



Chapter In-House Offerings of CHSC Courses

Purpose: The intent of an in-house chapter program is to give flexibility for CSSE Chapters to provide CHSC courses to their members in smaller communities outside of the national schedule of courses offered in major cities across Canada.*

Description: The updated “Shared Responsibility” option described below replaces any previous descriptions of in-house course offerings. It outlines the responsibilities of a chapter and the CSSE Office and the sharing of surplus or deficit after all revenues and expenses have been accounted for.

Description	Chapter Responsibilities	CSSE Office Responsibilities	Notes
Shared Responsibility, 50-50 Surplus/Deficit Sharing Option	<ul style="list-style-type: none"> • venue, room set-up, and AV equipment • food and beverage • local marketing • documented statement of expenses 	<ul style="list-style-type: none"> • Instructor (fee, travel, accommodation) and course expenses (printing and shipment) • description of Instructor room setup and AV requirements • provision for on-line registration • marketing to neighbour chapters if desired by the Chapter • communication to registrants confirming course is a ‘go’ or not • statement of Instructor and course expenses 	<ul style="list-style-type: none"> • CSSE to generate summary of revenues and expenses of chapter and CSSE, surplus or deficit to be shared 50-50 • Chapter may opt to ‘brown bag’ breakfast and lunch to reduce expenses, but must advise participants in advance • donated training room and/or AV equipment will not be considered an expense
* Additional Notes	<ul style="list-style-type: none"> • In-house offerings cannot conflict with an identical CHSC course 3 months either side of a previously scheduled course (within 250 km of the scheduled venue) • all in-house offerings subject to Instructor availability • 10 confirmed registrations is a working number to generate sufficient revenues to cover all expenses, maximum 20 students, with up to +5 additional students given Instructor consent • course offering may be held in summer months if requested (July-August) dependent on Instructor availability • course fee is always advertised as published CSSE rates (Member and non-Member) • venues must be to CSSE standards for room size and set-up and AV as required by the Instructor • signed Agreement between both parties (Chapter and CSSE) signals understanding of responsibilities (see template) 		