

The Volunteer Center of Cedar Valley Presents:

Volunteer Management Training Series

February 2 — 23
Tuesdays 12:00 — 1 p.m.
Kimball Ridge Center, Meeting Room 1
2101 Kimball Avenue, Waterloo, Iowa

This four-part 55 minute training series is a high-quality, comprehensive course designed to provide new and practical skills for anyone who manages or plans to manage volunteers and/or a volunteer program. The curriculum is based on research and best practices in volunteer management.

1

Volunteer Motivation

Tuesday, February 2

- At the heart of successful volunteer motivation is taking the time to discover what needs a person wants to meet while volunteering within your organization. This 55 minute training session will help you understand why people volunteer and how to respect and respond to different motivational needs.

3

Risk Management with Volunteers

Tuesday, February 16

- This 55 minutes training session will share the importance of adhering to policies and procedures for managing risk in a volunteer program and give tips for controlling/alleviating/diminishing risk through effective volunteer position design, screening, training and supervision.

2

Delegating to Volunteers

Tuesday, February 9

- This 55 minute training session will help you explore the value of delegation, enhance the understanding of responsible delegation, and identify the procedures and techniques for doing well.

4

Volunteer Recognition

Tuesday, February 23

- This 55 minute training session will help staff appreciate the significance of meaning recognition to volunteers and discuss formal and information acknowledgements that can take place at numerous times during a volunteer's involvement with the organization.

Register Today!

Seating is limited. Please complete your Volunteer Management Training Series Registration Form today!

Registrations accepted on a first come, first served basis.

Registration deadline is January 26, 2010.

The Volunteer Center of Cedar Valley is the local affiliate of the Points of Light Institute and HandsOn Network..

The curriculum has been authorized to present by Betty B. Stallings, author of series "Training Busy Staff to Succeed with Volunteers"



**Volunteer Center
of Cedar Valley**

2101 Kimball Ave. Suite 1414 • Waterloo, IA 50702
Phone: 319.272.2087 • Fax: 319.272.2088
Email: information@vccv.org • website: www.vccv.org

Volunteer Management Training Series Registration Form

Each individual registrant should complete this form in its entirety, however, payments may be combined. Please make copies of this form as needed for additional registrants. Thank you!

Name _____ Title/Position _____

Agency Name _____

Mailing Address _____

City _____ Zip _____ Phone Number _____

Fax Number _____ E-mail Address _____

How would you like to receive your registration confirmation? E-mail Fax Postal Mail

Discount Registration Rate: \$5.00 per person per course

(This discount rate is available to employees of VCCV member agencies and college students.)

Standard Registration Rate: \$10.00 per person per course

Course Name	Select dates attending (All courses run from 12:00 - 1:00 p.m.)
Volunteer Motivation	<input type="checkbox"/> Tuesday, February 2
Delegating to Volunteers	<input type="checkbox"/> Tuesday, February 9
Risk Management with Volunteers	<input type="checkbox"/> Tuesday, February 16
Volunteer Recognition	<input type="checkbox"/> Tuesday, February 23
Please select ONE option below and complete the corresponding row.	
<input type="checkbox"/> I am an employee of a VCCV member agency.	Number of Courses _____ x \$5.00 = _____
<input type="checkbox"/> I am a college student.	Number of Courses _____ x \$5.00 = _____
<input type="checkbox"/> I am registering at the standard rate.	Number of Courses _____ x \$10.00 = _____
Amount Enclosed: _____	

Please mail this completed form along with payment to

Volunteer Center of Cedar Valley
2101 Kimball Avenue, Suite 1414
Waterloo, IA 50702

Confirmations will be sent upon receipt of registration.

Direct questions to Lauren Pelleymounter at 319-272-2087 or lauren_pelleymounter@vccv.org

RSVP by Tuesday, January 26, 2010.