

2015 SOUTHERN REGIONAL TRAINING

Session Descriptions

Day 1 – Tuesday, April 21, 2015

Block B 11:00 AM – 12:30 PM

Keys to Effective Financial Grants Management (AC S/N & SC combined)

Susan Rice, Grants Management Specialist – Corporation for National and Community Service
Yvonne Walker, Grants Management Specialist – Corporation for National and Community Service

Ballroom B

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) 2 CFR 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.

Performance Measurement: Education Focus Area for FGP/RSVP

Tawanna Wright, State Program Officer – Alabama, Corporation for National and Community Service

Salon 5

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.

Connecting Across Culture: ABCD

Kelly Weiley, Co-Founder – Collective Action Training

Salon 6

As we move away from the “melting pot” mentality to embracing the multicultural “mosaic” framework for communities, how can we most effectively serve the members with whom we work and the communities in which we serve? In this interactive workshop, we will explore the impact of culture both individually and within communities, when an Asset Based Framework is applied.

Successful Boards

Bill Hulterstrom, President – United Way of Utah County

Salon 7

This session is designed to help nonprofit, government boards and commissions, and advisory boards understand their roles and to help them succeed. This will also help staff to understand how to best work with boards and commissions. The proper role of committees will be discussed.

Power of Positivity

Trainer: Melody Prevatte, CAVNC, Volunteer Services Director – Southeastern Community College

Salon 8

Through the use of humor, we will discuss how our perception, thoughts, and thinking impact our outlook and behavior. In the end, we will be able to apply positivity to our workplace, thereby increasing productivity, discovering a new way of doing things, and recognize our colleagues and program participants “where they are.” After a session of laughter and reflection, participants will leave with a renewed spirit and strategies to sustain that spirit.

2015 SOUTHERN REGIONAL TRAINING

Session Descriptions

Day 1 – Tuesday, April 21, 2015

Block B 11:00 AM – 12:30 PM (Continued)

Office Hours

Kinza Ghaznavi, Grants Management Specialist – Corporation for National and Community Service
Salon 18

During various training blocks, participants may sign up for one-on-one meeting time with people such as CNCS grants or program staff, or an MBI trainer. During a specified time, participants may discuss particular questions or challenges they are encountering.

Block C 2:30 PM – 4:00 PM

Developing and Managing Your Budget for AmeriCorps (AC State/National Only)

Susan Rice, Grants Management Specialist – Corporation for National and Community Service
Ballroom A

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.

Performance Measurement: Healthy Futures Focus Area for SCP/RSVP

Tawanna Wright, State Program Officer – Alabama, Corporation for National and Community Service
Salon 5

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.

Connecting Across Culture: ABCD

Kelly Weiley, Co-Founder – Collective Action Training
Salon 6

See session description under Block B.

The Crossroads of Policy and Politics: Risk-Free Advocacy for Service Programs

Jack Levine, Founder – 4Generations Institute
Salon 7

This presentation focuses on the strategies and skills needed to be effective advocates for launching and expanding service programs at the statewide and community levels. Working with public officials, the media, and business and civic opinion leaders to gather support and promote partnerships will be outlined in positive and practical terms.

2015 SOUTHERN REGIONAL TRAINING

Session Descriptions

Day 1 – Tuesday, April 21, 2015

Block C 2:30 PM – 4:00 PM (continued)

Developing and Managing Your Budget for Senior Corps (FGP/SCP)

Yvonne Walker, Grants Management Specialist – Corporation for National and Community Service
Salon 8

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, volunteer management, document management and retention, reporting requirements, and unallowable activities.

Day 2 – Wednesday, April 22, 2015

Block E 8:30 AM – 10:00 AM

Celebrating your Volunteers & Increasing Partner Engagement

Bill Hulterstrom, President – United Way of Utah County
Ballroom A

This session reviews the use of marketing tools and principles to understand and analyze basic strategies that can help the volunteer sector grow and prosper. This workshop will also address how to retain and motivate volunteers. The session will discuss principles and tools that are used by some of America's largest companies and how they apply to the volunteer sector. This workshop will explain and teach why some recruiting or fundraising strategies work and others fail.

Performance Measures Session 1: Theory of Change and Evidence (AC State/National) Part 1 of 2

Sarah Yue, Program Officer – Corporation for National and Community Service
Ballroom B

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.

