



2008 Senior Corps Conference Planner



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Greeting from Tess Scannell

Director, Senior Corps

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Message to the Senior Corps Grantee Network:

As springtime slowly comes to the east coast, we look forward to the arrival of warmer weather, and to seeing you this June at the 2008 Senior Corps Conference, which for the first time ever is being held in conjunction with the National Conference on Volunteering and Service. Senior Corps project directors and sponsors will have the opportunity to discuss policies related to Senior Corps, to share best practices, to explore new technologies, to connect with others, and to learn about the latest in volunteer management.

As we seek to strengthen the role of service and volunteerism as a strategy to help communities meet pressing challenges, we continue to be proud of RSVP, Foster Grandparent, and Senior Companion projects as critical assets to serve needs in communities and to provide valuable opportunities to the volunteers. It is our hope that attending the upcoming National Conference, June 1-3 in Atlanta, Georgia, will enhance your skills and provide you with more tools to accomplish your work every day.

Senior Corps Day

While the majority of workshop sessions and events you will attend are selections from the national conference program, Monday, June 2nd is designated as “**Senior Corps Day**” – an opportunity to focus on Senior Corps-specific issues through:

- A Town Hall Meeting
- A Sponsor Dialogue Session
- A Senior Corps Luncheon featuring Corporation CEO David Eisner
- Program specific Tabletop Sessions that provide networking opportunities about high interest topics
- Program Specific Issues Forums
- Senior Corps “Welcome Plenary (June 1st, 9:00-11:00 a.m.)

Be sure to register for these special events when the conference registration opens.

Senior Corps National Conference Planner

When the conference registration opens you will have many choices to make about activities and workshop sessions. The Senior Corps Conference Planning Team and the Senior Corps Sounding Board, made up of Project Directors and Sponsor Executive Directors, have created the *Senior Corps National Conference Planner* to help you plan your conference agenda and instructions for the registration site.

The *Senior Corps National Conference Planner* link will take you to several sites to help you make your choices:

- An **Overview** of Senior Corps and General Conference Events
- **Important Facts to Know**
- **The Senior Corps Session Guide**
- **New Project Directors’ Training - Pre-Conference Agenda**

The Senior Corps Session Guide: Optional Workshop Sessions of Particular Interest to Senior Corps

This year’s conference includes more than 130 sessions, including a number of workshops developed with Senior Corps specifically in mind. Because such an abundance of options may be simultaneously invigorating and intimidating, in collaboration with Senior Corps Project Directors and Corporation Staff, we have assembled a *Senior Corps Sessions Guide*. The *Guide* highlights workshop sessions in each time block that address topics of particular interest to Senior Corps project directors and Sponsor Executive Directors. **We encourage you to review the sessions included in the *Senior Corps Sessions Guide* as you plan your workshop schedules.** Although this *Guide* highlights sessions that are Senior Corps focused, you are not restricted to these choices. We encourage you to look through the entire conference content on the registration site to see if other workshops might better meet your needs.

Important Facts to Know

This is a document with helpful information including:

- Registration fee and lodging information
- Schedule of events
- **Optional** pre-conference events
- Activities for the Senior Corps community, both before and during the Conference
- Information regarding the allowable use of grant funds to pay for Conference
- Tips for getting around in and enjoying Atlanta

Other Information:

Conference registration **will open the week of March 10th**. Conference and hotel registration must be done online at volunteeringandservice.org. You will select your conference workshop agenda when you register for the conference. You can register for the conference and your hotel and go back later to select your workshop activities. If you register before April 30, the total fee for Senior Corps attendees is \$350. After April 30, the registration fee goes up to \$450.

We look forward to seeing you in Atlanta.

Sincerely,

Tess Scannell, Director
Senior Corps



Senior Corps Conference Overview

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National Conference on Volunteering & Service

"The Urgency of Now"

Senior Corps Conference Planner

Overview

Friday May 30, 2008

7:30 am – 5 pm • Registration

Saturday May 31, 2008

6:30 am – 5:00 pm • Registration
8:30 am – 5:30 pm • **New Project Director Training Pre-conference session**
9:00 am – 5:00 pm • Baby Boomer Institute
Afternoon • Bus tours to King Center (small fee for bus)
12:00pm – 5:00pm • Exhibit Hall
5:30 pm – 7:00 pm • National Service Welcome Reception

Sunday June 1, 2008

6:30 am – 5:00 pm • Registration
8:00 am – 9:00 pm • 1st Timers Orientation
9:00 am – 3:00 pm • Exhibit Hall
9:00 am – 11:00 am • **Senior Corps Opening Session**
11:30am – 12:00pm • **CNCS Meeting with the Inspector General**
2:00 pm – 3:30 pm • Workshops
2:00 pm – 3:30 pm • Forum: The Bridge Project: International Applied Learning
3:30 pm – 4:30 pm • Transport to Georgia World Congress Center (GWCC)
4:30 pm – 6:30 pm • Opening General Session at GWCC
6:30 pm – 8:00 pm • All Conference Special Event & Reception

Monday June 2, 2008 – Senior Corps Day!

7:30 am – 5:00 pm • Registration
8:00 am – 5:00 pm • Exhibit Hall
8:00 am – 9:30 am • **Town Hall Meeting**
10:00am – 11:30am • Workshops
12:00 pm – 1:30 pm • **Senior Corps Luncheon**
2:00 pm – 3:30 pm • **RSVP Tabletop Session**
• **FGP Program Forum**
• **SCP Program Forum**
4:00 pm – 5:30 pm • **SCP Tabletop Session**
• **FGP Tabletop Session**
• **RSVP Program Forum**
7:30 pm • All Conference Celebration

Tuesday June 3, 2008

7:30 am – 11 am • Registration

8:30 am - 10 am
8:00 am - 12:00 pm
10:30 am - 12 pm
12:00pm - 1:00 pm
1 pm - 3 pm

- Workshops
- Exhibit Hall
- Workshops
- Transport to Georgia World Congress Center
- Closing Session & Lunch at GWCC



Important Facts to Know

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Important Facts to Know

Dates of Conference

Conference Dates: Sunday, June 1 – Tuesday, June 3, 2008.

Pre-conference events: Friday May 30 – Saturday May 31, 2008

Registration & Lodging

Registration:

- 2008 Registration Deadlines
 - Registration is slated to **open the week of March 10, 2008**. Please check the website www.volunteeringandservice.org for updates.
 - **April 30th** - Early Registration Discount Deadline
 - **April 30th** - Conference Cancellation Deadline (Refund less \$50 processing fee)
 - **May 27th** - Registration Closes
 - **June 1-3** - Onsite Registration
- Conference Registration and Hotel Registration must be done on-line at:
 - www.volunteeringandservice.org
- The **Senior Corps Conference Planning Guide** is provided to give a preview of the conference before you register.
- Workshop pre-registration is required. Please review the **Senior Corps Session Guide**, part of the *Conference Planning Guide*, before you attempt to register for workshop sessions. Once registered you will receive a confirmation page with a bar code to take with you to the conference. Upon registration at the conference you will be issued a bar coded name tag. You will need your bar coded name tag to be admitted to workshops and conference events. It may be scanned at the door and only those who pre-registered for the session will be admitted. If a session is not full, admission will open to those not registered.
- **You do not have to complete session selection all at once. You can exit the registration site and you can go back and change sessions until registration closes.**

Fees:

- **The conference fee for Senior Corps is \$350.**

- The National Conference on Volunteering and Service registration fee for all participants is: \$300. Each contingent will have an additional fee to support program specific events. Senior Corps has worked hard to keep fees to a minimum.
- Senior Corps Conference Fee: \$50. The \$50 fee will cover the Senior Corps Program Book and all special Senior Corps events including the Sunday Plenary Session, Town Hall Meeting, and Luncheon.
- Please note that it is **important to register as a Senior Corps participant**. Only those registering as Senior Corps affiliates will be able to register for Senior Corps special events.
- Everyone registering for the conference, including Senior Corps participants, will be able to register for all general events and workshops.
- Pre-conference sessions may have additional fees. They will be noted accordingly when you register for that session. Fees vary per pre-con event.

