

FOIA MARKER

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Training

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COMMONWEALTH of VIRGINIA

Office of Volunteerism

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COMMISSIONER

BETH HAYES
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March 1, 1993

TO: Eli Segal, Director
Office of National Service

FROM: Beth Hayes, Director *Beth Hayes*
Virginia Office of Volunteerism

Enclosed are materials describing the services of our office, which may be useful to you as you compile information about what is happening in various states throughout the country. In exchange, we hope you will place us on your mailing list to receive current information about federal initiatives.

If you have further questions about activities or contacts here in Virginia related to volunteerism or community service, please feel free to contact us.



VIRGINIA OFFICE OF VOLUNTEERISM



Here is a summary of the services provided by the Virginia Office of Volunteerism. If you have any questions or need information concerning any aspect of volunteerism, please feel free to contact our office by phone or mail. Our Resource library is open to the public. If you are interested in receiving our quarterly newsletter, *Volunteering Virginia*, you can get on our mailing list free of charge.

SERVICES

VOV provides information and technical assistance to individuals, volunteer administrators and other staff members, and board members of a variety of non-profit and volunteer organizations and associations, government agencies, and private sector businesses that provide and seek volunteer opportunities.

Interested parties may seek telephone assistance or request on-site training. Consider inviting us to conduct a training workshop on a topic you select or one listed below. Feel free to invite other offices and organizations to participate as well. Reimbursement for transportation expenses and the costs of reproducing training materials is requested.

On-Site Trainings:

How to . . .

- * Plan and manage a volunteer program
- * Recruit volunteers
- * Raise funds
- * Operate a volunteer program
- * Supervise volunteers
- * Train volunteers
- * Encourage commitment among volunteers
- * Write a job description
- * Serve on a volunteer board
- * Develop volunteer/staff relationships
- * Prepare a program budget
- * Run meetings
- * Keep records
- * Recognize and reward volunteers
- * Communicate with a volunteer board
- * Evaluate volunteers
- * Hire a volunteer
- * Communicate with the public
- * Obtain insurance for volunteers
- * Encourage employees to volunteer
- * Build a public/private partnership

Training Series In addition to on-site trainings requested by individual organizations, VOV provides a statewide training series consisting of eight to ten one-to-two day workshops on a variety of topics, including those previously listed. These workshops are held throughout the calendar year, in several locations across the Commonwealth, and are open to the public. The training series is advertised in VOV's quarterly newsletter, *VOLUNTEERING VIRGINIA*.

Annual Statewide Conference During the early Spring, VOV sponsors a two day annual statewide conference on volunteerism.

Library VOV's library contains journals, articles, books, and manuals dealing with issues affecting volunteerism as well as model volunteer program descriptions. Information on specific topics can be requested by phone or by mail. The library is also open to the public during the regular business hours of VOV.

Newsletter *VOLUNTEERING VIRGINIA* is the quarterly newsletter of VOV and contains articles of interest to volunteer administrators and others involved with volunteer organizations.

ADVANCEMENT OF VOLUNTEERISM

VOV is committed to advancing volunteerism throughout the Commonwealth and through a variety of means including, but not limited to: public awareness to encourage volunteering; Governor's Award for Volunteering Excellence, the statewide volunteer recognition program; monitor federal and state legislation; tracking trends and issues affecting volunteerism; and support professional development for leaders of volunteers.

If you have any questions, here are the VOV staff names and phone numbers:

Staff and Telephone Numbers

Beth Hayes, Director	(804) 786-1431
Reenie Marshall, Program Development	(804) 225-4351
Katie Noyes, Program Services	(804) 225-4078
E. Janet Riddick, Program Evaluation	(804) 786-8535
Cynthia Taylor, Education Partnerships	(804) 225-4353
Gladys Finney, Office Manager	(804) 786-1431

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VOLUNTEERING VIRGINIA

Virginia Office of Volunteerism

Winter 1993

1992 GALLUP SURVEY ON VOLUNTEERING *RELEASED BY INDEPENDENT SECTOR*

The third and latest edition of the Gallup Surveys on giving and volunteering in the United States has now been released by the Independent Sector. Here are some of the overall highlights:

- 51% of respondents volunteered in 1991, representing a slight decline from the 54% who volunteered in 1989. Overall, 94.2 million adults volunteered in 1991, compared to 98.4 million in 1989.
- Volunteers donated an average of 4.2 hours per week, compared with 4 hours in 1989.
- Volunteers gave an estimated total of 20.5 billion hours in both formal and informal volunteer work in 1991, about the same number of hours as in 1989. Volunteers gave 15.2 billion hours in formal work with organizations, a 3% decrease from the 15.7 billion hours they gave in 1989.
- The hours donated by volunteers in 1991 represent the equivalent of 9.0 million full-time employees.
- The estimated value of volunteer time in 1991 was \$176 billion, compared with \$170 billion in 1989.

