



Excellence in Volunteer Program Management

Continuing Education

This set of volunteer management workshops is designed for volunteer coordinators in nonprofit and government service organizations, whether they are veterans or new to the job, who want to be more successful in attracting and retaining the right volunteers. Volunteer Partners will provide the training and certificates of completion at the conclusion of each workshop. You can register for all six workshops or register for individual workshops.

All Six Excellence in Volunteer Program Management Workshops

Registration deadline is April 14.

Course Number: BSAD-6286-CESA

Dates: Thursdays, April 21, 28, May 5, 12, 19 and 26

Tuition: \$125

Time: 1:30-5 p.m.

All classes will be held at the SCC Continuing Education Center 301 S. 68th St. Place, Lincoln, NE Room 301

Understanding Volunteering: Exploring the Heart of the Volunteer Sector

In this initial workshop, the basic elements of a volunteer program will be described. Characteristics of organizations that successfully engage volunteers will be enumerated. Trends in volunteering and how people are volunteering in America are to be covered as well. Finally, social motivators will be identified to help inform volunteer recruitment and placement efforts.

Registration deadline is April 14.

Course Number: BSAD-6287-CESA

Date: Thursday, April 21, 2011

Tuition: \$25

Time: 1:30-5 p.m.

Planning: Building a Solid Foundation

Developing and implementing a needs assessment is a basic component of planning. Maintaining your Volunteer Program is crucial and includes regularly assessing your volunteer positions. An important part of your Management Information System (MIS) includes writing position descriptions for all volunteer jobs in your organization. Finally, the necessity of teamwork between staff and volunteers is addressed.

Registration deadline is April 21.

Course Number: BSAD-6288-CESA

Date: Thursday, April 28, 2011

Tuition: \$25

Time: 1:30-5 p.m.

Recruitment & Placement: Matching Volunteer Skills with Service Needs

Development and implementation of a strategy for your volunteer recruitment is a key part of this workshop, including the creation of a volunteer recruitment team. A quality screening process for volunteers is the first step in ensuring your volunteers are appropriately placed.

Registration deadline is April 28.

Course Number: BSAD-6289-CESA

Date: Thursday, May 5, 2011

Tuition: \$25

Time: 1:30-5 p.m.

Training & Orientation: Achieving Service Excellence

Bringing volunteers up to speed requires attention to their needs relative to their volunteer position. Organizational needs must be considered with the training volunteers receive. These needs are expressed in written learning objectives. Orientation and in-service training for volunteers is contained in this workshop as well.

Registration deadline is May 5.

Course Number: BSAD-6290-CESA

Date: Thursday, May 12, 2011

Tuition: \$25

Time: 1:30-5 p.m.

Supervision: Maximizing the Volunteer Experience

Learn how supervision and management activities support the work of volunteers. Internal and external motivators of your volunteers must be understood. Staff who work with and around volunteers are to be assisted in understanding how to effectively utilize volunteers. The development and implementation of a recognition plan is key to volunteer retention.

Registration deadline is May 12.

Course Number: BSAD-6291-CESA

Date: Thursday, May 19, 2011

Tuition: \$25

Time: 1:30-5 p.m.

Evaluation: Improving Results Using Data & Feedback

Create a comprehensive evaluation plan using known standards to assess the program. Evaluation results complete the cycle for planning and updating the volunteer program for future periods.

Registration deadline is May 19.

Course Number: BSAD-6292-CESA

Date: Thursday, May 26, 2011

Tuition: \$25

Time: 1:30-5 p.m.

For more information, contact Shannon Moncure at 402-323-3387 • 800-828-0072, ext. 3381 smoncure@southeast.edu

REGISTRATION FORM - NON-CREDIT COURSE



Complete this form with payment information and send via FAX or mail to: SCC-Continuing Education Center 301 S. 68th Street Place, Lincoln, NE 68510 FAX: (402) 437-2703

Include credit card information or Letter of Authorization for third-party billing. The College requires a student's Social Security number as a condition for enrollment. A student's Social Security number information constitutes an "educational record" under the Family Educational Rights and Privacy Act (FERPA). The College will be privileged to disclose that information only with the consent of the student or in those very limited circumstances when consent is not required by FERPA.

2011 QUARTER	
<input type="checkbox"/> SUMMER	<input type="checkbox"/> WINTER
<input type="checkbox"/> FALL	<input checked="" type="checkbox"/> SPRING

Social Security Number	Name: Last	First	Middle Initial	E-mail address	
Residence Mailing Address	City	State	Zip	County # <input type="checkbox"/> Cell <input type="checkbox"/> Business Phone	
Birth Date	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Ethnicity (select one): <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	Race (select one or more): <input type="checkbox"/> White <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American	Veteran or Dependent Utilizing Military Benefits <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Resident of Nebraska <input type="checkbox"/> Non-Resident of Nebraska

- Please select all that apply:
- All 6 Excellence in Volunteer Program Management Workshops • April 21-May 26 • \$125 • BSAD-6286-CESA
 - Understanding Volunteering • April 21 • \$25 • BSAD-6287-CESA
 - Planning • April 28 • \$25 • BSAD-6288-CESA
 - Recruitment & Placement • May 5 • \$25 • BSAD-6289-CESA
 - Training & Orientation • May 12 • \$25 • BSAD-6290-CESA
 - Supervision • May 19 • \$25 • BSAD-6291-CESA
 - Evaluation • May 26 • \$25 • BSAD-6292-CESA

SIGNATURE

Check Cash Mastercard Discover VISA V Code

Name as it appears on card: _____

Exp. Date _____ Credit card # _____

Billing agency (INCLUDE LETTER OF AUTHORIZATION ON COMPANY LETTERHEAD)

Submission of this form indicates that I understand: 1) that my registration is complete and that I am accountable for the tuition and fees and subject to a grade in the courses listed; 2) that should I officially drop, cancel, or withdraw, any refund in tuition will be determined by the date I submit my request to Continuing Education; 3) that failure to attend a course does not constitute an official drop/withdrawal; 4) if the personal information contained herein is correct as shown; and 5) any changes in SSN, legal name, address, residency, etc. must follow the College procedures in the Student Handbook and College Catalog. It is the policy of SCC to provide equal opportunity and nondiscrimination in all admission, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of SCC's policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th St. Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, or jobs@secc.edu. La política pública de SCC es de proveer equidad, y prohíbe discriminación, en todos asuntos referentes a la admisión, participación, y empleo contra toda persona por motivo de raza, color, religión, sexo, edad, estado civil, origen nacional, etnia, condición de veterano, orientación sexual, incapacidad, u otros factores prohibidos por ley o política del Colegio. Preguntas relacionadas a la política sobre equidad/nondiscriminación de SCC deben dirigirse a: Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th St. Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, o jobs@southeast.edu.

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