

2007 Workshop Schedule At-A-Glance

- January 24 - *Volunteer Appreciation & Recognition*
- February 7 - *Basic Volunteer Management*
- February 26 - *Grantsmanship Training Program*
- March 9 - *VCRI Annual Conference*
- March 20 - *Engaging People with Disabilities*
- April 3 - *Basic Volunteer Management*
- May 1 - *Screening & Selecting Volunteers*
- May 23 - *Beyond the Basic*

For more information or to register and pay online, please visit

www.vcri.org

Please note that some locations may prohibit food & beverages on-site.
When possible, light refreshments will be served at workshops.



**Volunteer Center
of Rhode Island**

Connecting People and Opportunities

The mission of the Volunteer Center of Rhode Island is to connect people with opportunities for effective volunteer community service. We are the only volunteer center in RI that provides services to people of all ages and from all communities.

In fulfilling our mission, our major activities include:

- Promoting volunteering statewide
- Connecting volunteers to community needs
- Building the capacity for effective volunteering through training
- Collaborating with community stakeholders where volunteers are involved.

We are a proud member of the Points of Light Foundation/Volunteer Center National Network.



This workshop series made possible by the generous support of the following:

VCRI's Professional Development Committee

Co-Chairs: Tree Callanan & Chris Macri

Laurie Breen
Maria Cimini
Shana Cobin
Valerie Pauley

Bryan Sawyer
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**Volunteer Center
of Rhode Island**

Connecting People and Opportunities

55Bradford Street, Suite 302
Providence, RI 02903

*"The workshops provided by the
Volunteer Center of RI target the
real needs of volunteer managers
AND are a great value! I have
always left with something
concrete to help me in my work."*

*Mary Anne Roll
Cumberland School Volunteers*

**2007 Spring/Summer
Professional Development
Workshop Series**

2007 Spring/Summer Professional Development Workshop Series



*"...Building the capacity for effective
volunteering through training..."*



**Volunteer Center
of Rhode Island**

Connecting People and Opportunities

Volunteer Appreciation & Recognition

- January 24, from 9:00 am - Noon
Location: RI Community Food Bank - Providence, RI

No one works for free - not even your volunteers! Volunteering is an individual choice with many possible motivations. Recognizing and appreciating those motivations are part of the "payment" that keeps volunteers as engaged, dynamic contributors. This program will discuss ways to develop behaviors and programs to recognize and reward those individuals who extend our reach.

Basic Volunteer Management

- February 7, from 9:00 am - Noon
Location: RI Blood Center, Providence, RI
- April 3, from 1:00 pm - 4:00pm
Location: Care New England Center, South Kingstown, RI

Learn the basic steps to managing a successful volunteer program: plan, organize, staff, direct, and assess. Includes an introduction to the development of position descriptions, recruitment, recognition, supervision and volunteer/staff relations. This is an interactive workshop!

Participants are REQUIRED to bring a current volunteer position description for review.

*Limited to 15 participants.

Engaging People with Disabilities

- March 20, from 9:00 am - Noon
Location: To be announced

This workshop is to help build essential skills and knowledge of non-profit organizations to engage volunteers with disabilities in volunteering. The workshop will include hands on activities that build on a simple premise: Diversity is an Asset. Individuals with disabilities can add value and leadership to community services.

Grantsmanship Training Program

- February 26 - March 2, 2007
Location: Johnson & Wales University Downtown Campus
Fee: \$825 - Limited scholarships are available.

The Grantsmanship Center (TGCI) will be offering a 5 day practical, hands on Grantsmanship training program in Providence, hosted by VCRI. Designed for both novice and experienced grant seekers, this workshop covers all aspects of searching for grants, writing grant proposals, and negotiating with funding sources. The program will teach you to use TGCI's proposal writing format, the most widely used in the world. During the workshop you will search out funding sources and, as part of a team, you will develop a proposal for your own agency or help a classmate develop one. You will leave this workshop with new skills and the ability to apply those skills to the needs of your own organization.

Upon completion of training, you will receive a one-year Membership in TGCI, which includes proposal review, access to their comprehensive funding databases, tuition discounts and other special benefits and services from TGCI. In addition, you may participate in their online Forum, which provides daily funding tips and technical assistance to thousands of alumni.

Visit www.tgci.com for more information or to REGISTER for this course.

VCRI Annual Conference: *The Value of Volunteerism*

March 9, 2007 - *SAVE THE DATE!*

Salve Regina University - Newport, RI

Come take part in this day of powerful trainings & great networking as VCRI takes you on an exploration of

The Value of Volunteerism

- How does your organization **Value** its volunteers?
- How do volunteers support and reflect the core **Values** of your organization?
- What statement does volunteerism make about the **Values** of our community?

Attendees will explore these questions, receive practical training and hear inspirational stories of special volunteers that add value to the community and the agencies they serve. Look for a special 2007 Conference mailer coming soon.

Screening & Selecting Volunteers

- May 1, from 9:00 am - Noon
Location: RI Community Food Bank - Providence, RI

Wonder if police checks are necessary or what should you do in your setting? Screening volunteers is an important part of a good volunteer program and screening standards must match the demands of each volunteer position. This workshop provides information and tools to help you assess your volunteer program and build effective screening policies. Special guest speaker from the RI Attorney General's office.

Beyond the Basic

- May 23, from 1:00 pm - 4:00pm
Location: RI Community Food Bank - Providence, RI

This is an INTERMEDIATE volunteer management workshop that is a follow-up to the BASIC workshop. The BASIC workshop focuses on all of the components of a successfully managed volunteer program. Beyond the Basic examines in depth those components that require "people" skills: recruiting, retaining, and recognizing volunteers as well as interacting with staff members.

Workshop Fees

\$35 for VCRI Members & \$45 for Non-members unless otherwise noted.

Call if unsure of membership status.

Pre-payment & registration is required.

Can't make the scheduled workshop date?

Did you know that VCRI can bring these valuable trainings directly to your agency *AND* customize them to address the specific needs and challenges of your staff and volunteers.

Direct service fee is \$75 per hour for nonprofit organizations.

Includes all workshop materials and no minimum attendee requirements.