



Forum for Volunteer Administrators
 PO Box 1878
 Cleveland, Ohio 44106
 www.fvaohio.org

**Professional Volunteer Management Series :
 Part II
 Student Application**

(Please note that Part I of the Foundations Volunteer Management Series program is not a pre-requisite to the Part II of the program.)

Name _____ Date _____

Current address _____

City _____ State _____ Zip _____

Personal E-mail _____

Home phone () _____ Cell phone () _____

Employer _____ Job Title _____

Work address _____

City _____ State _____ Zip _____

Work E-mail _____ Work phone () _____

Can we use your work contact information in a student registry? Yes No

How many years experience do you have in the volunteer management field? (Paid or Unpaid) _____

Please submit a copy of your resume.

Participant Agreement

Participants will be photographed for educational, archival, public relations for the Forum for Volunteer Administrators. I, the undersigned, do hereby grant permission to the Forum for Volunteer Administrators to use images of myself in print, video and digital media. Such uses includes the display, distribution, publication, transmission, or otherwise use of photographs, images, and/or video taken of myself for use in materials that include, but may not be limited to, printed materials such as brochures and newsletters, videos and digital images such as those on the Forum for Volunteer Administrators Web site.

My signature constitutes that my responses on this application are true and complete to the best of my knowledge and that I have read and understood the above paragraph.

Signature _____ Date _____

The Forum for Volunteer Administrators complies fully with all State and Federal laws prohibiting discrimination on the basis of race, color, religion, gender, sexual orientation, gender identity or gender expression, national origin, age, disability or veteran status.

Fall 2009 Program Dates and Course Descriptions

The classes take place at John Carroll University with the support of the Boler School of Business. Classrooms are in the Dolan Building. After you register for the program, confirmation will have the room numbers.

Class information:

- 9/16: Strategic Planning: why it is needed, how it is developed, and how it is used to determine mission, values, goals, objectives, roles, responsibilities and timelines of a program.
Faculty: Mary Ogden, Ogden-Post, LLC

- 9/23: Understanding Financial Management: why developing a financial plan is essential, reading and understanding financial reports, and locating grants and grant writers
Faculty: Ellyn Lefko, CPA and Miranda DeJarnette, CPA, SS & G Financial Services

- 9/30: Risk Management: ability to apply risk management concepts to the organization's policies
Faculty: Jill Fowler, SPHR, HR/Office Manager, Hickman and Lowder Co.

- 10/7: Technology: learn about the impact of technologies and best practices for recruitment using various databases and sites.
Faculty: Marilyn Hahn, CAVS, Volunteer Services Coordinator, Centers for Dialysis Care and Douglas Sebring, Assistant Superintendent, N. Olmsted City Schools

- 10/14: Program Positioning and Assessment: the importance of program positioning, the need for administrative and staff support, tools to raise this awareness, and reporting program outcomes
Faculty: Sue Duffy, Cuyahoga County Board of MRDD, Barbara Nalette, CVA, CAVS, Director, Volunteer Services University Hospitals Case Medical Center

Tuition: *Tuition includes a \$25 registration fee* *****

5 Class Session

FVA members: \$295

Non-FVA members: \$335

NEW: Single session option. Attend one or more classes:

FVA members: \$65 per class

Non-FVA members: \$85 per class

One-Session Option

If you can't attend all of the classes and would like to brush up your skills on one of the topics offered you can purchase one or more of the program days.

Please indicate which courses you would like to participate in by placing a check mark next to the courses listed above:

Registration Deadline is September 1st, 2009

Mail completed application to:
Forum for Volunteer Administrators
P.O. Box 1878
Cleveland, OH 44106

Or

Fax: 216-844-8796 Attn: Marge

Questions? Contact Marge Galla at 216-844-1504 or Margaret.galla@uhhospitals.org

If needed we can offer payment plans: several payments vs. full tuition payment at one time.

**Total Cost: _____ total of your program selection/s
(or full course selection fee)**

Please make checks or purchase orders payable to:

We accept purchase orders, payment plans or a one time payment payable to the Forum for Volunteer Administrators. Unfortunately, we are unable to accept credit cards at this time.

The Forum for Volunteer Administrators, PO Box 1878, Cleveland, Ohio 44106, attention Marge Galla. Or you can email Marge Galla at: Margaret.Galla@UHhospitals.org.

Please keep a copy of your registration for your records. Thank you.

This program is presented to you by the Forum for Volunteer Administrators and in cooperation with John Carroll University Boler School of Business.

Prior to September 1st a full refund (minus the registration) is available if for any reason you are not able to participate in the program. After September 1st refunds may be given on a pro-rated basis, dependant upon circumstances leading to your withdrawal from the program. The registration fee is non-refundable whether you are taking the full series of the program or participating in one session.