SESSION DESCRIPTIONS

A Social Media Model for Leveraging National Service	By investing a small amount of time, and for little to no cost, you can help transform your program's brand and build support for national service. Learn how to leverage the power of your corps members, volunteers and community stakeholders to tell the story of your work and increase your brand awareness. This session will provide examples of successful social media campaigns, share best practices, ways to ensure corps members are within regulation, and provide a Q&A session on anything from social media basics to strategy and implementation.
ABCs of Building a City of Service	**Cities of Service** is a coalition of approximately 200 cities whose mayors are committed to using volunteer service to solve local pressing challenges. Many cities hire chief service officers to drive and increase the reach and impact of their efforts. From helping to decrease high school dropout rates to increasing energy efficiency in city buildings, coalition members work together, learn from each other, establish and replicate best practices to improve lives in their cities, across the United States, and around the world.
AmeriCorps Alums - Engaging Your AmeriCorps Alumni Network (AmeriCorps)	Participants will be introduced to AmeriCorps Alums' 5 organizational priorities: Networking, Professional Development, Educational Opportunities, Service and Voice. We will discuss how these each support member development and management – sharing specific, interactive examples in each area. Participants will be engaged in peer-to-peer and large group conversation and reflection on alumni engagement.
An AmeriCorps Program Year from the "A" to Z! (AmeriCorps)	This session will provide participants the opportunity to learn how three different experienced AmeriCorps program directors execute a program year from host site and member recruitment to conclusion of a service year, and everything in-between!
Best Practices to Ensure Program Compliance (AmeriCorps)	As we benchmark against other federal programs, it is imperative to differentiate between "common practice" and "best practice". Even if 80% of all programs take a similar approach or leverage similar resources in a similar way, this does not indicate whether this practice is inherently "better" (i.e., an improvement on previous practices) or even "best" (i.e., the most effective and beneficial of practices, given current options) for the organization. This session will highlight practices that have proven to be successful in meeting compliance benchmarks for AmeriCorps programs.
City of Syracuse and FGP Model	The Syracuse City School District has expanded its Foster Grandparent Program in an effort to provide more adult role models and support for first and second graders. The school district committed $350,000 to the program's expansion and the Corporation is providing $750,000. The expansion aims to put a total of 132 Foster Grandparents throughout the school district. Learn more about this partnership's leaps and hurdles in creating an expansion of this kind.

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Developing a Culture of Civic Engagement	Citizenship is changing. Younger generations are developing different political values and attitudes about their responsibilities in public life. Many young citizens who have come of age in a globalized world of technology and networks prefer charting their own personalized political paths. These civic styles embrace consumer activism, loosely knit issue networks, community volunteerism, and participation in a growing global political scene through campaigns and social forums. From this session you will recognize changing citizenship styles, and to fashion educational and social experiences that help young citizens maintain their identities while bridging the gap with government, elections, and leaders.
Documenting Time, Cash, and In-Kind Match (AmeriCorps, Senior Corps)	In this session, we will highlight the specific OMB regulations and requirements related to which staff must keep a timesheet, what timesheets must include, the importance of accurate and complete timesheets, and common pitfalls related to timesheets. Participants will discuss and review real life scenarios that reinforce the importance of tracking time. Do you need to track and record cash and in-kind donations? In this session you will also learn how to properly calculate and value in-kind donations, record match expenses in the accounting system, avoid match-related findings, and more!
Ensuring Inclusive National Service: Recruiting Your Justice League®	Recruitment strategies that integrate diverse audiences that exist as potential members or volunteers.
Financial Monitoring of Sub-awardees (AmeriCorps, SIF)	This session is designed to enhance financial monitoring strategies and will be most beneficial to those individuals who have oversight responsibilities for sub-awardees or sites. Topics discussed include the purpose of monitoring, grantee responsibilities, keys to effective monitoring, risk-based assessments and other strategies to manage the monitoring process, on-site and desk monitoring tools, basic areas of review, frequently found issues, best practices, and available resources.
Guess Who's Coming to Dinner? Avoiding Common Fiscal Issues and Pitfalls during an OIG audit or Investigation	This session provides an overview of the issues and pitfalls commonly found in CNCS-funded programs during Office of Inspector General (OIG) audits, CNCS monitoring and site visits, and other reviews. Participants will examine various issues and learn from others how to establish systems or protocols to avoid or help prevent these types of issues in their organization.
If You Build it, Will They Come? Management Boot Camp	In this session, new and experienced managers will increase their abilities to bring out the best in their bosses, direct reports and volunteers. Participants will build their skills in these essential areas: Inspiration, Assessment, Accountability and Communication.
Impact and Outreach: Telling the National Service Story	☑ The "Fours R of Branding": Reasons, Requirements, Resources, and Recommendations ☑ Examples of best practices when engaging with key audiences (media, corporate supporters, elected officials) – grantee/project sponsor participation

