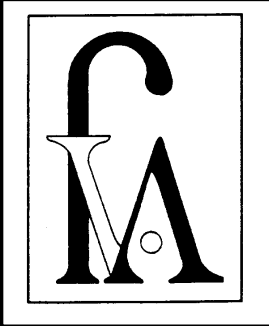


The Forum for Volunteer Administrators presents



**FVA
Professional
Development
Program**

**Thursday
April 26, 2007
Registration: 8:30 am
Program
9:00 am -10:30 am**

Tips and Tools for Grooming Your Volunteer Program:

Are you looking for new ways to “fetch” practical, substantive tricks of the volunteer management trade? Two experienced volunteer administrators will share simple and effective techniques to efficiently manage your program. Tried and true, successful methods for scheduling, communicating, reporting and follow up will be offered. We will focus on issues that stump you in your day-to-day work and help to identify solutions. Do we have a treat for you!

Come, sit, stay, LEARN!

\$20.00
for members

\$30.00
for non-members

at
The Cleveland Animal Protective League
1729 Willey Avenue, Cleveland, Ohio 44113

Facilitators: Marge Galla, CDVS and Marilyn Hahn

Margaret Galla is in her 15th year in volunteer administration. She currently works at University Hospital Case Medical Center. Marge began as a volunteer at Southwest General Health Center and eventually began supervising volunteers at the information areas of SGHC. Four years later, Marge coordinated the Southwest General volunteer program of nearly 1000 volunteers. She helped develop a scholarship program and is most proud of the growth of the year-round teen program and of the Community Work Experience partnership with Polaris Career Center. At UHCMC Marge is in a newly created coordinator position, focusing on groups and episodic volunteers. She is a Certified Director of Volunteer Services (CDVS) through the Ohio Society of Directors of Volunteer Services (OSDVS) and is part of the Professional Development committee and the Certificate Development program of FVA.

Marilyn Hahn has been the Volunteer Services coordinator at the Centers for Dialysis Care for five years and before that, she spent seven years at the American Cancer Society, Cuyahoga Unit, in a variety of roles. Prior to that she was an elementary school teacher. Marilyn completed the Certificate Program in Volunteer Administration offered by Kent State back in 2000. She is currently enrolled in the CVA independent study program offered by the Council for Certification in Volunteer Administration (CCVA) and currently serves as the President of the Forum for Volunteer Administrators. Marilyn believes the keys to successfully managing a volunteer program include a willingness to be assertive, effective communication and strong organizational skills. She loves pets, and has a dog and two fish.

----- *Registration Form* -----

I am a 2007 FVA member. Enclosed is \$20 I am not a paid 2007 FVA member. Enclosed is \$30

Add me to the FVA 2007 membership list and make my reservation for the workshop. **Enclosed is my membership fee (\$25-individual; \$10-student or retired; \$65-organizational) plus \$20**

I cannot attend the workshop, but want to become a 2007 FVA member. **Enclosed is my contact information and membership fee (\$25-individual; \$10-student or retired; \$65-organizational).**

Name: _____ Telephone: _____ E-mail: _____

Organization: _____ Title: _____

Address: _____

Please register by **April 23rd**. Send checks and completed form to PO Box 1878, Cleveland, OH 44106
Please make checks payable to Forum for Volunteer Administrators

From the West

I-90 East to the West 25th Street Exit #170.
Continue straight onto Wade Avenue.
Turn left onto Scranton Road.
Turn left onto Willey Avenue.
The APL is located on the left-hand side.

From the East

I-90 West to West 14th St/Abbey Ave Exit #171.
Take a slight left onto West 14th Street ramp.
Take a slight right onto West 14th Street.
Turn right onto Kenilworth Avenue.
Kenilworth Avenue becomes Willey Avenue.

From the South

I-71 North to West 25th Street Exit.
Turn Left on West 25th Street.
Bear Right on Scranton past MetroHealth.
Turn left onto Kenilworth Avenue.
Kenilworth Avenue becomes Willey Avenue.

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Cleveland, OH 44113



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Find us on the web at www.fvaohio.org