



LeaderCorps Orientation

October 7, 2019

9:30 am – 4:30 pm



Welcome & Introductions

- Name
- AmeriCorps Program
- LeaderCorps expectations
- Favorite Fall activity!



Ice Breaker



Overview of LeaderCorps

- Statewide Network of Ohio AmeriCorps Members
- Assist with organizing at least 1 service project
- Assist with coordinating AmeriCorps Week activities
- 2 AmeriCorps Outreach Presentations to local community (per program discretion)
- Network with other professionals across the state of Ohio



Teambuilding



25th Anniversary Event





Teambuilding



LeaderCorps Role

Angelic Dean

The A Plus Dean's List Inc.



Break

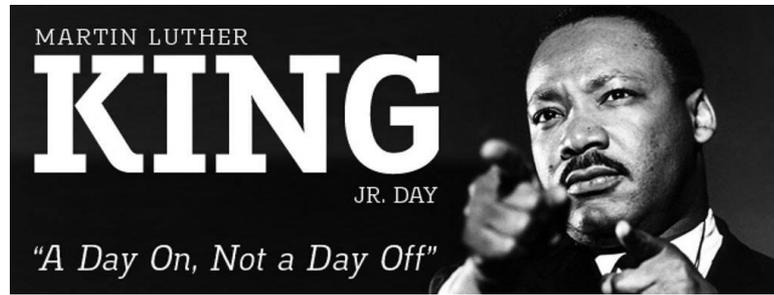
Return by 3:30 PM



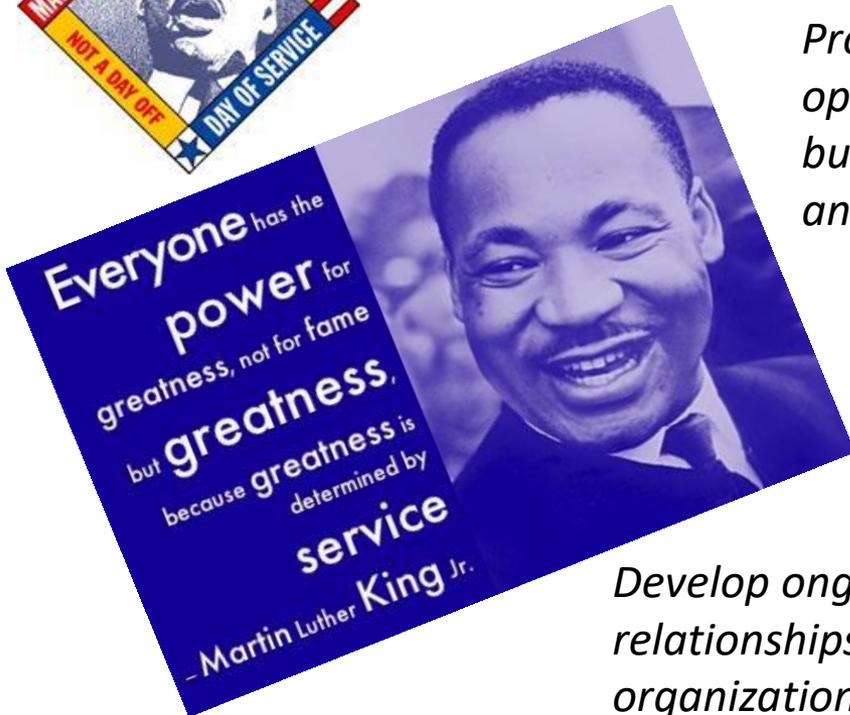
Event Planning: National Days of Service

Make a Difference Day of Service

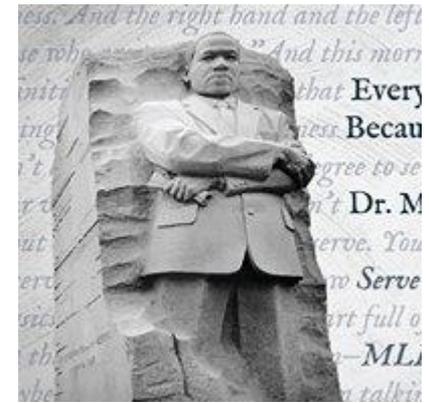




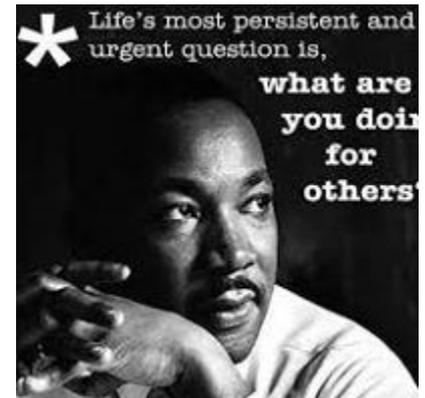
Martin Luther King Day of Service



Promote national service as an opportunity and a bridge to skill building, career development, and community inclusion.



