



NATIONAL CONFERENCE ON
VOLUNTEERING AND SERVICE
PHILADELPHIA, JULY 16-18, 2007



	AmeriCorps Grantee Staff Training
	Sunday, July 15
	8:00 am - 8:30 am, Opening Plenary Salon H (Marriott)
	8:45 am - 10:15 am, Block 1
	<p>Financial Literacy for Executive Directors and Non-financial Staff This session is designed for executive staff and board members. They will learn the rudiments of federal requirements for grant fund management so they can ensure their fiscal staff establish the systems needed to manage federal funds and they have the policies and procedures in place to ensure federal funds are used appropriately. They will learn how to read an FSR and how to recognize red flags that may indicate improper financial management. Also, describes executive responsibilities related to the Single Audit Act and Indirect Cost Rate processes. (Session will be repeated on Monday, July 16, 2:00-4:00) Room: Salon K (Marriott)</p>
	<p>Financial Monitoring of Sub-grantees This session is designed specifically for state commissions National Parent Organizations and state education agencies that have numerous subgrantees and sub-recipients. Participants will receive some standard tools and techniques for reviewing financial systems of subgrantees to ensure they are using grant funds as required and following regulations for documenting costs. (Session will be repeated Sunday, July 15, 10:30-12:00) Room: Salon L (Marriott)</p>
	<p>AmeriCorps Member Benefits and Compliance Issues This joint session (AmeriCorps grants and program officers) is designed to provide AmeriCorps grantees with the tools and processes necessary to properly recruit confirm eligibility enroll and supervise AmeriCorps members. (Session will be repeated Sunday, July 15, 10:30-12:00) Room: 414-15 (Marriott)</p>
	<p>Grant Closeout This session is for both fiscal and program staff and will clarify requirements for closing grants and reconciling the grant between HHS organization and Corporation financial reporting. It will cover the requirements for closeouts including record retention, and common problems that delay closeout or make it difficult for the Corporation to close grants. (Session will be repeated Sunday, July 15, 10:30-12:00) Room: 501 (Marriott)</p>
	<p>Disability Inclusion and National Service-Ensuring Compliance Using a "communities of practice" approach participants will review requirements and share effective practices on promoting and maintaining compliant, inclusive organizations; examine myths and truths about benefits, and explore positive supervision and management practices that promote retention of persons with disabilities in national service. Room: 502 (Marriott)</p>
	10:15 am - 10:30 am, Break
	10:30 am - 12:00 pm, Block 2
	<p>Financial Monitoring of Sub-grantees This session is designed specifically for state commissions National Parent Organizations and state education agencies that have numerous subgrantees and sub-recipients. Participants will receive some standard tools and techniques for reviewing</p>

	<p>financial systems of subgrantees to ensure they are using grant funds as required and following regulations for documenting costs. Room: Salon K (Marriott)</p>
	<p>Budget Building and Reviewing Budgets This session is designed to enhance the submission of grant budget proposals and prepare grantees to review sub-applicant budgets. (Session will be repeated on Monday, July 16, 4:30-6:00)</p>
	<p>AmeriCorps Member Benefits and Compliance Issues This joint session (AmeriCorps grants and program officers) is designed to provide AmeriCorps grantees with the tools and processes necessary to properly recruit confirm eligibility enroll and supervise AmeriCorps members. Room: 414-15 (Marriott)</p>
	<p>Grant Closeout This session is for both fiscal and program staff and will clarify requirements for closing grants and reconciling the grant between HHS organization and Corporation financial reporting. It will cover the requirements for closeouts including record retention, and common problems that delay closeout or make it difficult for the Corporation to close grants. Room: 501 (Marriott)</p>
	<p>Conference and Meeting Planning Design and Management From A-Z Learn strategies guaranteed to facilitate meeting planning and development. Learn techniques and pick up tools that were developed to help design and manage events. Room: 502 (Marriott)</p>
	<p>12:00 pm - 1:30 pm, Lunch AmeriCorps*National Grantees, Room 108, Convention Center AmeriCorps*State Commissions, Room 103, Convention Center</p>
	<p>1:30 pm - 3:00 pm, Block 3</p>
	<p>Securing and Documenting Match and In-kind Support This session will describe how to secure and document match and in-kind support for the grant program as well as what is allowable as match. We will also ensure recipients understand their responsibilities for ensuring that match comes from allowable sources, specifically rules related to using other federal funds to match Corporation grants. (Session will be repeated Monday, July 16, 2:00-4:00) Room: Salon K (Marriott)</p>
	<p>Fiscal Management--What Is It To Me or My Job (ED/Program Officer) Discussion among peers of fiscal management policies and practices and their specific application to the duties and responsibilities of Executive Directors and Program Officers. Room: 414-15 (Marriott)</p>
	<p>Fiscal Management - What's It To Me or My Job (TO/ Disability Coordinator) Discussion among peers of fiscal management policies and practices and their specific application to the duties and responsibilities of Training Officers and Disability Coordinators. Room: 502 (Marriott)</p>
	<p>College Student Volunteering This session will discuss ways to better engage college students in service and particularly as mentors. Come explore what the research tells us about this important demographic and the conclusions we might infer about the future of volunteering. Room: Salon L (Marriott)</p>
	<p>AmeriCorps National Grantee Meeting Room: Salon H (Marriott)</p>
	<p>3:00 pm - 3:15 pm, Break</p>
	<p>3:15 pm - 4:45 pm, Closing Plenary-Current Financial Policies and Policy Directions Salon G (Marriott)</p>
	<p>6:00 pm - 7:30 pm, National Service Reception Salon G (Marriott)</p>

