

## *Expand your knowledge; earn a certificate of completion!*

- ✓ Free up organization \$\$ by engaging volunteers as strategic assets!
- ✓ Develop a comprehensive volunteer program!
- ✓ Learn best practices and the latest in volunteer program management!

Take advantage of this training series developed by Points of Light Foundation and presented by



COURSE

1

### **Understanding Volunteering** June 30, 2009 9am–Noon

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

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2

### **Planning a Volunteer Program** July 28, 2009 9am–Noon

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

COURSE

3

### **Recruiting & Placing Volunteers** August 25, 2009 9am–Noon

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

COURSE

4

### **Orienting & Training Volunteers** September 22, 2009 9am–Noon

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

COURSE

5

### **Supervising Volunteers** October 20, 2009 9am–Noon

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

COURSE

6

### **Evaluating a Volunteer Program** November 24, 2009 9am–Noon

- ✓ Deciding what to evaluate
- ✓ Assessing volunteer satisfaction, management 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 program management.

## **What's included?**

- Participant workbook, handouts & resources
- Individual & group activities
- Opportunities to interact with colleagues from other organizations

## **Location**

Junior Achievement of Tulsa  
3947 South 103<sup>rd</sup> East Avenue  
Tulsa, OK 74146

## **Fees/Registration**

*Participation in all six courses is strongly recommended. Series registration deadline: June 1; per course: first day each month.*

\$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](mailto:jenne@volunteercentraloftulsa.org).*

## **Refund Policy**

50% refund for cancellations made less than three business days in advance; 100% refund for cancellation at least three days in advance.

## **Questions?**

Contact Volunteer Central at 918.447.1888 or [jenne@volunteercentraloftulsa.org](mailto:jenne@volunteercentraloftulsa.org).



Developed by:





# Registration Form

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

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 74152

*Fax credit card information with registration to:*

Fax: 918.447.1889



Presents



**Comprehensive training in six  
 courses to  
 increase your volunteer  
 program's effectiveness and grow  
 donors one volunteer at a time!**

**starting June 30, 2009**