	☑ Tying performance measures to outreach (translating the technical to compelling narrative) ☑ Overview of the engagement calendar for the year (opportunity to get additional feedback from the field)
Keys to Effective Financial Grants Management	This session will assist fiscal and program staff in understanding the basic concepts and responsibilities of managing CNCS grants. Review and discussion will cover Office of Management and Budget (OMB) circulars related to cost principles, CNCS regulations and award provisions, key accounting system requirements, written policies and procedures, internal controls, budgets, match, timesheets, budget controls, financial reporting, documentation, audits, and other related financial requirements.
Managing Fixed Amount Grants (AmeriCorps, Senior Corps)	Fixed-amount awards require less financial reporting, are exempt from OMB Cost Principles, are not required to submit a budget or track expenditures – but they still bear their share of requirements and performance expectations. Participants in this session will analyze the challenges and benefits of these awards and valuable strategies for Fixed Amount grants management.
Managing Your Budget and Program Requirements *will include information on multisite management* (AmeriCorps State, National)	A well-developed budget can be a roadmap to help an organization achieve its programmatic and financial objectives. This session will provide participants with techniques, tools, and tips to effectively review, monitor, and manage a good program budget. Participants will also review and discuss CNCS regulations and award provisions, written policies and procedures, member management, document management and retention, reporting requirements, and unallowable activities.
Managing Your Budget and Program Requirements *will include information on multisite management* (Senior Corps, VISTA)	A well-developed budget can be a roadmap to help an organization achieve its programmatic and financial objectives. This session will provide participants with techniques, tools, and tips to effectively review, monitor, and manage a good program budget. Participants will also review and discuss CNCS regulations and award provisions, written policies and procedures, member management, document management and retention, reporting requirements, and unallowable activities.
Member Healthcare: Examining the Landscape and Trends Since the Affordable Care Act (AmeriCorps)	In reviewing the requirements of the Affordable Care Act and the circumscribed nature of AmeriCorps member terms of service – this session will help inform topic areas such as minimum coverage, benefit maximums and individual mandate tax consequences.
National Service and Disasters Make Good Bedfellows	Through AmeriCorps and Senior Corps, the Corporation for National and Community Service helps communities across the nation prepare, respond, and recover from natural and man-made disasters. The Disaster Services Unit (DSU) has agency-wide responsibility for coordination of CNCS disaster services activities. The DSU provides expertise, ongoing support, and access to a network of dedicated volunteers. Learn more about the role national service plays in the disaster continuum.

Session Descriptions

National Service Criminal History Checks	Establishing timely and correctly conducted National Service Criminal History Checks is a crucial compliance requirement. This session will help participants gain a clear understanding to whom these requirements apply, the procedures that must be followed, typical compliance challenges, Alternate Search Procedures (ASPs), and the resources available for guidance.
No Budget Tech – Leveraging Technology with Little to No Money (All)	In this session we will share best practices to leverage free and low cost technologies to support mission and operations. We will also share strategies and methods that organizations can use to increase awareness and connections around their social change efforts with strategies for technology, social media and virtual networks. This includes developing communities and connections with likeminded individuals through YouTube videos, blogs, Google+ Hangouts, online groups, online meetings and other virtual networks. With a focus on helping organizations to leverage modern technology to be more effective, attendees will leave with practical steps to implement technology and digital mobilization strategies for any size organization on any budget.
Performance Measurement: Education Focus Area for FGP/RSVP	This session reviews Education Focus performance measures requirements appropriate for FGP/RSVP and highlights the role of understanding quality data, data collection, and reporting. Participants will practice key learnings through an interactive exercise and discussion.
Performance Measurement: Healthy Futures Focus Area for SCP/RSVP	This session reviews Healthy Futures Focus performance measures requirements appropriate for SCP/RSVP, with an emphasis on the Independent Living objectives, and highlights the role of understanding quality data, data collection, and reporting. Participants will practice key learnings through an interactive exercise and discussion.
PM Session 1: Theory of Change and Evidence (AmeriCorps State, National)	This session introduces key concepts from CNCS's Performance Measurement Core Curriculum. Participants will explore how a theory of change strengthens program design and how evidence is used to support a theory of change. This interactive session will include case studies and other activities to practice evaluating theories of change and evidence.
PM Session 2: High Quality Performance Measures (AmeriCorps State, National)	This session introduces key concepts from CNCS's Performance Measurement Core Curriculum and builds on concepts introduced in the Theory of Change and Evidence session. Participants will learn how to develop high quality performance measures. This interactive session includes opportunities to practice critiquing performance measures.
Preparing for a Successful Compliance Monitoring Visit (Senior Corps)	After a monitoring visit date is determined, we spend a decent amount of time preparing for the visit – but how do we knew that we are effectively and efficiently preparing? The most effective visits tend to be those who are also deliberative in preparing for the visit. Spending an extra hour or two before the visit can decrease the amount of queries, follow-up items and even the length of the visit itself. This session will help you think about what should be considered when preparing for a visit.

What about Me? Evaluation Techniques for Small Programs <500	Often, program budgets include insufficient funds for evaluation. The real world of evaluation can be a daunting thought for smaller-budget programs. Identifying efficient and effective approaches for conducting an evaluation on a tight budget is imperative in this day of heightened funders' reporting mandates. This session describes strategies for addressing the budget constraints that small-budget programs often face.