Develop ongoing state and local level relationships among nonprofit organizations, schools, and/or businesses.





Global Youth Service Day



Where will you change the world
on Global Youth Service Day?



Register your project today
www.GYSD.org

GYSD started as “A Day in the Life of Youth Service” in 1988, became National Youth Service Day in 1990, and expanded to be Global Youth Service Day in 2000.



Join your neighbors and YNDC for the upcoming
Global Youth Service Day

WORKDAY

All are welcome to participate!

APRIL 21ST, 8:30AM - 12:30PM

WHERE:

YOUNGSTOWN
PLAYHOUSE
600 Playhouse Lane
Youngstown, OH 44511

WHAT:

Help us REVITALIZE
the area around the
Youngstown Playhouse

QUESTIONS:

330.480.0423 • info@yndc.org



2018 Global Youth Service Day

AGE IS MEASURED IN
YEARS. LEADERSHIP IS
MEASURED IN RESULTS.



AmeriCorps Week





Setting the Tone: Goals and Objectives

- Event Goals—what is the desired outcome from holding the event
- Objectives—what are the measurable, specific actions necessary to meet the event goals?



Bringing People Together: Your Audience

- Who is your target audience for this event?
 - Volunteers
 - Stakeholders
 - Community Officials
 - Your Board of Directors



Creating A Plan: Event Logistics

- Things to consider:
 - Location/venue
 - Time of year—conflicts?
 - Day of Week
 - Time of Day
 - Tools, supplies, resources for success?
 - Equipment for project?
 - Food and drinks?



Creating a Plan: Event Logistics

- Contingency planning: what could go wrong?
 - Weather
 - Miscommunication with volunteers
 - Speaker doesn't show up
 - Misplaced tools/equipment

 - How will you prepare for these?



Event Timeline

- Excel spreadsheet or other tool to track all the tasks that need to happen
- Sometimes helpful to work backward from event date
- Include:
 - Task
 - Person assigned
 - Due date
 - Completed box



Sample Timeline

Category	Task	Assigned to	Deadline	Completed
OSU Event				
	Finalize menu with Levy	Sheila	11/6/17	✓
	Give guarantee to Levy	Sheila	11/8/17	✓
	Confirm bus transportation/schedule with Cardinal Transportation	Sheila	11/13/17	
	Create sign for bus pick up at hotel	Sheila	11/8/17	✓
	Create sponsor signs for at OSU	Sheila	11/8/17	✓
	Determine tour schedule	Sheila		✓
	Photographer?	Sheila/Kevin		
	Post parking pass on website/pre-event email	Sheila		
Hotel				
	Determine menus for meals	Sheila	11/2/17	✓
	Provide room set/AV/seating to hotel	Sheila	11/8/17	✓
	Provide Guarantee to hotel	Sheila	11/9/17	✓
	Create directional signage for in hotel	Sheila	11/13/17	
	Determine who receives suite/Marriott points			✓
Registration/Attendees				
	Design smaller event program	Sheila	11/6/17	✓
	Post PowerPoints to website	Sheila	11/10/17	
	Send email re Binder request to treasurers	Sheila	11/3/17	
	Print name badges	Sheila	11/13/17	
	Print attendee lists	Sheila		
	Update event budget/OSU budget	Sheila		
	Create "What to Know before you Go" email to send to attendees	Sheila	11/10/17	
	Sign in sheet - CEU	Sheila		
Sponsors				
	Get logos from sponsors/exhibitors	Kevin/Sheila	11/7/17	✓



Marketing Your Event

- How are you going to attract volunteers or attendees?
 - Social Media
 - Print (newspapers, fliers)
 - Radio
 - Word of mouth
 - Video—short

Free Tools and Resources

- Canva
 - Create marketing pieces
 - Print and social media



Free Tools and Resources

pixabay



Free Tools and Resources

- Google Drive
 - Keep files from year-to-year
 - Forms: Registration & surveys
 - Sheets: Event timeline & budget; shareable
 - Photos: Store photos from event





Collaboration: Partnerships and Sponsorships

- Which organizations might want to partner on your project?
 - Non-profits
 - Local Businesses (sources of volunteers?)
 - Churches
 - Government agencies



Collaboration: Partnerships and Sponsorships

- In-kind: What can you get donated?
 - Bottled water, snacks from local grocery
 - Local businesses to sponsor t-shirts
 - Ask radio station/newspaper to run promos
 - Printer to print banners/signs
 - Individuals to donate time/talent



Evaluate & Reflect

- Ask for feedback from stakeholders and volunteers
 - Survey Monkey/Google Forms
 - Free Survey Tools
- Discuss with team—what worked, what didn't, what can we change for next time?



Planning Exercise



Share Out Event Plans



Wrap-up & Next Steps

- 25th Anniversary Event
- 2019 Conference on Service and Volunteerism
 - October 23, 2019 (Optional)
- Next LeaderCorps meeting:
 - January 14, 2020