

ILLINOIS CONFERENCE ON VOLUNTEER ADMINISTRATION

FOCUS ON THE FUTURE

Wednesday, August 16, 2017 – 9:00 a.m. to 4:00 p.m.
Ralph H. Metcalfe Federal Building, 77 W. Jackson, Chicago

To Register for the Conference, please visit www.icova.info

Conference Schedule

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| 8:00 a.m. | Registration |
| 9:00–10:15 a.m. | Opening Session |
| 10:30–11:45 a.m. | Session One Workshops |
| 11:45 a.m.—12:45 p.m. | Lunch |
| 12:45–2:00 p.m. | Session Two Workshops |
| 2:15 – 3:30 p.m. | Session Three Workshops |
| 4:00–6:00 p.m. | Reception |

Session One Workshops

10:30—11:45 a.m.

1B. Grant /Proposal Writing

Workshop will engage participants in writing a small grant for their organization. We will discuss the application process and the Theory of Change as a way of making your proposal/ grant cohesive.

Patricia Rivera, Executive Director, Chicago HOPES for Kids

1C. Leading Intergenerational and Creative Teams

In today's environment there will be times that you are leading a team whose members grew up in different eras. Your volunteers may have several age demographics between them. This can disconnect people with contrasting ideas and attitudes that affect their work behavior and conduct. How do you connect them with common ground and understand how to lead each individual? How do you bring them all together and unleash their creative potential?

Michael McCann, Director of Lifestyles, Friendship Senior Options

1D. Off to a Good Start: Welcoming, Orientating and Training New Volunteers

This interactive workshop will use continuum exercises and small group work to explore the components of "launching" new volunteers into our organizations.

Linda Dean, Director of Volunteerism, YMCA of Metropolitan Chicago

1E. Professional Development for Millennials through Engagement in Volunteering

Within the next five years, there will be more Millennials in the workforce than any other generation. Therefore it is important for nonprofits to understand the needs and requirement of this generation through volunteer engagement, specifically how to offer professional development opportunities for them.

Mark Barnfield, Senior Volunteer Services Specialist, American Red Cross of Chicago & Northern Illinois

2A. Classroom to Connections – Partnering with Teachers to Create and Implement Meaningful Volunteer Opportunities for Youth.

Engaging Youth Volunteers in your organization can be challenging and time consuming. Students throughout Illinois are participating in classroom based service learning and civic education and engagement projects that require community partners. Learn how to partner with teachers and schools to engage students in meaningful volunteer projects in your organization that add value without consuming too many of your limited resources.

Heather Flett, Service Learning Institute Manager, Chicago Cares

2B. Creating the Perfect Volunteer Handbook

A great volunteer handbook can be the perfect tool to supplement your volunteer program. Come learn how an organization went from a casual orientation to a 100-page handbook, and the pros and cons of having a published handbook.

Emily Milleville, Administrative Assistant and Volunteer Liaison, Willowbrook Wildlife Center, Forest Preserve District of DuPage County

2C. K.I.S. Resource Development

Keeping it simple, Resource Development- a Strategy based workshop to examine what new resource development tactics work with the best ROI and how to get more support from current donors, lapsed donors while leveraging support from hidden resources

Paulette Boyd, President, Inspire

2D. Promoting Leadership through Volunteer Mentoring

In this session, Shedd Aquarium's engagement department will share how the development of the Volunteer Peer Mentor Program has fostered volunteer leadership. Attendees will explore resources such as mentor guidelines, training outlines, and logistics needed to build skills and confidence of peer mentors. Evaluation methods and data as well as successes and challenges will be discussed including how these have impacted the program's direction.

Mary Andrusyk, Guest Engagement Manager; Sandra Allen, Guest Engagement Supervisor and Yvonne Komar, Engagement Specialist, Shedd Aquarium

2E. Risk Management and Onboarding New Volunteers

Are you creating your volunteer program from scratch, or are you restarting a volunteer program? If so, this will be a key workshop to attend. What to do once you have recruited those volunteers is critical to their success and the success of your volunteer program.

Rosie Drumgoole, Director, Ongoing Volunteer Programs, Chicago Cares

2F. The Stuck Stage

In this session, we will discuss the challenges faced in sustaining effective leadership. You'll learn about the six cycles that all people, teams and organizations go through in getting "stuck", and how to recognize and navigate that space. You will learn ways to prevent from getting "stuck" through taking the right steps in becoming the best version of yourself. You'll leave with a greater understanding of the principles and best practices that effective leaders have mastered, leading to an enhanced level of influence, more fulfillment and satisfaction, and lower stress levels.

Steve Thomas, Leadership Coach

3A. Designing the Ultimate Volunteer Program

A panel of members of CCVP (Chicagoland Cultural Volunteer Programs) will present an overview of things to consider when designing and setting up a volunteer program. Topics include recruitment, onboarding/training, evaluation, communication, reporting, retention, and management/operations. Insights from several organizations will be shared to spark ideas that participants can take home to their own organizations. Breakout groups will encourage participants to share their own experiences and ideas.

Bridget Thornton, Manager of Volunteer Services, Shedd Aquarium; Betsy Maher, Director, Volunteer Services, Lincoln Park Zoo and Jason Theuman, Docent Program Coordinator, Chicago Zoological Society – Brookfield Zoo

3B. Disaster Strikes: Volunteers to the Rescue

Jump into volunteer management during a disaster! This workshop will focus on the American Red Cross engagement of spontaneous volunteers during the tornados of LaSalle County in March 2017. Join the conversation and explore implementation of best practices and areas for improvement identified in this disaster response.

Kaleena Wright, Disaster Workforce Engagement Manager, American Red Cross of Chicago & Northern Illinois

3C. Recognizing Your Volunteers

Recognition is the most important and the most fun of the volunteer management R's. This presentation will focus on the 9 basic rules of volunteer recognition, and how to implement them into your volunteer program.

Rosie Drumgoole, Director, Ongoing Volunteer Programs, Chicago Cares

3D. Risky Business - Performing a Risk Assessment of Your Volunteer Program

There are potential risks in every volunteer program, including the safety of your clients and volunteers and to your programs reputation. Conducting a risk assessment can help you identify these risks and make informed decisions about how you will or will not address them. In this session you will learn how the Illinois SMP at AgeOptions conducts our yearly risk assessment and proactive identifying addressing risks in an interactive exercise.

Bailey Huffman, SMP Volunteer and Benefits Access Specialist, AgeOptions

3E. So You Think You Are Smarter Than A Volunteer Coordinator

Bring your burning questions to this interactive panel discussion! Topic will include such things as ever changing volunteer job descriptions - "who moved my cheese", Upper Management "Buy In", Delegation, Data Base Management and More!

Josh Chartier, Board President, DuPage Association of Volunteer Administration (DAVA); Elyssa Fink; Staff Assistant / Volunteer Liaison, Community Services & Education – Fullersburg Forest Preserve District of DuPage County and Anne O'Dell, Executive Director, H.O.M.E. DuPage