2, 2015 (Monday)**  
   The Woodlands Inn  
   1073 Route 315, Wilkes-Barre, PA 18702  
   [Directions to The Woodlands Inn]  
   Hotel: 570-824-9831 (Room Block at $83, *Dirt & Gravel Admin Training*)

4) **March 10, 2015 (Tuesday)**  
   Gateway Lodge  
   14870 Route 36, PO Box 125, Cooksburg, PA 16217  
   [Directions to Gateway Lodge] GPS Navigation Systems use River Road  
   Coordinates: Lat 41.3264403 Long – 79.2055649  
   Hotel: 814-744-8017 (Room Block at $109, *Dirt & Gravel Admin Training*)

5) **May 5, 2015 (Tuesday)**  
   Ramada State College Hotel & Conference Center  
   Ballroom  
   1450 S Atherton Street, State College, PA 16801  
   [Directions to the Ramada]  
   Hotel: 814-238-3001 (Room Block at $75, *Dirt & Gravel Admin Training*)