

2009 West Central Illinois Volunteerism Conference

Request for Presenters

General Information

Conference Mission

The West Central Illinois Volunteerism Conference provides capacity-building training opportunities to enhance the skills of volunteer leaders and managers in the public, private and nonprofit sectors. The Conference provides valuable networking opportunities for volunteer leaders and managers. The Conference provides quality professional development opportunities focusing on the key areas of a volunteer delivery system including personal readiness, organizational readiness, engagement of volunteers, education of volunteers, and sustainability of volunteer efforts.

Presenters

Presenters are provided free conference registration which includes a continental breakfast and luncheon. Presenters will be expected to bring their own workshop materials and handouts. Those submitting proposals will be notified of acceptance by August 1, 2009.

Audience

The conference hopes to attract volunteer administration professionals with a wide range of knowledge and experience, representing the non-profit, governmental, educational, and private sectors in west central Illinois. Please plan for an average workshop attendance of 20 - 25 participants. The goal for conference attendance is 100 and we hope to offer three workshops during each of three time slots.

Conference Schedule

The conference schedule includes two general sessions with presentations, entertainment, and/or keynote speakers. The professional level of our audience varies greatly; therefore we provide workshops for both new and experienced professionals. The workshops will be categorized using the following:

- **Basic:** Audience is new volunteer coordinators/administrators seeking program fundamentals in volunteer job design, recruitment, recognition, and retention.
- **Intermediate:** Audience is volunteer coordinators/administrators who have been in the field for 1-4 years. The group is looking for workshops pertaining to volunteer training, supervision, and evaluation.
- **Advanced:** Audience is volunteer coordinators/administrators who have been in the field for 5 or more years.

The group is looking for workshops that include innovative approaches or best practices that help address challenges in the field. This includes developing and implementing the infrastructure to support volunteer delivery systems as well as the review and analysis of existing volunteer delivery systems.

Workshops

Workshops will be 90 minutes in length. Conference presenters will be selected based on proposal quality and workshop relevance to the audience, as well as timeliness and originality of proposal. You will hear back from us by August 1, 2009 regarding your workshop acceptance.

Sample topics might relate to:

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| ✚ Current trends in volunteerism | ✚ Risk management |
| ✚ Advocating for volunteerism | ✚ Supervising and coaching volunteers |
| ✚ Creating a climate for volunteerism | ✚ Managing volunteer performance |
| ✚ Identifying volunteer roles | ✚ Recognizing volunteers |
| ✚ Developing volunteer role descriptions | ✚ Evaluating volunteer efforts |
| ✚ Recruiting volunteers | ✚ Evaluating volunteer programs |
| ✚ Selecting volunteers | ✚ Involving volunteers in fundraising |
| ✚ Orienting volunteers | ✚ Involving volunteers in grant writing |
| ✚ Educating/training volunteers | ✚ Other |
| ✚ Adult development and learning theory | |

Potential presenters are encouraged to be creative with their workshop titles. However, please be clear and concise on workshop objectives and description so that participants have a good understanding of the content of the workshop.

Workshop Title: "Hooked" on Recruitment

Description:

Need a way to "hook" people on volunteering? This workshop helps you develop recruitment themes and giveaways that engage, entertain, and enlighten your audience. Whether sending a mailing, preparing a presentation, or manning a booth at the next Chamber event or Job Fair, using a theme can add punch to your message. An interactive format will be used to learn about proven themes, brainstorm about new ones, and give/receive tips from your fellow volunteer leaders.

Learning Objectives:

This workshop is meant to be an interactive exchange of ideas for themed recruitment. Participants will learn how to plan a themed display, identify a themed giveaway, and design a brochure or handout based on the theme.

Professional Reference:

Carla J. Gosney
Adams County RSVP
1301 South 48th Street
Quincy, IL 62305
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Biography:

Susan Scholz is Director of Volunteer Services for Blessing Hospital in Quincy, Illinois. This 200-bed facility uses over 900 active volunteers and nearly 100 youth during the summer months. Recruitment is key to maintaining this large pool of volunteers. Susan is a member of the Illinois Hospital Association's Administrators of Volunteer Resources executive board and active in WCIVC and Quincy's VOAD committee. In 2008, Susan's themed recruitment article was published in *the Volunteer Management Report*. When not leading volunteers, she frequently volunteers her time in the Quincy community - including regular appearances at the Quincy Community Theatre, both on stage and back stage. Susan lives in Quincy with her husband, Riff, and enjoys music, art and her three grown children Scott, Brandon & Amelia.

Workshop Outline
“Hooked” on Recruitment

Introduction	10 min	Susan Scholz, Facilitator
<p>A brief discussion of themes that have been successful in the past. This will provide a jump-start to the brainstorming activity for all participants.</p>		
Building a Theme - Brainstorming Activity	20 min	Course Participants
<p>Attendees will be assigned to groups of 3-4 and given an item for which they will develop two or three themes for their presentation, brochure, or booth.</p>		
Identifying a Target Audience	10 min	Susan Scholz, Facilitator
<p>Examples of events, publications, activities where volunteers can be recruited based on specific needs.</p>		
Finding a Giveaway	20 min	Course Participants
<p>Various catalogs will be available for teams to select their giveaway and design a logo or catch phrase to be imprinted on the item.</p>		
Report out & Feedback	30 min	Course Participants
<p>Each group will be given time to present their project for group feedback and critique.</p>		