	Monday, July 16
	7:30 am - 9:00 am, Affinity Group Meetings
	Affinity Group Meeting: Disability Coordinators <i>Room: Salon A (Marriott)</i>
	Affinity Group Meeting: State Commission Standards <i>Room: Salon B (Marriott)</i>
	Affinity Group Meeting: Research <i>Room: Salon C (Marriott)</i>
	2:00 pm - 4:00 pm, Block 4
	Financial Literacy for Executive Directors and Non-financial Staff This session is designed for executive staff and board members. They will learn the rudiments of federal requirements for grant fund management so they can ensure their fiscal staff establish the systems needed to manage federal funds and they have the policies and procedures in place to ensure federal funds are used appropriately. They will learn how to read an FSR and how to recognize red flags that may indicate improper financial management. Also, describes executive responsibilities related to the Single Audit Act and Indirect Cost Rate processes. <i>Room: Salon I (Marriott)</i>
	Securing and Documenting Match and In-kind Support This session will describe how to secure and document match and in-kind support for the grant program as well as what is allowable as match. We will also ensure recipients understand their responsibilities for ensuring that match comes from allowable sources, specifically rules related to using other federal funds to match Corporation grants. <i>Room: Salon J (Marriott)</i>
	Bringing the Mentoring Debate to the National Forefront The Federal Mentoring Council and the National Mentoring Work Group federal agencies nonprofits corporate funders and researchers are working together to better coordinate national mentoring services and to understand the mentoring opportunities that are available. <i>Room: Salon B (Marriott)</i>
	Professional Growth Seminar - Management Coaching for National Service Leaders (Continues in Block 5) This advanced leadership seminar offers rigorous thinking and dialogue that integrates the latest executive coaching methods with the leading-edge management theories. Through case studies and coaching practices participants understand the distinction between funding organizations and programs about the criteria used to judge sustainability. (Session continues in Block 5, 4:30-6:00) <i>Room: 414-15 (Marriott)</i>
	Professional Growth Seminar - Sustainability (Continues in Block 5) Many of us have a working definition of sustainability in the context of national service that may differ from that of grant reviewers foundations funders members of commissions and policy experts. Join a lively dialogue between funding organizations and learn how to utilize both for organizational impact. (Session continues in Block 5, 4:30-6:00) <i>Room: Salon C (Marriott)</i>
	Martin Luther King Day of Service This session introduces you to 2007 MLK Day of Service projects. It will guide you through the development of a blueprint for project identification and implementation based on the needs of your communities. Trainers will provide instruction for those who are seeking to start or elevate and sustain their King Day of Service Celebration activities. <i>Room: 502 (Marriott)</i>
	4:00 pm - 4:30 pm, Break
	4:30 pm - 6:00 pm, Block 5
	Budget Building and Reviewing Budgets This session is designed to enhance the submission of grant budget proposals and prepare grantees to review sub-applicant budgets. <i>Room: Salon I (Marriott)</i>
	Financial Grants Management Reporting and Accountability This session is designed for fiscal staff and will cover how to adequately document expenditures and accurately report them on Financial Status Reports (SF 269). Staff will understand how to use the OMB Circulars to ensure they are following rules on allowable and allocable costs under federal grants. In addition, participants will review the Payment Management System (PMS) at HHS. Invited staff from PMS will also provide participants with the information they need to manage their accounts and follow the federal regulations related to managing federal funds. This session will also cover how to amend expenditure reports (Federal Cash Transaction - SF 272) sent to HHS and how to ensure that reports provided to HHS reconcile to the financial

	reports submitted to the Corporation at closeout. Room: Salon J (Marriott)
	Emerging Principles Practices and Models for Adult Civic Engagement from the National Council on Aging Learn about the latest principles practices and models emerging from the National Council on Aging's research and innovative program models. Discover some of the ground-breaking approaches to inspire and engage adults 55+ to use their experience and talents Room: Salon B (Marriott)
	Professional Growth Seminar - Management Coaching for National Service Leaders (Continuation from Block 4 session) Room: 414-15 (Marriott)
	Professional Development (Continuation from Block 4 session) Room: Salon C (Marriott)
	Collaborating for Success: the Key to Inclusion Collaboration is defined as "a process through which parties who see different aspects of an issue can explore their differences and search for solutions that go beyond their own limited vision of what is possible" (Gray, 1989, p. 5). Using examples and lessons learned from State Disability Inclusion Teams, this session will review the "nuts and bolts" of partnering including understanding each other's communities, identifying mutual concerns, defining assets and deficits, examining obstacles and solutions and dealing with the "politics". Through interactive discussion and applied skill activities, this workshop is designed to enhance participants' ability to create and sustain local and state partnerships that advance inclusion in service. Room: 502 (Marriott)
	6:00 - 7:00 pm, AmeriCorps Leadership--A Chat with David Eisner (invitation only) Salon D (Marriott)
	Tuesday, July 17
	10:00 am - 12:30 am, AmeriCorps Grantee Town Hall Meeting Salon E, Marriott
	12:30 pm - 2:00 pm, Affinity Group Meetings
	Affinity Group Meeting: Training Officers Room: Salon A (Marriott)
	Affinity Group Meeting: Rural States, Tribes, Territories Room: Salon B (Marriott)
	Affinity Group Meeting: Learn & Serve America Room: Salon C (Marriott)



Corporation for
**NATIONAL &
 COMMUNITY
 SERVICE** 