Lodging:

- Registration for hotel rooms must be done on the main conference website www.volunteeringandservice.org. There will be four (4) hotels to choose from.
- The conference workshops and sessions will be co-located in two hotels directly across from each other – The Marriott Marquis and the Hilton Atlanta. The Sheraton and Hyatt are adjacent to the Hilton and Marriott and a very short walk away. Please see the conference registration site for pricing.
 - **The Marriott Marquis**, 265 Peachtree Center Avenue: <http://www.marriott.com/hotels/travel/atlmq-atlanta-marriott-marquis/>
 - **Hilton Atlanta Hotel**, 255 Courtland Street NE: www.atlanta.hilton.com
 - **Sheraton Atlanta**, 165 Courtland Street: <http://www.sheratonatlantahotel.com/>
 - **Hyatt Regency Atlanta**, 265 Peachtree Street NE: <http://atlantaregency.hyatt.com/>
- **Double Occupancy:** To save costs you may want to consider sharing a room with someone. Please note the costs for double occupancy on the main registration page.
- **Smoking** - The Marriott is a smoke free facility. There is one floor of sleeping rooms designated at the Atlanta Hilton for smoking.

Senior Corps Session Guide

- The Senior Corps Sounding Board has reviewed all Conference sessions and has selected sessions they feel would be of special interest for professional and personal growth. Look for these special sessions identified by symbols in the Senior Corps Session Guide.
- Aside from special Senior Corps Day sessions, participants will have **four (4)** additional workshop sessions they may attend. We hope that this guide will make the selection process easier for you.

- Sessions specific to Foster Grandparent Programs, Senior Companion Programs and RSVP Programs are noted by program (FGP, SCP &/or RSVP).
- Sponsor Executive Sessions have been recommended by the Senior Corps Sounding Board and are specifically identified with a diamond ♦.
- Senior Corps Sounding Board recommended sessions of interest to Senior Corps are they are tagged with a star ★.
- Apart from these highlighted recommendations, Senior Corps participants are welcome to select from all the sessions listed on the conference registration site.
- Monday is Senior Corps Day. More information can be found throughout the **Senior Corps Conference Planner**.
- Pre Conference Sessions include: New Project Director Training, Baby Boomer Institute track amongst other. Please look for more information in the **Senior Corps Session Guide** and on the main Conference webpage.
- We hope the **Senior Corps Session Guide** will help you more easily locate the sessions that are right for you.

Pre-Conference Events

A variety of Pre-Conference sessions will be held on Saturday – most of which are day long events. There may be nominal charges for the day long sessions. You will need to pay these additional fees along with any additional lodging, meal and travel costs. Registration is required for these sessions.

- Senior Corps specific Pre-cons are:
 - New Project Director Training
 - Baby Boomer Institute
- **1st Timers Orientation:** If this is your first time attending *The National Conference on Volunteering and Service* there is a “first timer’s orientation” on Sunday from 8:00 – 9:00 am that will be helpful in navigating the event. Registration is required. This event tends to fill quickly.

New Director’s Training

New Senior Corps Projects Directors who have been on the job for 18 months or less (by June 2008) are invited to participate in New Director Orientation on **Saturday, May 31, 2008**. Two tracks will be available based on duration of experience. Directors with six months experience or less will follow a prescribed training agenda. These 101 sessions will answer our newest colleagues questions about how to manage the details of program operations early in their career. Directors who have been on the job for 7-18 months will have the opportunity to select sessions based

on their own learning objectives. These 201 sessions will focus on weaving the tasks of day-to-day program management into a larger narrative about program operations.

- Topics will include: Project Management, Performance Measurement, Grants Management, Volunteer Recruitment and Placement, and Community Participation and Collaboration.
- There will be free time for lunch on your own. Lunch will not be served.
- An extra day at the conference will be necessary; this is an allowable use of grant funds.
- Look for New Directors Training in the Pre-Conference section of registration.

Senior Corps Opening Session

Welcome to the Senior Corps Conference! Be inspired, informed and interact.

Senior Corps Opening Session will commence on Sunday June 1st from 9 am – 11am.

- Be inspired by guest speaker, **Constance Curry**. Ms Curry, a writer, activist and pioneer in the Civil Rights Movement, will talk about her experiences and how Doctor Kings words, “The Urgency of Now”, are as important today as when he first spoke them.
- You will not want to miss the unveiling of the exciting new Senior Corps marketing materials developed to help you promote your Senior Corps projects.
- Finally, learn how you can use Social Networking tool to help build and maintain your projects.

Monday is Senior Corps Day

Monday is slated to be our Senior Corps Day with various sessions geared just for us.

- ***Town Hall*** – A panel of experts will be available to answer the burning questions around National Service that participants pose. There will be three (3) ways to submit questions – beforehand, through our special web address, at the town hall meeting through the use of index cards and by asking questions from the floor. We invite you to submit questions at townhallquestions@cns.gov. We are able to receive your questions until May 16. Please note you will also be able to submit questions on-site and we encourage questions during the event.
- ***Sponsor Sessions:*** See Session Guide for more information.
- ***Luncheon*** – The Spirit of Service Award winners will be recognized and celebrated for their outstanding service. Entertainment will also make this special event fun and relaxing.

- **Issues Forum** – Broken out by RSVP, FGP and SCP, you will be able to discuss program specific topics with the Senior Corps staff. CNCS Strategic Initiative specialist will present ways to apply the Strategic Initiatives in your program.
- **Tabletop Discussions** – This will provide participants with the opportunity to network about a variety of topics from old favorites to new and current issues. Tables will be broken out by program type and topic and a moderator will guide conversations. You will have the opportunity to participate in three (3) 20 minute tabletop discussions during this one session. Examples of sessions include:
 - Marketing for Senior Corps*
 - How to Get the most from Volunteer Match*
 - New Director Peer-to-Peer Mentoring*
 - Rocking Recognitions*
 - Recruitment/Retention*
 - Fundraising and In-Kind Development*
 - Background Checks & Tips for Screening Volunteers*
 - Gracefully Saying Goodbye*
 - Working with Foster Children Incarcerated Parents & Prisoner Re-entry*
 - Insightful In-Service*
 - Outstanding Orientations--Getting your volunteers off on the right foot*
 - New Handbook,*
 - Common Work Plans*
 - Medicaid Waiver*
 - Volunteering for Disaster Preparation*
 - MLK Day*
 - Working with Tribes*
 - RSVP-UK*
 - National Program Surveys*
 - SaYES*
 - Social Networking*
 - And many more!***
- **Insights From The Inspector General** –Gerald Walpin, Inspector General for the Corporation for National and Community Service, will address current audit and investigative issues and will provide guidance on the proper use and protection of Federal grant funds invested in National Service programs. All National Conference participants are encouraged to attend this timely and informative session.

