

FAQs

What is the Volunteer Center?

The United Way Volunteer Center acts as a clearinghouse for almost 200 nonprofit agencies who offer volunteer opportunities. We help match a volunteer's area of interest or expertise with the needs of individual agencies. Each spring, the Volunteer Center provides training workshops for local nonprofit professionals.

How much do the workshops cost?

Workshop fees are purposely set as low as possible to accommodate the restricted budgets of nonprofit agencies. Full day workshop is \$20.00, which includes lunch.

Where are the workshops held?

All workshops will be held at the American Red Cross, 401 S. Monroe, 2nd Floor Conference Room. Call for further directions at (501) 376-4567.

Is advance registration required?

Yes. Please fill out the attached form and return it to United Way, along with your payment.

What if I need to cancel?

Registrants may cancel up to 10 days before a workshop and receive a full refund.

Where can I get more information?

Please contact Jo Lynn Short, Volunteer Center Director at (501) 376-4567, or jshort@heartaruw.org. Visit www.heartaruw.org for more information about United Way or the Volunteer Center.

Course Descriptions

Media Relations

The workshop on Media Relations will give you the basics for developing a media strategy for your organization. Topics for the day will include: defining and developing your organization's message, how to stay on message, ways to get media coverage, what to do when dealing with the press, and how to write media advisories and press releases.

Thursday, April 28, 2011 8:30 am – 4:00 pm
Registration and Payment Deadline: *April 20, 2011*

Risk Management

The Risk Management workshop will help directors and managers identify areas of risk and possible solutions.

Wednesday, May 11, 2011 8:30 am-4:00 pm
Registration and Payment Deadline: *May 4, 2011*

Grant Writing

This hands-on training will help you learn how to identify potential funding sources and how to implement an effective grant writing process.

Wednesday, May 18, 2011 8:30 am-4:00 pm
Registration and Payment Deadline: *May 11, 2011*

Presenters

Darinda Sharp

AR DHS, *Communications Specialist*

Darinda has worked in both the public and private sector as a Communications Specialist and spokesperson. She has spent the past 20 years working within state and federal government, political campaigns, academia, and nonprofit organizations.

DeLora Butler

DeLora is the Division of Volunteerism's Accountant and Fiscal Monitor. She has provided training and technical assistance on getting and keeping 501 (c)(3) status and recordkeeping. She holds a BA in Accounting from the University of Central Arkansas and has completed the Certified Volunteer Management program.

Hayse "Q" Miller

Family Service Agency
Coordinator of Prevention Resource Center

Hayse provides assistance to communities in implementing pro-active approach to reduce risk factors associated with violence, alcohol, tobacco, and other drugs. Hayse has years of experience in strategic planning, program development, grant writing and community mapping.

Learn



Grow



Develop



Network



Build Skills

Registration Form

Name: _____

Organization: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone: _____

Fax: _____

Email: _____

Session (please check)

Media Relations (\$20)

Risk Management (\$20)

Grant Writing (\$20)

Please complete and return with payment to:

United Way Volunteer Center

Attn: Jo Lynn Short

PO Box 3257

Little Rock, AR 72203-3257

For more information, please contact:

Jo Lynn Short, (501) 376-4567

jshort@heartaruw.org

This form may also be downloaded from the
Volunteer Center page of:

www.heartaruw.org

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**Media
Relations**



**Risk
Management**



**Grant
Writing**

