

Expand your knowledge; earn a certificate of completion!

- ✓ Leverage resources by engaging volunteers as strategic assets!
- ✓ Develop a comprehensive volunteer program!
- ✓ Learn leading practices and latest in volunteer resource management!

Developed by Points of Light Foundation, led by faculty Certified in Volunteer Administration, and presented by



1 Understanding Volunteering

- ✓ Characteristics of effective volunteer programs
- ✓ Volunteer trends in the U.S.
- ✓ Volunteer motivation models

2 Planning a Volunteer Program

- ✓ Conducting basic needs assessments
- ✓ Creating volunteer position descriptions
- ✓ Developing a purpose statement, policies and budget

3 Recruiting & Placing Volunteers

- ✓ Developing volunteer recruitment strategies and messages
- ✓ Accessing underutilized volunteers
- ✓ Interviewing volunteers for optimal placement

4 Orienting & Training Volunteers

- ✓ Identifying training needs
- ✓ Building a training session
- ✓ Effective training delivery

5 Supervising Volunteers

- ✓ Defining and communicating expectations
- ✓ Supervising and recognizing people with different motivations
- ✓ Developing a recognition plan

6 Evaluating a Volunteer Program

- ✓ Deciding what to evaluate
- ✓ Assessing volunteer satisfaction, management, impacts and outcomes
- ✓ Using evaluation information

Who should participate?

Volunteer administrators and anyone who has responsibility for recruiting, coordinating or managing volunteers will benefit from this comprehensive course in volunteer resource management.

What's included?

- ✓ Workbook, handouts & resources
- ✓ Individual & group activities
- ✓ Opportunities to network with colleagues from other organizations

Location

University of Phoenix
14002 East 21st Street, Suite 1000
Tulsa, OK 74134-1412

Fees/Registration

*Participation in all six courses is strongly recommended. **Registration deadlines: May 15 or Oct 15.***

\$185 Associates/\$250 Non-Associates for entire series*
\$45 per course Associates/\$60 Non-Associates

***Associates save \$65 for entire series!**

Scholarships may be available. Please contact jenne@volunteercentraloftulsa.org.

Refund Policy

100% refund for cancellation at least three days in advance; 50% refund for cancellations three business days in advance of session. No refund within two days of session.

Questions?

Contact Volunteer Central at 918.447.1888 or jenne@volunteercentraloftulsa.org.



Developed by:





Registration

Name _____
 Title _____
 Organization _____
 Address _____
 City/State/ZIP _____
 Phone _____ Fax _____
 E-mail _____
 Length of Time in Profession _____

Series Date: June 3-4 November 4-5

I would like to attend: **Series/Session Fees**
 Associates/Non-Associates

- Entire Series (Courses 1-6) \$185/\$250
- Understanding Volunteering \$ 45/\$ 60
- Planning a Volunteer Program \$ 45/\$ 60
- Recruiting & Placing Volunteers \$ 45/\$ 60
- Orienting & Training Volunteers \$ 45/\$ 60
- Supervising Volunteers \$ 45/\$ 60
- Evaluating a Volunteer Program \$ 45/\$ 60

Total Series/Session Fees \$ _____

Method of Payment

Check Visa MasterCard

Card #: _____ Exp: ____/____

Signature: _____

Make checks payable& send with registration to:
Volunteer Central of Greater Tulsa, Inc.

PO Box 9861
 Tulsa, OK 74157-0861

Fax credit card information with registration to:
 Fax: 918.447.1889

VolunteerCentral
 GREATER TULSA
 PO Box 9861
 Tulsa, OK 74152



Two sessions offering comprehensive training in six courses to strengthen your volunteer resources' effectiveness and grow donors one volunteer at a time!

June 3-4, 2010

or

November 4-5, 2010

8:30am-4:30pm