

# Elements of Volunteer Management

Presented by the Maryland Council of Directors of Volunteer Services (MCDVS)

Join your volunteer management colleagues for this dynamic workshop with fresh new material on...

**Friday November 17<sup>th</sup>, 2017**

**8:30am-4pm**

***Oak Crest Village Retirement Community–  
Garden Room***

**8820 Walther Boulevard  
Parkville, Maryland 21234**



# MCDVS

THE MARYLAND COUNCIL OF DIRECTORS  
OF VOLUNTEER SERVICES

**Are you a new volunteer coordinator looking for direction?**

**Do you supervise volunteers and want information on employee/volunteer relations?**

**Are you an experienced volunteer administrator who can benefit from a refresher course and updated information?**

**This all day training session is recommended for both new volunteer coordinators looking for direction and experienced volunteer administrators seeking a refresher course.**

Topics include:

Creating & Marketing your volunteer program

Risk management & legal issues

Program evaluation

Recruitment, Retention & Recognition of your volunteers

Workshop facilitated by:

**\*Susan Kern**, Voluntary Services Officer/Program Manager, VA

Maryland Health Care Systems,

**\*Jeff Walstrum**, Manager of Volunteer Services, National

Aquarium and

**\*Barb Wilt**, Volunteer Coordinator, Baltimore County Department of Aging.

**Please direct questions regarding the Elements Training to Barb Wilt: [bwilt@baltimorecountymd.gov](mailto:bwilt@baltimorecountymd.gov)**

## Registration Deadline: November 10<sup>th</sup>

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Business Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

*Please indicate below your registration option*

**MCDVS Member Registration:** \$55 per person cost  
Active 2014-2015 member or honorary member of MCDVS  
(Includes workshop, course materials, continental breakfast, lunch & beverages) ..... \$ \_\_\_\_\_. \_\_\_\_

**Non-MCDVS Member Registration:** \$65 per person cost  
Not an active 2014-2015 member or honorary member of MCDVS  
(Includes workshop, course materials, continental breakfast, lunch & beverages) ..... \$ \_\_\_\_\_. \_\_\_\_

Please make checks payable to: MCDVS

Return registration form and payment by November 9<sup>th</sup> to:

Tanya Clements, (Confidential-MCDVS Treasurer)  
Office of Community Initiatives & Programs  
Anne Arundel County Department of Social Services  
80 West Street  
Annapolis, MD 21401

\*To pay by credit card, via PayPal: visit our website [www.mcdvs.org](http://www.mcdvs.org)  
(Please Note- there is an additional processing fee.)