Documenting Cash, In-Kind, and Time

Susan Rice, Grants Management Specialist – Corporation for National and Community Service
Yvonne Walker, Grants Management Specialist – Corporation for National and Community Service
Salon 5

How do you track cash donations, in-kind contributions, and staff time budgeted to your grant? In this session, you will learn how to value in-kind donations properly, record match expenses in the accounting system, and avoid match-related findings. We will also highlight the OMB regulations for staff timesheets, the timesheet components you must include, and the consequences of inaccurate and incomplete timesheets. Participants will discuss and review real life scenarios that reinforce the importance of accurate and complete documentation.

2015 SOUTHERN REGIONAL TRAINING

Session Descriptions

Day 2 – Wednesday, April 22, 2015

Block E 8:30 AM – 10:00 AM (continued)

Performance Measurement: Healthy Futures Focus Area for SCP/RSVP

Tawanna Wright, State Program Officer – Alabama, Corporation for National and Community Service
Salon 6

See session description under Block C.

Civic Reflection

Thomas Toney, Manager of Diversity, Equity and Inclusiveness – Teach for America Chicago;
Independent Trainer and Facilitator – Center on Civic Reflection
Harry Coverston, Assistant Lecturer – University of Central Florida

Salon 7

This session will introduce participants to civic reflection—an open-ended reflective discussion practice that builds community, increases clarity about values and beliefs, and renews, sustains, and encourages deeper commitment. Civic reflection is a flexible practice that can be utilized by many different groups across a wide range of areas, including community engagement and volunteerism, academic service learning, student development, and faculty and staff professional development.

The Crossroads of Policy and Politics: Risk-Free Advocacy for Service Programs

Jack Levine, Founder – 4Generations Institute

Salon 8

See session description under Block C.

National Service Criminal History Checks

Kinza Ghaznavi, Grants Management Specialist – Corporation for National and Community Service

Salon 9

Establishing timely and correct National Service Criminal History Checks is a crucial compliance requirement. This session will help participants gain a clear understanding of to whom these requirements apply, the procedures that must be followed, typical compliance challenges, Alternate Search Procedures (ASPs), and the resources available for guidance.

Block F 10:15 AM – 11:45 AM

Performance Measures Session 1: Theory of Change and Evidence Part 1 Closing and Part 2 Starting of High Quality Performance Measures (AC State/National)

Sarah Yue, Program Officer AmeriCorps State and National – Corporation for National and Community Service

Ballroom B

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.

2015 SOUTHERN REGIONAL TRAINING

Session Descriptions

Day 2 – Wednesday, April 22, 2015

Block F 10:15 AM – 11:45 AM (continued)

Developing and Managing Your Budget for AmeriCorps (AC State/National/VISTA)

Susan Rice, Grants Management Specialist – Corporation for National and Community Service

Yvonne Walker, Grants Management Specialist – Corporation for National and Community Service

Salon 5

See session description in Block C.

Performance Measurement: Education Focus Area for FGP/RSVP

Tawanna Wright, State Program Officer – Alabama, Corporation for National and Community Service

Salon 6

See session description under Block B.

Civic Reflection

Thomas Toney, Manager of Diversity, Equity and Inclusiveness – Teach for America Chicago and an Independent Trainer & Facilitator – Center on Civic Reflection

Harry Coverston, Assistant Lecturer – University of Central Florida

Salon 7

See session description in Block E.

Coaches Toolkit

Janis Glenn, Founder – Pathways Leadership Coaching

Salon 8

This professional development session will provide participants with the latest research on coaching and its impact on leadership and organizational performance. The Coach's Toolkit will contain coaching models, powerful coaching questions, and forms to document a coaching goals and outcomes.

Evaluation and Evidence Based Impact

Diana Epstein, Senior Research Analyst – Corporation for National and Community Service

Salon 9

Program evaluation is a critical component of building the evidence base for national service and demonstrating that programs are making a difference in communities. This session will provide an overview of the basic steps involved in conducting an evaluation. Participants will learn how to plan for an evaluation, identify the key components of an evaluation plan, identify approaches for collecting and analyzing data, and understand how to communicate and apply findings for program improvement.

2015 SOUTHERN REGIONAL TRAINING

Session Descriptions

Day 2 – Wednesday, April 22, 2015

Block G 2:15 PM – 3:45 PM (continued)

Performance Measures Session 2: High Quality Performance Measures (AC State/National) Part 2 of 2

Sarah Yue, Program Officer AmeriCorps State and National – Corporation for National and Community Service

Ballroom B

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.

