

**Gain an Understanding
of the Dynamics of Volunteerism**

Plan Now to Attend

The New Volunteer

**A dual-track, hands-on,
intensive workshop in Volunteer Management**

**July 14-19
Introductory Track**

**July 14-17
Advanced Track**

Who should attend:

- **Volunteers and Volunteer Managers who need specialized training for professional growth and wish to expand their familiarity with volunteerism as a profession.**
- **Newly appointed Volunteer Managers who need a broad perspective and specific training to do their jobs well.**
- **Experienced Volunteer Coordinators interested in upgrading and updating their management skills**

Program

An intensive workshop featuring both an introductory and an advanced track (advanced prerequisite: 2 years as a volunteer coordinator), the program will feature lectures, class discussions, hands-on and experiential learning situations.

Presenters are drawn from the faculty of The American University's Volunteer Management Certificate Program as well as professionals in the field of volunteerism. They are well qualified and equipped to answer your needs and questions.

Benefits of attending

- Action resource manual.
- Networking opportunities.
- Roundtable discussion with non-profit association executives and question and answer time.
- Hands-on, step-by-step, 6 hour publication production workshop. Preregistration required: bring copies of your newsletters, brochures, etc. to work on in this workshop.
- Continuing Education Units (CEU's) and a certificate of completion will be awarded to participants at the close of the conference.

Check In

Participants can check in Sunday, July 14, from 3:00 to 5:00 pm, and are invited to attend a get-acquainted reception from 5:00 to 6:30 pm. An optional night tour of Washington D.C. will follow the reception.

Participants may also check in Monday, July 15, from 7:30 to 9:00 am. The conference begins at 9:00 am Monday, July 15.

Conference Program

Opening Forum

Introductory Track

- Recruiting, Interviewing, and Placing Volunteers
- Strategic Planning and Creative Problem Solving
- Supervisory Skills
- Marketing, Promotion, and Public Relations for Volunteer Organizations
- Fundraising
- Communication Skills

Advanced Track

- Human Resources Development and Career Planning for the Professional
- Training the Trainer
- Communication Skills and Videotaping

Fees

- I. \$225.00 Introductory Track
\$195.00 if postmarked on or before June 25
- II. \$185.00 Advanced Track
\$155.00 if postmarked on or before June 25

Fees include action resource manual, Sunday evening reception, Monday evening banquet, Wednesday evening reception and roundtable, Wednesday videotaping (for Advanced Track only), Friday luncheon (for Introductory Track only).

Optional night tour of the nation's capital—\$15.00 per person (minimum 15 people).

Optional six hour publication production workshop—\$10.00 materials fee.

Registration

To register, participants should fill out and return the registration form with payment to:

University Programs Advisement Center

McKinley 153
The American University
4400 Massachusetts Ave. NW
Washington, D.C. 20016

Check or money order should be made payable to "The American University".

For additional information or to register by phone with a valid VISA, CHOICE or MasterCard, call (202) 885-2500.

An equal opportunity/affirmative action university.
UP85-749X

Conference Registration Form

The New Volunteer

July 14-19, 1985

Date: _____

Name: _____ SS#: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone (day): _____ (evening): _____

- Conference Fee:**
- | | | |
|---|----------|-------|
| <input type="checkbox"/> Introductory Track | \$225.00 | _____ |
| <input type="checkbox"/> Introductory Track (payment before 6/25) | \$195.00 | _____ |
| <input type="checkbox"/> Advanced Track | \$185.00 | _____ |
| <input type="checkbox"/> Advanced Track (payment before 6/25) | \$155.00 | _____ |
| <input type="checkbox"/> Optional Night Tour | \$ 15.00 | _____ |
| <input type="checkbox"/> Optional Publication Production Workshop | \$ 10.00 | _____ |

TOTAL ENCLOSED \$ _____

Check enclosed: Please make checks payable to **The American University**.

Please charge my: VISA CHOICE MasterCard

Card Number: _____ Expiration Date: _____

Card Holder's Name: _____ Authorizing Signature: _____

I am interested in University housing. I will make my own housing arrangements.

Return to: University Programs Advisement Center, McKinley 153,
The American University, 4400 Massachusetts Ave. NW,
Washington, D.C. 20016, (202) 885-2500

Accommodations

On-campus housing is available in residence halls. Space is limited and reservations are required by June 14. Check the box on the registration form if you desire on-campus housing, and room reservation information will be sent to you.

Off-campus housing is available in nearby hotels and guest houses. Indicate that you are participating in this conference. As summer is a particularly busy time, reservations should be made as soon as possible.

Capital Holiday Inn
(202) 479-4000

The Bed and Breakfast League
Millie Groobey (202) 363-7767



THE AMERICAN UNIVERSITY
WASHINGTON, DC

Office of Continuing Education and Conferences
4400 Massachusetts Ave. NW
Washington, DC 20016

Special Features

Additional special features while you are in Washington:

- take advantage of the opportunity to contact your Congressional Office
- meet with nonprofit association executives for the exchange of information
- take a special night tour of Washington, D.C.

Non-Profit Org.
U.S. Postage
PAID
Permit #966
Washington, DC

The New Volunteer