Sponsor Track

Executive Directors of sponsoring agencies for our Senior Corps programs are an integral part of their success. With this in mind the *Sponsor Executive Director Working Group* of the *Senior Corps Sounding Board* (composed of Executive Directors of current sponsoring agencies) has carefully reviewed the workshops offered at the conference and recommended those workshops which they believe would most benefit a Senior Corps sponsoring organization. These include, but are not limited to, fiscal workshops, and a meeting with Area Managers to discuss new initiatives and trends. Look for workshops identified with a diamond ♦symbol. However, please do not feel limited to

these sessions. You may choose from among the general sessions if it better suits your needs.

- *Executive Director Session:* This session is designed for Senior Corps program Executive Directors only. It is an opportunity to talk in an informal setting with Area Managers and if time allows with the Director of Senior Corps about national, regional and project issues. Find out how the Strategic Plan impacts programs and discover your role, responsibility and the Corporation's expectations of a sponsoring agency, particularly in light of recent changes regarding fundraising and grant writing.

Town Hall Meeting

Join Director of Senior Corps, Tess Scannell, along with other panelists for an interactive discussion on topics of importance to Senior Corps. A significant part of this meeting will be dedicated to a moderated Q&A segment where panelists will respond to questions from participants on topics such as appropriations, program guidance, and planning that may affect all 3 Senior Corps programs. Come prepared for an informative discussion with Senior Corps leadership and your peers. We invite you to submit questions to townhallquestions@cns.gov until May 16. Please note you will also be able to submit questions on-site and we encourage questions during the event.

Senior Corps Luncheon

The luncheon is an opportunity for Senior Corps participants to take a break from business discussions, network with friends, and honor the Senior Corps Spirit of Service Awards winners. David Eisner will reflect on the accomplishments of the Senior Corps Programs.

There is **no charge** to Senior Corps participants for the luncheon. However, when you register for conference events **you do need to register for the luncheon to get a ticket to the event.**

The Bridge Project – RSVP-UK

The Bridge Project: International Applied Learning Service Experiences

- The BRIDGE Project is an innovative international next practice program to link RSVP volunteer leaders and managers from the USA England and Germany to facilitate applied learning experiences through email pen-pals and direct international exchanges. Denise Murphy Director of RSVP-UK will share how RSVP-UK and RSVP-USA are similar and different in needs and service approaches.

Allowable Use of Grant Funds

- Funds used for the conference are an allowable expense as outlined in your budget. Please contact your State Program Specialist if you have any questions.

- If you are a July grantee – you may use this current year’s funds to cover any expenses that must be paid before July 1st (pending your agency’s policies).
- **This is a required training for all grantees** – if you need additional verification/validation please contact your State Program Specialist.
- The following events will serve food:
 - Saturday –National Service Reception with hors d’oeuvres
 - Sunday – Reception with hors d’oeuvres
 - Monday – Senior Corps Luncheon
 - Monday - Evening reception with hors d’oeuvres
 - Tuesday –Lunch

Getting Around

Air: For air travel, Atlanta is served by **Hartsfield-Jackson Atlanta International Airport**, located just ten miles south of downtown. This airport is very large and the distance between gates and the baggage claim or ground transportation can be overwhelming. Make sure you look for “*people mover four-car trains*”, which pick up and delivers travelers throughout the terminal and within the airport concourses. Waits for a train are generally less than two minutes. This is a very easy, quick and simple way of getting where to need to go. For more information visit: <http://www.atlanta-airport.com/>.

Taxi: Depending on your location, a taxi from the airport to Atlanta should cost between \$25 and \$30 and take approximately 30 minutes, depending on traffic.

Shuttle: Also available are airport shuttles which make stops at most hotels in downtown. They run daily, except after 11pm, and cost approximately \$15 to \$20 one-way. You'll find the shuttle desk in the South Terminal. For more specific information please visit the Hartsfield-Jackson Atlanta International Airport website <http://www.atlanta-airport.com/> see Ground Transportation.

Subway: MARTA – or Metropolitan Atlanta Rapid Transit Authority – is Atlanta's subway system. You can board MARTA at the airport and it will take you to the Peachtree Center station which is adjacent to the Marriott Marquis and Hilton Atlanta Hotels. Tickets cost \$1.75 each, and trains run from 5am to 1am daily. For more information and a map please visit <http://www.itsmarta.com/>.

Religious Services

<http://www.marriott.com/hotels/travel-guide-info-search.mi>

Things to Know

Weather in Atlanta – June temperatures range from the mid-60s to the upper 80s (and beyond) and often bring a wash of humidity. Although warm outside, our conference is located in large air-conditioned venues and the temperatures within may

vary from cool to warm. We suggest bringing a light sweater or jacket to accommodate the varying temperatures.

Walking – Bring comfortable walking shoes. The conference is located at two different locations and that will mean some walking. The general session will be at the Georgia World Conference Center which is a walkable distance for the strong at heart. Shuttle buses will be available for those who prefer to bus it. The GWCC is also accessible via the MARTA but will also require walking.

Located in two different hotels – Senior Corps special events will in the Marriott. The General Session will be at the Georgia World Conference Center (GWCC) located a few blocks or MARTA stops away.

Going Green

1. To reduce paper - workshop handouts will be available for downloading on-line following the conference
2. Water is in short supply – **water will not be supplied** at all the sessions but will be available at various locations via water coolers.
3. Check hotel website for availability of swimming pools.

Breaks – To help keep the costs of the conference down there will be no food/beverages offered between sessions. However, there is a food court located between the Hilton and Marriott that is easily accessible. Both facilities have a coffee shops located near the lobbies.

Parking - There are parking lots adjacent to the hotel (\$7/day on average) and lots available within a two block radius. Parking at the Marriott is by valet only and costs \$24/overnight.

Electronic Meeting Boards are located through out the Marriott hotel and outside of each meeting room. The daily event venues will be available on the Electronic Meeting Board.

Accessibility Guide: There is an accessibility booth on each floor to provide people with directions and help.



Senior Corps Session Guide

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National Conference on Volunteering & Service

June 1 – 3, 2008

Atlanta, Georgia

Senior Corps Session Guide

- This resource guide is provided to help you better navigate the multitude of sessions available at the National Conference. We suggest that you print out the session guide and use it as a tool for planning your agenda. It would also be helpful to sit down with other staff who will be attending and map out each person's agenda so that a wider range of topics can be covered and shared once back at the office.
- The Senior Corps Sounding Board, made up of Project Directors and Sponsor Executive Directors, have reviewed all the available workshops and selected the ones most relevant for professional and personal growth.
 - The Senior Corps Sounding Board recommendations are noted with a Star★.
 - The Sponsor Sounding Board recommendations are noted with a Diamond◆.
 - If a session is program specific it is noted in the right column.

Saturday, May 31st, 2008 (Pre Conference) 8:00 am – 6:00 pm

1060 Senior Corps New Director's Training

9 am – 5 pm

New Senior Corps Projects Directors who have been on the job for 18 months or less (by June 2008) are invited to participate in New Director Orientation. Two tracks will be available based on length of experience. Directors with six months experience or less will follow a prescribed training agenda that will focus on how to identify helpful resources. These 101 sessions will answer our newest colleagues' questions about how to manage the details of program operations early in their career. Directors who have been on the job for 7-18 months will have the opportunity to select sessions based on their own learning objectives. These 201 sessions will focus on weaving the tasks of day-to-day program management into a larger narrative about program operations.

Speakers: various speakers and trainers

*Introductory &
Intermediate level*

1105 Baby Boomer Pre Conference Training

9 am – 5 pm

Are you wondering how to utilize the skills that boomers bring from their experiences? Come learn how organizations throughout the country have embraced boomer volunteers and how your program or community might benefit. You will learn about the various ways that boomers are creating capacity and becoming engaged in roles that fulfill their desires. You will also learn how you might benefit from new and varied partnerships in your community that are attractive to boomer volunteers. This session is for programs that are interested in expanding their volunteer roles to create a wider range of activities to respond to unfulfilled needs.