Avoiding Common Fiscal Issues and Pitfalls

Susan Rice, Grants Management Specialist – Corporation for National and Community Service

Yvonne Walker, Grants Management Specialist – Corporation for National and Community Service

Salon 5

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.

Reframing Service as Post Secondary Learning Institution

Jeffrey Richardson, Chief Program Officer – National Conference on Citizenship

Salon 6

During this workshop, the group will explore opportunities for technology to support the learning journey before, during, and after service. This group will help shape the development of the upcoming Service Year Learning Exchange (Fall 2016) that aims to ensure skills learned through service are captured and translated to higher education institutions and employers.

Power of Positivity

Melody Prevatte, CAVNC, Volunteer Services Director – Southeastern Community College

Salon 7

See session description in Block B.

National Service Criminal History Checks

Kinza Ghaznavi, Grants Management Specialist – Corporation for National and Community Service

Salon 8

See session description in Block E.

Celebrating your Volunteers & Increasing Partner Engagement

Bill Hulterstrom, President – United Way of Utah County

Salon 9

See session description in Block E.

2015 SOUTHERN REGIONAL TRAINING

Session Descriptions

Day 2 – Wednesday, April 22, 2015

Block H 4:00 PM – 5:30 PM

Impact and Outreach: Telling the National Service Story

Ted Miller, Director of Office of External Affairs – Corporation for National and Community Service
Ballroom A

This session will focus on the “Fours R of Branding”: Reasons, Requirements, Resources, and Recommendations. It will discuss examples of best practices when engaging with key audiences (media, corporate supporters, elected officials). Participants will learn how to tie performance measures to outreach, translating the technical to compelling narrative and receive an overview of the engagement calendar for the year.

Leveraging Social Media to Cultivate Champions for National Service

Tim Smith, Communications Director – Service Nation
Nate Treffeisen, National Mobilization Manager – Voices for National Service
Ballroom B

By investing a small amount of time, and for little to no cost, social media can help you transform your program's brand and cultivate support for national service at the local, state, and national level. This session will provide examples of successful social media campaigns, share best practices for using social media to engage community stakeholders, provide ways to ensure corps members are within regulation, and include a Q&A session on anything from social media basics to strategy and implementation. Voices for National Service and ServiceNation are two leading organizations working to increase awareness and build support for national service among our nation's leaders and the general public.

Developing and Managing Your Budget Senior Corps (RSVP)

Yvonne Walker, Grants Management Specialist – Corporation for National and Community Service
Salon 5

See session description in Block C.

National Service and Disaster

Ken Skalitzky, Emergency Management Director – Volunteer Florida
Kelly DeGraff, Director of Disaster Services – Corporation for National and Community Service
Salon 6

Times of disaster bring out the best possible characteristics of the human spirit. The American people seek a way to systematically channel their civic pride and compassion following disasters. State Service Commissions are well positioned to tap this public mandate and bring a uniquely flexible asset to their state's emergency management infrastructure.

Reframing Service as Post Secondary Learning Institution

Jeffrey Richardson, Chief Program Officer – National Conference on Citizenship
Salon 7

See session description in Block G.

2015 SOUTHERN REGIONAL TRAINING

Session Descriptions

Day 2 – Wednesday, April 22, 2015

Block H 4:00 PM – 5:30 PM

Coaches Toolkit

Janis Glenn, Founder – Pathways Leadership Coaching

Salon 8

See session description in Block F.

Evaluation and Evidence Based Impact

Diana Epstein, Senior Research Analyst – Corporation for National and Community Service

Salon 9

See session description in Block F.

Day 3 – Thursday, April 23, 2015

Block I 8:30 AM – 10:00 AM

Impact and Outreach: Telling the National Service Story

Ted Miller, Director of Office of External Affairs – Corporation for National and Community Service

Ballroom A

See session description in Block H.

Keys to Effective Financial Grants Management (AC S/N & SC combined)

Susan Rice, Grants Management Specialist – Corporation for National and Community Service

Yvonne Walker, Grants Management Specialist – Corporation for National and Community Service

Ballroom B

See session description in Block B.

Facilitating Effective Meetings

Brent Kossick, Director of South Carolina Service Commission – United Way Association of South Carolina

Carson Carroll, National Service Project Supervisor – United Way Association of South Carolina

Salon 5

This session will provide useful tools and strategies to individuals who plan to facilitate team or community meetings. The session will include helpful tips on how a facilitator can ensure a meeting is efficient and produces the intended results.

National Service Criminal History Checks

Kinza Ghaznavi, Grants Management Specialist – Corporation for National and Community Service

Salon 6

See session description in Block E.

2015 SOUTHERN REGIONAL TRAINING

Session Descriptions

Day 3 – Thursday, April 23, 2015

Block I 8:30 AM – 10:00 AM (continued)

Safeguarding Corporation Funds

Stuart Axenfeld, Assistant Inspector General – Corporation for National and Community Service
Jeffrey Morales, Deputy Assistant Inspector General for Investigations – Corporation for National and Community Service

Salon 7

This session will assist grantees in identifying fraud indicators; common audit findings; audit resolution; investigation and processes, findings and resolutions; recent common audit and investigative findings; how grantee can deter fraud, waste and abuse; how to report fraud, waste and abuse; and understanding the Whistleblower Protection Act for grantees.

The Path to 250,000: Expanding National Service after the Task Force

John Kelly, Deputy Chief of Staff – Corporation for National and Community Service

Salon 8

As part of the effort to support growth at the state and local level, CNCS has identified some promising opportunities to direct federal funding that flows to states toward new national service positions. This session will further explore ideas and provide resources around immediate opportunities to work together to achieve growth on the state and local levels.

Connect NOW- Understanding the Interconnectedness of Communities and National Service Programs

Theresa Hall-Brown, Regional Coordinator – America Reads Mississippi AmeriCorps Program
Ronjanett Taylor, State Program Director – America Reads Mississippi AmeriCorps Program

Salon 9

This session will illuminate the key role national service programs play in fostering interconnectedness within communities. Attendees will gain an understanding of how their cultivation or neglect of these connections can help or harm the program's sustainability. Attendees will participate in a demonstration of interconnectedness and receive related strategies.

Office Hours

Tawanna Wright, State Program Office – Corporation for National and Community Service's Alabama State Office

Salon 18

See session description in Block B.

Block J 10:15 AM – 11:45 AM

Leveraging Social Media to Cultivate Champions for National Service

Tim Smith, Communications Director – Service Nation
Nate Treffisen, National Mobilization Manager – Voices for National Service

Ballroom B

See session description in Block H.

2015 SOUTHERN REGIONAL TRAINING

Session Descriptions

Day 3 – Thursday, April 23, 2015

Block J 10:15 AM – 11:45 AM (Continued)

Facilitating Effective Meetings

Brent Kossick, Director of South Carolina Service Commission – United Way Association of South Carolina

Carson Carroll, National Service Project Supervisor – United Way Association of South Carolina
Salon 5

See session description in Block I.

National Service and Disaster

Ken Skalitzky, Emergency Management Director – Volunteer Florida

Kelly DeGraff, Director of Disaster Services – Corporation for National and Community Service
Salon 6

See session description in Block E.

Safeguarding Corporation Funds

Stuart Axenfeld, Assistant Inspector General – Corporation for National and Community Service

Jeffrey Morales, Deputy Assistant Inspector General for Investigations – Corporation for National and Community Service

Salon 7

See session description in Block I.

The Path to 250,000: Expanding National Service after the Task Force

John Kelly, Deputy Chief of Staff – Corporation for National and Community Service

Salon 8

See session description in Block I.

Connect NOW- Understanding the Interconnectedness of Communities and National Service Programs

Theresa Hall-Brown, Regional Coordinator – America Reads Mississippi AmeriCorps Program

Ronjanett Taylor, State Program Director – America Reads Mississippi AmeriCorps Program

Salon 9

See session description in Block I.

Telling Your Story with Data: AmeriCorps VISTA Success

Tom Bryer, Director – University of Central Florida Non Profit Management and Leader Center

Salon 12

This session will engage participants in a review of the successful partnership of UCF with CNCS programs (VISTA). The partnership has resulted in publications, data for program improvement and many other tangible benefits to improving quality service for beneficiary populations. This session will provide participants with an understanding of tools needed to successfully collect, analyze, interpret and report data on outputs, outcomes, and ultimate impact of national service and volunteer activities.