National Service Reception

5:30 pm – 7 pm

Sunday, June 1st, 2008 (Opening Day)

9:00 – 11:00 am

1063 Senior Corps Opening Plenary

Welcome Senior Corps! The next few days present us with a ripe opportunity to be inspired and informed as our all of our programs convene together for the first time in

six years.

Be inspired by guest speaker, **Constance Curry**. Ms Curry, a writer, activist and pioneer in the Civil Rights Movement, will talk about her experiences and how Doctor Kings words, "The Urgency of Now", are as important today as when he first spoke them.

You will not want to miss the unveiling of the exciting new Senior Corps marketing materials developed to help you promote your Senior Corps projects.

Finally, learn how you can use Social Networking tool to help build and maintain your projects.

Sunday, June 1st, 2008

11:30 – 12:00 pm

1059 **National Service Participants Special Session with the Inspector General**

Insights From The Inspector General—Gerald Walpin, Inspector General for the Corporation for National and Community Service, will address current audit and investigative issues and will provide guidance on the proper use and protection of Federal grant funds invested in National Service programs. All National Conference participants are encouraged to attend this timely and informative session.

Speaker: Gerald Walpin, Inspector General of the Corporation for National and Community Service

Sunday, June 1st, 2008

2:00 – 3:30 pm

685 **What's New? Senior Corps Independent Living Curriculum:
Train the Trainer**

★ All SCP and RSVP Project Directors are welcome! In this train-the-trainer demonstration of the new 8-module Senior Corps curriculum on independent living, participants will see what the curriculum contains and a demonstration of how to use it. In addition to receiving a copy of the curriculum and trainer guide, participants will practice strategies for delivering the curriculum to volunteers.

Speaker: Anna Marie Schmidt

RSVP/SCP
Mobilizing More
Volunteers
Introductory level

712 **Boomer Power...Harnessing the Energy of a Generation**

★◆ Keep your communities healthy and strong by involving a largely untapped resource of highly talented and skilled citizens the Baby Boomers. Learn how a collaboration of committed nonprofit leaders in Iowa and Illinois developed innovative volunteer management strategies that reenergized nonprofit partners and brought in new and enthusiastic volunteers to address community problems.

Speaker: Dr. Elizabeth Anne Weinstein & Elaine Hanson

Engaging Baby
Boomers
Introductory level

722 **Utilize a 5-Step Model to Improve Your Survey Design**

◆ A well-designed survey assesses the satisfaction of your current volunteers and provides valuable information to influence future recruiting and retention of volunteers. Learn five tips to improve your current survey design and increase your response rate.

Speaker: Debra Bressler

Mobilizing More
Volunteers
Intermediate level

725 **Making the Connection: SaYES to Intergenerational Service-
Learning**

★ Is your RSVP project looking for new ways to partner with schools and interesting placement opportunities for baby boomers? Come learn about SaYES an provide initiative that aims to increase partnerships between RSVP and schools engaged in service-learning. Receive tools for preparing placing and supporting volunteers and hear from RSVP project directors who have implemented SaYES in their communities.

Speakers: Nicky Martin, Inese Alvarez, Sharon Bladen, & Sheila Bohr

RSVP Engaging
Baby Boomers
Introductory level

734 **Volunteer Round-up Motivation and Engagement**

Mobilizing More

- ★ Getting excited and getting involved are the initial steps to successful volunteer recruitment. Learn how to round-up volunteers, motivate them for action and produce a successful event or program. Signing up is the first step getting commitment and producing results is your ultimate goal when working with volunteers.
Speaker: Carol D. Rieg
- 751 **Developing and Managing your Senior Corps Budget**
◆★ An essential part of budgeting is identifying costs attributable to your Senior Corps Project. This session will provide participants with tools to help align their budget and program design. There will also be information on managing a budget once it is created.
Speaker: Walker and Company Inc.
- 755 **Fiscal Management for Senior Corps Program Staff**
◆★ Developing a solid foundation in fiscal management is critical to the financial success and ultimately the overall effectiveness of a Senior Corps project. This session will assist Senior Corps Project Staff in their understanding of the basic concepts of managing federal funds. There will be a review of the regulatory requirements that staff should be aware of when working with federal grants.
Speaker: Walker and Company Inc.
- 757 **Senior Corps Session with the Corporation's Office of Inspector General**
◆★ This workshop includes a presentation on the Office of Inspector General (OIG) Audit Process and a Fraud Awareness Briefing. The OIG Audit Process includes discussion of the steps of the audits and common audit findings. The Fraud Awareness Briefing uses actual cases to highlight Red Flags or fraud indicators.
Speakers: Carol Bates & Bob Walters
- 761 **The Bridge Project: International Applied Learning Service experiences**
◆ This forum will be presented by Denise Murphy Director of RSVP-UK. Denise comes to us through The BRIDGE Project which is an innovative international *next* practice program to link RSVP volunteer leaders and managers from the USA, England and Germany to facilitate applied learning experiences through email pen-pals and direct international exchanges. Denise will be joined by Laura Wilson and Jack Steele of the University of Maryland where The Bridge Project was developed.
Speakers: Denise Murphy Director of RSVP-UK, Jack Steele & Laura Wilson
- 773 **Online Tools to Boost Your Senior Corps Program**
★ Tour the NEW Resource Center including the Online Learning Center. ETR staff will show off the re-designed and accessible Resource Center website including both searching and browsing capability, an improved events calendar and topical organization. Members of the Senior Corps Sounding Board will share ideas and best practices for using the resources to enhance your Senior Corps program.
Speaker: ETR Associates & Senior Corps Sounding Board
- 848 **Experience Corps and Senior Corps – Better Together**
★ Experience Corps® engages adults 55+ in tutoring and mentoring activities in urban elementary schools. This award winning program with proven results offers older adults a chance to improve the lives of children while increasing their own knowledge and developing leadership skills. Partnerships with Senior Corps programs provide Senior Corps volunteers a unique opportunity for service.
Speakers: Alina Molina, Holly Williams, Joy Banish, Michelle Hynes
- 919 **Your Soapbox on the Internet - Easy to Slip Up**
★ The Internet offers new ways to reach and teach volunteers. Learn more about RSS feeds blogging and posting volunteer opportunities where they will be seen. However we can't assume that we have the right to censor content in a public forum. Find out the latest guidelines based on
- Volunteers
Intermediate level
- National Service Programs - Project Management
Introductory level
- National Service Programs - Project Management
Introductory level
- National Service Programs - Project Management
Intermediate level
- National Service Programs - Project Management
- Technology in Volunteering
Introductory level
- Mobilizing More Volunteers
Introductory level
- Technology in Volunteering
Introductory level

Supreme Court rulings that could affect your Internet usage.

Speaker: Sue Irey

- 933 ★ **Effective Care Plans for Effective Outcomes**
Participants will discuss effective care plans including one or two the presenter will bring. Through lecture and discussion participants will have the opportunity to develop a care plan that will work for their project: linking the care plan to outcomes testing the care plan with other participants and developing questions for outcome responses from stations or clients fulfilling project needs.

Speaker: Carole Mandino

National Service Programs - Project Management
Introductory level

- 964 ★ **National Service in Indian Communities**
This introductory session will provide an overview of current national service programs serving Native American, Alaska Native and Native Hawaiian groups. The session will also explore strategies for building effective partnerships between Native and non-Native groups.

Speaker: Kathie Ferguson-Avery

Mobilizing More Volunteers
Introductory level

- 1118 **Meeting the Special Needs of Baby Boomers as Dynamic Volunteers**
Coming soon

Speaker: Carla Lehn and Patti Cohen-Hecht

Engaging Baby Boomers
Intermediate level

Monday, June 2nd, 2008

8:00 – 9:30am

- 1061 ◆★ **Senior Corps Town Hall Meeting**
Join Director of Senior Corps, Tess Scannell along with other panelists for an interactive discussion on topics of importance to Senior Corps. A significant part of this meeting will be dedicated to a moderated Q&A segment where panelists will respond to questions from participants on topics such as appropriations, program guidance, and planning that may affect all 3 Senior Corps programs. Come prepared for an informative discussion with Senior Corps leadership and your peers. We invite you to submit questions to townhallquestions@cns.gov through May 16. Please note you will also be able to submit questions on-site and we encourage questions during the event.

Speakers: Tess Scannell, Director of Senior Corps; Elizabeth Seale, Chief Operating Officer of the Corporation for National & Community Service; Rocco Gaudio, Director Field Financial Management Center; Corporation for National & Community Service Board Member.
Moderator – Richard Crawford, Area Manager Pacific Cluster

Monday, June 2nd, 2008

10:00 – 11:30 am

- 741 ◆ **Senior Corps: Sponsor Executive Director Session- Atlantic Cluster**
Executive Directors of Senior Corps programs will meet with their cluster Area Manager and Senior Corps executive staff. Hear CNCS plans for the future of Senior Corps and how the strategic plan impacts your Senior Corps programs. Ask questions and discuss program policies and issues. This is a great opportunity to get Executive Directors to the table with CNCS. Session limited to Executive Directors of Senior Corps projects only.

Speaker: Mal Coles, Atlantic Cluster Area Manager

National Service Programs - Project Management
Advanced Level

- 825 ◆ **Senior Corps: Sponsor Executive Director Session- Pacific Cluster**
Executive Directors of Senior Corps programs will meet with their cluster Area Manager and Senior Corps executive staff. Hear CNCS plans for the future of Senior Corps and how the strategic plan impacts your Senior Corps programs. Ask questions and discuss program policies and issues. This is a great opportunity to get Executive Directors to the table with CNCS. Session limited to Executive Directors of Senior Corps projects only.

Speaker: Rick Crawford

National Service Programs - Project Management
Advanced Level

- 826 **Senior Corps: Sponsor Executive Director Session- Southern Cluster** National Service Programs - Project Management
Advanced Level
 Executive Directors of Senior Corps programs will meet with their cluster Area Manager and Senior Corps executive staff. Hear CNCS plans for the future of Senior Corps and how the strategic plan impacts your Senior Corps programs. Ask questions and discuss program policies and issues. This is a great opportunity to get Executive Directors to the table with CNCS. Session limited to Executive Directors of Senior Corps projects only.
Speaker: Darryl James, Southern Cluster Area Manager
- 827 **Senior Corps: Sponsor Executive Director Session-North Central Cluster** National Service Programs - Project Management
Advanced Level
 Executive Directors of Senior Corps programs will meet with their cluster Area Manager and Senior Corps executive staff. Hear CNCS plans for the future of Senior Corps and how the strategic plan impacts your Senior Corps programs. Ask questions and discuss program policies and issues. This is a great opportunity to get Executive Directors to the table with CNCS. Session limited to Executive Directors of Senior Corps projects only.
Speaker: Paul Schrader, North Central Cluster Area Manager
- 828 **Senior Corps: Sponsor Executive Director Session- Southwest Cluster** National Service Programs - Project Management
Advanced Level
 Executive Directors of Senior Corps programs will meet with their cluster Area Manager and Senior Corps executive staff. Hear CNCS plans for the future of Senior Corps and how the strategic plan impacts your Senior Corps programs. Ask questions and discuss program policies and issues. This is a great opportunity to get Executive Directors to the table with CNCS. Session limited to Executive Directors of Senior Corps projects only.
Speaker: Kathie Ferguson-Avery, Southwest Cluster Area Manager
- 744 **Emerging Trends in Philanthropy** Developing Leaders
Introductory Level
 This is no longer your father's philanthropic world. An explosion of funder diversity Web 2.0's arrival with its ramifications and an ever-increasing funder emphasis on impact are among the movements that are changing the funding landscape. Join a diverse group of national experts in an exploration of what these themes and others mean for today's grant seeker.
Speaker:
- 753 **Financial Reporting for Senior Corps Projects** National Service Programs - Project Management
Intermediate Level
 Understanding financial reporting is important to having a sound and compliant financial and grants management system. This session is designed to assist participants in being more informed about their financial reporting requirements, specifically Financial Status Reports (FSRs) and PMS 272's.
Speaker: Walker and Company Inc.
- 754 **Avoiding Common Pitfalls for Senior Corps Projects** National Service Programs - Project Management
Intermediate Level
 Here is an opportunity to learn more about the benefits of establishing and implementing a strong financial and grants management system. Lessons learned from other Senior Corps grantees will be shared. Information presented will be gathered from Common OIG audit findings CNCS monitoring findings and general audit issues.
Speaker: Walker and Company Inc.
- 760 **Senior Corps Criminal History Checks** National Service Programs - Project Management
Introductory Level
 A practical presentation and discussion concerning the Corporation's regulatory requirement that FGP and SCP programs conduct National Service Criminal History Checks on its participants and grant-funded employees. The Corporation's General Counsel will discuss the specifics of the requirement and how it interrelates with other applicant screening practices and techniques.
Speaker: Thomas L. Bryant
- 763 **Senior Corps Accessing National Service Resources: Marketing and Media Relations** National Service Programs - Project Management

★ Learn how to access all the National Service resources available to Senior Corps projects through the Corporation for National & Community Services' Offices of Public Affairs and Corporate Relations. *Introductory Level*
Speaker: CNCS Public Affairs

816 **National Common Foster Grandparent Program Performance Measures** *FGP - Project Management Intermediate Level*
★ Ready to decrease your work load? Learn about the effort to develop optional FGP common performance measures and instruments in four areas: Head Start, pre-school, elementary education (literacy) and mentoring activities. Come consider the benefits of common performance measures review the optional performance measures (and instruments) practice with the material and walk away with ready to use packets.
Speaker: Project STAR

834 **Senior Corps: Making the Most Out of Your VolunteerMatch Account** *National Service Programs - Project Management Intermediate Level*
★ You have the tools at your fingertips but may not realize how best to use them! Learn how to manage your VolunteerMatch account, post exciting volunteer opportunities and run reports on volunteer recruits. Hear success stories from three Senior Corps programs and get answers to some of your questions about how best to use your account.
Speaker: Jennifer Kim Field

845 **Medicaid Waiver Guide Update – Best Practices and Practical and Effective Use of Medicaid Waiver Funds for Independent Living Services for SCP and RSVP Directors** *SCP/RSVP - Project Management Intermediate Level*
★ Get an update on the reference and technical assistance guide that provides practical tips for accessing and obtaining additional financial support and service opportunities through Medicaid Home and Community-Based Waivers for Independent Living Services. Learn about new policies procedures and strategies to successfully secure Medicaid Waiver funds.
Speakers: John Pribyl, Sam Schuth, Dwight Rasmussen SCP/FGP Project Director Salt Lake County, UT

853 **Strengthening Outcomes** *National Service Programs - Project Management Advanced Level*
★ Revisit outcomes to determine the quality of your performance measurement efforts. This is an opportunity to look closer at work plans and specify outcomes that are realistic, meaningful and manageable for your project. Review performance measurement policy with CNCS to ensure improved outcomes and full participation in the performance measurement process.
Speaker: Project STAR

935 **Senior Corps Research Survey Results** *National Service Programs - Project Management Intermediate Level*
◆★ This session will focus on new research results. Updated results for FGP SCP and a special Boomers report created for RSVP are included. Presenters will draw important conclusions from national level volunteering research comparing National Service program participants and volunteers in general. Presenters will help devise strategies for responding to the trends identified for 55+ volunteers.
Speaker: LaMonica Shelton

Monday, June 2nd, 2008 12:00 – 1:30 pm

1062 **Senior Corps Luncheon**
◆★
Speaker:

Monday, June 2nd, 2008 2:00 – 3:30 pm

1054 **RSVP Table Top Session** *RSVP - Project Management All levels*
★ This is the workshop for people who "want it all." Need ideas for improving or taking advantage of a website? Need help with recruitment? We've got it. Want to kick up recognition or in-service

events? Or maybe you want a mini version of a session you missed. Well it's all here! We've searched high and low and found your Senior Corps peers and other experts who have awesome best practices or other unique skills to share.

1057 **FGP Forum**

◆★ FGP participants are invited to discuss issues of particular interest to FGP including the CNCS Strategic Initiatives.

FGP - Project Management
All levels

1056 **SCP Forum**

◆★ SCP participants are invited to discuss issues of particular interest to SCP including the CNCS Strategic Initiatives.

SCP - Project Management
All levels

Monday, June 2nd, 2008

4:00 – 5:30 pm

1053 **SCP Table Top Session**

★ This is the workshop for people who "want it all." Need ideas for improving or taking advantage of a website? Need help with recruitment? We've got it. Want to kick up recognition or in-service events? Or maybe you want a mini version of a session you missed. Well it's all here! We've searched high and low and found your Senior Corps peers and other experts who have awesome best practices or other unique skills to share.

National Service Programs - Project Management
All levels

1055 **FGP Table Top Session**

★ This is the workshop for people who "want it all." Need ideas for improving or taking advantage of a website? Need help with recruitment? We've got it. Want to kick up recognition or in-service events? Or maybe you want a mini version of a session you missed. Well it's all here! We've searched high and low and found your Senior Corps peers and other experts who have awesome best practices or other unique skills to share.

National Service Programs - Project Management
All levels

RSVP Forum

◆★ RSVP participants are invited to discuss issues of particular interest to RSVP including the CNCS Strategic Initiatives.

RSVP - Project Management
All levels

Tuesday, June 3rd, 2008

8:30 – 10:00am

708 **Leveraging Strengths for Leadership Development in Older Adults**

★ The growing number of boomer retirees in community service offers an unprecedented opportunity for leadership development. Experience Corps piloted a leadership development program for 50 members that leveraged individual strengths. This session will help programs and individuals understand how to identify and use strengths to develop leadership in boomer and older adult volunteers.

Speakers: Thenera Bailey & Amy Zandarski-Pica

Engaging Baby Boomers
Intermediate Level

750 **Senior Corps and National Days of Service**

★ One-day events are a great way to engage busy people in volunteering. MLK Day Make a Difference Day and other national days of service are great opportunities to involve new people. Find out what makes a one-day event successful and discover the benefits it can bring to your program community and volunteers. Learn tips and resources for planning and marketing.

Speaker: Rhonda Taylor

Mobilizing More Volunteers
Introductory level

752 **Documentation Matching Funds & In-kind Donations**

◆★ Meeting match requirements is an integral part of grant compliance. This session will provide the participant with information on how to properly track and record donations and how to properly

National Service Programs - Project Management
Introductory Level

document expenses for grant compliance.
Speaker: Walker and Company Inc.

- 815**
★
National Common Senior Companion Program Performance Measures
Wondering how to manage your work plan? Learn about the development and piloting of optional common performance measures in three areas for Senior Companion Program: In-Home Care/Activities of Daily Living, Companionship and Respite Care. Review the common performance measure packets (including instruments) practice using the material and discuss how to best use the common performance measures.
Speaker: Project STAR
SCP - Project Management
Intermediate Level
- 830**
◆★
Build the Love – Part I: Building Rapport between Sponsoring Organizations and Senior Corps
Sponsor organizations executive directors and project directors can "build the love" by using strategic communication to increase their mutual investment in organizational vision and Senior Corps project goals. Learn how to build channels for information investment and mutual appreciation so that a Senior Corps project plays a valued role in achieving an organization's social profit mission.
Speaker: Campaign Consultation Inc.
Part II is offered Tues, 6/3 from 10:30 – 12:00pm
National Service Programs - Project Management
Intermediate Level
- 849**
★
Managing Your RSVP Project – Enhancing Your Knowledge
As the "hands-on" manager of your RSVP project you are the lead staff with a variety of responsibilities and duties, from your volunteers to technical compliance. Using the updated Project Director Handbook as the framework this session will highlight changes underscore key elements of managing a high quality project and help you get the most out of available tools materials and resources.
Speaker: CNCS Staff
RSVP - Project Management
Intermediate Level
- 850**
★
Managing your Foster Grandparent Project – Enhancing Your Knowledge
As the "hands-on" manager of your FGP project you are the lead staff with a variety of responsibilities and duties, from your volunteers to technical compliance. Using the updated Project Director Handbook as the framework this session will highlight changes underscore key elements of managing a high quality project and help you get the most out of available tools materials and resources.
Speaker: CNCS Staff
FGP - Project Management
Intermediate Level
- 851**
★
Managing Your Senior Companion Project – Enhancing Your Knowledge
As the "hands-on" manager of your SCP project you are the lead staff with a variety of responsibilities and duties, from your volunteers to technical compliance. Using the updated Project Director Handbook as the framework this session will highlight changes underscore key elements of managing a high quality project and help you get the most out of available tools materials and resources.
Speaker: CNCS Staff
SCP - Project Management
Intermediate Level
- 876**
RSVP as Capacity Builder for Tutoring and Mentoring Programs
Tutoring and mentoring are two proven strategies for meeting the needs of vulnerable youth. Many programs struggle with the challenge of recruiting sufficient numbers of volunteers to provide service. RSVP can play a critical role in building the capacity of organizations to recruit baby boomers who can contribute skills and expertise in a variety of roles.
Speaker: Temple University Center for Intergenerational Studies
RSVP Engaging Baby Boomers
Intermediate Level
- 878**
★
Marketing and Recruiting Approaches for Foster Grandparents and Senior Companions
Good marketing and recruiting is more than describing your mission and hoping that people will sign up. It's about identifying your target audience and understanding what motivates and interests them. It's the vision ideas and images you must create and infuse into all your communications with people 50+ that will make them think "Now that's the program I want to be a
FGP/SCP – Engaging Baby Boomers
Intermediate Level

part of!"

Speaker: Temple University Center for Intergenerational Studies

- 879 **Working Effectively with RSVP Stations** RSVP – Engaging Baby Boomers
Intermediate Level
★ By now many RSVP Directors and staff have learned a lot about the boomers. But what about the stations? This session will provide strategies and tips for working with stations to engage boomer volunteers in a variety of interesting and compelling roles that offer choice and flexibility. We will also offer ideas and suggestions for overcoming resistance and barriers.
Speaker: Temple University Center for Intergenerational Studies
- 942 **What To Do When It Rains Volunteers?** Disaster Preparedness
Intermediate Level
◆ Guided discussion knowledge and tactics exchange with American Red Cross and other Connect America Partners about what to do when 600, 6000 or over a million spontaneous volunteers and hundreds of potential partners start calling, emailing or knocking on your door asking how can I help during a large scale or catastrophic disaster.
Speaker: Bruce W. Summers
- 970 **GIVE Act** National Service Programs- Project Management
Introductory Level
◆★ Discussion of issues surrounding reauthorization of the National and Community Service Act
Speaker: Frank Trinity
- 1033 **Nurture the Volunteer Fund Raising Fire Part I: Igniting the Fund Raising Fire** National Service Programs - Project Management
Intermediate Level
◆ Do your leadership volunteers provide enough kindling to light up public awareness and support for your mission? This session helps you ignite the fire to grow the awareness and skills of volunteer leaders to personally and publicly champion your cause.
Part II – Tuesday, June 3rd, 10:30 – 12pm
Speaker: Campaign Consultation, Inc.
- 1091 **Financial Reporting for Senior Corps Projects** National Service Programs - Project Management
Introductory Level
Understanding financial reporting is important to having a sound and compliant financial and grants management system. This session is designed to assist participants in being more informed about their financial reporting requirements specifically Financial Status Reports (FSRs) and PMS 272's.
Speaker: Walker and Company, Inc.

Tuesday, June 3rd, 2008

10:30 – 12:00 pm

- 733 **Tapping the Boomer Volunteer Market** Engaging Baby Boomers
Introductory Level
◆★ America's Baby Boomer population continues to mature and there is much discussion about who they are and what they will do. This session will look at creative ways that a regional council in one Southern retirement mecca has found success in engaging this group in the community.
Speaker: LeeAnne Tucker
- 737 **Baby Boomers and Performance Measurement** Engaging Baby Boomers
Introductory Level
★ As Baby Boomers find new ways to serve they create challenges for programs to measure impact. This workshop shares examples of National Service programs that have successfully measured the impact of service provided by Boomers and will feature sample performance measures tools and innovative practices from your peers in National Service.
Speaker: Project STAR
- 759 **Build the Love – Part II: Make it Easy for Sponsoring Organizations and Senior Corps Projects to Successfully Partner in Fund Raising** Developing Leaders
Intermediate Level
◆★ Determining development roles and responsibilities is a crucial first step in planning to fund raise. This workshop will make it easy to raise support for Senior Corps projects. Participants will

receive tools to build their case to support their project as well as tips on using the networking and educational roles of project directors to build fund raising capacity.

Part I is offered Tues, 6/3 from 8:30 – 10:00am

Speaker: Campaign Consultation Inc.

- 889 **The Aging Opportunity** Engaging Baby
Boomers
Introductory Level
★ The Aging Opportunity is an on-line course designed to assist non-profit organizations and national service programs in engaging adults 50+ in a range of opportunities. This interactive course will serve as a foundation for helping participants develop compelling experiences that will attract active 50+ adults and provide tools for marketing recruiting placing and managing them.
Speaker: Temple University Center for Intergenerational Studies
- 870 **COOP Planning for Non Profits** Disaster
Preparedness
Introductory level
◆★ Participants in this session will learn the fundamentals of completing a continuity of operations plan (COOP) for their organizations. COOP plans ensure that an organization will be able to operate should its facility personnel or partner organizations be impacted by a disaster.
Speaker: Justine Murray
- 813 **Disaster Services and Performance Measurement** National Service
Programs - Project
Management
Intermediate Level
Have you ever wondered how you can run a disaster services program AND measure your impact? In this workshop participants will explore real strategies on how to get strong data while minimizing the data collection burden. Participants will receive a copy of the Disaster Services packet and engage in a practical exercise related to their individual project challenges.
Speaker: Project STAR
- 887 **The Intergenerational Work Team** Engaging Baby
Boomers
Intermediate Level
◆ It is no longer uncommon to find even five generations represented in the workplace. How do we integrate boomer volunteers and older traditionalists? How does a millennial supervise a boomer? What kind of supervisory and communication structure is most comfortable and effective for the multi-generational work team? Explore how we can look at ourselves through an intergenerational lens.
Speaker: Temple University Center for Intergenerational Studies
- 971 **Update on Senior Corps and AmeriCorps Legal Issues** National Service
Programs - Project
Management
Intermediate Level
◆★ Session for CNCS Office of General Council to present information on emerging or important legal topics for Senior Corps or AmeriCorps programs.
Speaker: Frank Trinity
- 996 **Grants Management – CNCS Current Issues** National Service
Programs - Project
Management
Introductory Level
◆★ This is an interactive session designed to provide CNCS Grantees with the current issues related to grants management. Some of the issues to be discussed are financial monitoring techniques, budget building, common audit issues and grant closeout. Grantees will have an opportunity to discuss their grants management questions and concerns.
Speaker: Peg Rosenberry
- 1087 **Managing Your RSVP Project- Enhancing Your Knowledge** RSVP - Project
Management
Intermediate Level
As the "hands-on" manger of your RSVP project you are the lead staff with a variety of responsibilities and duties from your volunteers to technical compliance. Using the updated Project Director Handbook as the framework this session will highlight changes underscore key elements of managing a high quality project and help you get the most out of available tools materials and resources.
Speaker: CNCS Staff
- 1088 **Managing Your Foster Grandparent Project- Enhancing Your Knowledge** FGP - Project
Management
Intermediate Level
As the "hands-on" manger of your FGP project you are the lead staff with a variety of responsibilities and duties from your volunteers to technical compliance. Using the updated Project Director Handbook as the framework this session will highlight changes underscore key

elements of managing a high quality project and help you get the most out of available tools materials and resources.

Speaker: CNCS Staff

- 1089 **Managing Your Senior Companion Project- Enhancing Your Knowledge**
As the "hands-on" manger of your SCP project you are the lead staff with a variety of responsibilities and duties from your volunteers to technical compliance. Using the updated Project Director Handbook as the framework this session will highlight changes underscore key elements of managing a high quality project and help you get the most out of available tools materials and resources.
Speaker: CNCS Staff
- 1090 **Developing and Managing your Senior Corps Budget**
An essential part of budgeting is identifying costs attributable to your Senior Corps Project. This session will provide participants with tools to help align their budget and program design. There will also be information on managing a budget once it is created.
Speaker: Walker and Company Inc.
- 1092 **Documentation Matching Funds & In-kind Donations**
Meeting match requirements is an integral part of grant compliance. This session will provide the participant with information on how to properly track and record donations and how to properly document expenses for grant compliance.
Speaker: Walker and Company Inc.
- 1094 **Nurture the Volunteer Fund Raising Fire Part II: Keeping a Healthy Blaze**
Do your leadership volunteers provide enough kindling to light up public awareness and support for your mission? This session helps you ignite the fire to grow the awareness and skills of volunteer leaders to personally and publicly champion your cause.
Part I - Tuesday June 3rd, 8:30 – 10am
Speaker: Campaign Consultation Inc.
- 1119 **Capturing the Energy and Expertise of Diverse Baby Boomers**
Coming soon
Speaker: Temple University Center for Intergenerational Studies.
- SCP - Project Management
Intermediate Level
- National Service Programs - Project Management
Introductory Level
- National Service Programs - Project Management
Introductory Level
- National Service Programs - Project Management
Intermediate Level
- National Service Programs - Project Management
Intermediate Level

Tuesday, June 3rd, 2008

1:00 – 3:00 pm

Closing Session and lunch



New Project Director Pre Conference Session Guide

* NOTE: Each section begins with an Introduction Page. You can click on the logo in the top left corner to return to the index page.

New Project Director Training

2008 National Conference on Volunteering and Service

Atlanta, Georgia

Pre-Conference Event

New Senior Corps Projects Directors who have been on the job for 18 months or less (by June 2008) are invited to participate in New Director Orientation on May 31, 2008. Two tracks will be available based on length of experience. Directors with six months experience or less will follow a prescribed training agenda that will focus on how to identify helpful resources. These 101 sessions will answer our newest colleagues' questions about how to manage the details of program operations early in their career. Directors who have been on the job for 7-18 months will have the opportunity to select sessions based on their own learning objectives. These 201 sessions will focus on weaving the tasks of day-to-day program management into a larger narrative about program operations.

Attendees will be broken into "classes" and follow a prescribed agenda that will include all 101 or all 201 sessions.

Saturday, May 31st, 2008

8:30 – 10:00 am

Senior Corps New Project Director Welcome and Introduction

Speaker: Tess Scannell, Director Senior Corps

10:15 – 12:00 pm

RSVP Introduction to Performance Measure 101

This session is designed to give new project staff an overview of performance measurement. It will cover the benefits of performance measurement, its requirements and basic terminology including definitions of outputs and outcomes. Participants will have an opportunity to work with the components of performance measurement and create or review their own performance measurement work plan.

Speaker: Project Star

0-6 Month level

RSVP Volunteer Recruitment and Placement 101

This session provides an overview of issues related to recruitment and placement of volunteers including how to create rewarding and appropriate placements, how to train new volunteers, and what regulations govern the placement of volunteers. The topics discussed will correspond to RSVP Handbook chapters 6, 7, and 8.

0-6 Month level

FGP/SCP Introduction to Performance Measurement 101

This session is designed to give new project staff an overview of performance measurement. It will cover the benefits of performance measurement, its requirements and basic terminology including definitions of outputs and outcomes. Participants will have an opportunity to work with the components of performance measurement and create or review their own performance measurement work plan.

0-6 Month level

FGP/SCP Project Management 101

This session provides an overview of issues related to project management including the role of the Corporation State Office (CSO), the role of sponsoring organizations, budgeting, recordkeeping, and reporting requirements. The session is a must for grantees seeking a broad discussion of how the pieces of project management weave together. The topics discussed will encompass FGP and SCP Handbook chapters 2, 4, 9, and 10.

Speaker: John Hosteny, State Director, Illinois

0-6 Month level

RSVP Project Management 201

This session provides an overview of issues related to project management including the role of the Corporation State Office (CSO), the role of sponsoring organizations, budgeting, recordkeeping, and reporting requirements. The session is a must for grantees seeking a broad discussion of how the pieces of project management weave together. The topics discussed will encompass FGP and SCP Handbook chapters 2, 4, 9, 10, and 11.

7-18 Month level

Financial Management FGP/SCP 201

This session provides an overview of successful financial management practices for FGP and SCP programs. Topics include budgeting, regulations and circulars, financial reporting requirements, resource development and OMB circulars, and creating sound financial management systems. This session is important for all grantees including those that have staff to assist them with financial reports.

7-18 Month level

FGP/SCP Improving Performance Measurement Quality 201

How can a project increase the quality and rigor of its performance measurement? Come find out! An overview of the steps for performance measurement will include indicators, data sources, instruments and data collection. Join in as we explore strategies to improve performance measurement implementation and understand how to strengthen project outcomes.

7-18 Month level

1:30 – 3:15 pm

RSVP Project Management 101

This session provides an overview of issues related to project management including the role of the Corporation State Office (CSO), the role of sponsoring organizations, budgeting, recordkeeping, and reporting requirements. The session is a must for grantees seeking a broad discussion of how the pieces of project management weave together. The topics discussed will encompass RSVP Handbook chapters 2, 4, 9, and 10.

0-6 Month level

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0-6 Month level

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0-6 Month level

FGP/SCP Volunteer Recruitment and Placement 101

This session provides an overview of issues related to recruitment and placement of volunteers including how to create rewarding and appropriate placements, how to train new volunteers, and what regulations govern the placement of volunteers. The topics discussed will correspond to RSVP Handbook chapters 6, 7, and 8.

0-6 Month level

RSVP Financial Management 201

This session provides an overview of successful financial management practices for RSVP programs. Topics include budgeting, regulations and circulars, financial reporting requirements, resource development and OMB circulars, and creating sound financial management systems. This session is important for all grantees including those that have staff to assist them with financial reports.

7-18 Month level

RSVP Volunteer Recruitment and Community

Participation 201

This session provides an overview of issues related to recruitment and placement of volunteers including how to create rewarding and appropriate placements, how to train new volunteers, and what regulations govern the placement of volunteers. The topics discussed will correspond to RSVP Handbook chapters 6, 7, and 8.

7-18 Month level

This session will also cover community participation and collaboration in program design. Topics include forming an advisory council, marketing your program, assessing program impact on community needs, and strategic planning. The topics discussed correspond with RSVP Handbook chapters 4, 12, and 13.

FGP/SCP Volunteer Recruitment and Community

Participation 201

This session provides an overview of issues related to recruitment and placement of volunteers including how to create rewarding and appropriate placements, how to train new volunteers, and what regulations govern the placement of volunteers. The topics discussed will correspond to FGP and SCP Handbook chapters 6, 7, and 8.

7-18 Month level

This session will also cover community participation and collaboration in program design. Topics include forming an advisory council, marketing your program, assessing program impact on community needs, and strategic planning. The topics discussed correspond with FGP and SCP Handbook chapters 4, 12, and 13.

3:30 – 5:15 pm

RSVP Volunteer Recruitment and Placement 101

This session provides an overview of issues related to recruitment and placement of volunteers including how to create rewarding and appropriate placements, how to train new volunteers, and what regulations govern the placement of volunteers. The topics discussed will correspond to RSVP Handbook chapters 6, 7, and 8.

0-6 Month level

RSVP Project Management 101

This session provides an overview of issues related to project management including the role of the Corporation State Office (CSO), the role of sponsoring organizations, budgeting, recordkeeping, and reporting requirements. The session is a must for grantees seeking a broad discussion of how the pieces of project management weave together. The topics discussed will encompass RSVP Handbook chapters 2, 4, 9, and 10.

0-6 Month level

FGP/SCP Volunteer Recruitment and Placement 101

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0-6 Month level

FGP/SCP Introduction to Performance Measurement 101

This session is designed to give new project staff an overview of performance measurement. It will cover the benefits of performance measurement, its requirements and basic terminology including definitions of outputs and outcomes. Participants will have an opportunity to work with the components of performance measurement and create or review their own performance measurement work plan.

0-6 Month level

FGP/SCP Project Management 201

This session provides an overview of issues related to project management including the role of the Corporation State Office (CSO), the role of sponsoring organizations, budgeting, recordkeeping, and reporting requirements. The session is a must for grantees seeking a broad discussion of how the pieces of project management weave together. The topics discussed will encompass FGP and SCP Handbook chapters 2, 4, 9, 10, and 11.

7-18 Month level

RSVP Overview of Performance Measurement Quality 201

How can a project increase the quality and rigor of its performance measurement? Come find out! An overview of the steps for performance measurement will include indicators, data sources, instruments and data collection. Join in as we explore strategies to improve performance measurement implementation and understand how to strengthen project outcomes.

7-18 Month level

RSVP Financial Management 201

This session provides an overview of successful financial management practices for FGP and SCP programs. Topics include budgeting, regulations and circulars, financial reporting requirements, resource development and OMB circulars, and creating sound financial management systems. This session is important for all grantees including those that have staff to assist them with financial reports.

7-18 Month level

5:30 – 6:15 pm

Peer-to-Peer Meeting

New Project Directors will have a chance to meet with their Peer Mentors.