For the most part none of the decreases indicated above are statistically significant, so it is not clear whether they represent a trend toward less volunteering.

Other interesting data uncovered from the survey includes:

- Roughly one-fourth of those volunteering gave more than 5 hours per week.
- The incidence of volunteering continues to have a direct relationship to contributions of money. Respondents who contributed money but who did not volunteer gave an average of \$477; respondents who contributed and volunteered gave a average of \$1,155.
- Religious affiliation continues to be the strongest indicator of volunteer involvement. In 1991, 58% of those with membership in religious organizations volunteered, compared to only 35% of those who were not members. The proportion of volunteers also increased from 36% among those who did not attend religious services to 69% among those who attended weekly.

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- VA GOVERNMENT SURVEY
- TRAINING OFFERINGS
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VOLUNTEERING VIRGINIA

Virginia Office of Volunteerism

Fall 1992

HOW THE ADA AFFECTS VOLUNTEER PROGRAMS

IMPLICATIONS OF THE AMERICANS WITH DISABILITIES ACT

Neither the statute nor the regulations of the ADA provides a clear indication as to whether the Act applies to volunteers and volunteer organizations. The question has been posed to the Equal Employment Opportunity Commission, but as of this writing the Commission has not taken a position.

However, since many volunteer program administrators function within agencies and organizations affected by ADA, and since volunteer programs have traditionally followed EEO guidelines for screening and placing volunteer workers, it seems prudent to understand how the ADA might be applied to the non-salaried world. In addition, volunteering has traditionally been an inclusive and equalizing activity with volunteer program leaders the staunch proponents of this philosophy.

The VOV, in cooperation with the Virginia Department for the Rights of Virginians with Disabilities and Steven D. Gravely, J.D., has compiled a monograph to serve as a guide for those leaders who wish to make their programs accessible and fair to volunteers with disabilities.

This publication includes an overview of the ADA, definitions, a list of resources, and specific guidelines for job descriptions, interviewing, and

application procedures. Single copies of "The ADA: Information and Implications for Volunteer Program Administrators" are available free of charge from the VOV. Below are highlights from the publication.

HOW ORGANIZATIONS BENEFIT FROM COMPLIANCE WITH ADA

- It can help us learn how to handle diversity; we all recognize that diversity in the workplace is inevitable, but this Act offers concrete ways in which we can change our behavior and attitudes to make diversity a reality.

Common Sense + Civility = Compliance

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- **VA COOL MINI-GRANTS**
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- **EXECUTIVES AND
NONPROFIT BOARDS**

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Experience a Renaissance at the 1993 Statewide Conference on Volunteerism

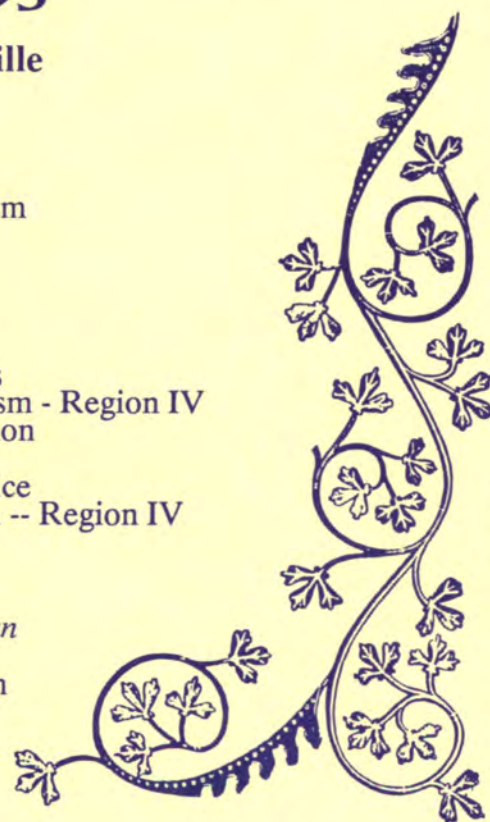
April 1 & 2, 1993

Sheraton Inn Charlottesville

Sponsored by the
Virginia Office of Volunteerism

In Cooperation With
Virginia's Volunteer Centers
National Council on Corporate Volunteerism - Region IV
of the Points of Light Foundation
United Way of Virginia
ACTION -- Virginia State Office
Association for Volunteer Administration -- Region IV

Honorary Conference Chairman
The Honorable Mr. Jefferson



SCHEDULE

Wednesday, March 31, 1993

9:00am Seminar on Domestic Violence
(see insert)
4:00pm Early-Bird Registration
Conference Store Open

Thursday, April 1, 1993

7:30am Registration Opens
Continental Breakfast
8:00am Individual Consultations
Conference Store Open
8:30am Early-Bird Workshop (optional)
10:00am Opening Plenary
11:30am Conference Store Open



Thursday, April 1 (continued)

Noon Networking Luncheon
Award Presentation
1:45pm Institutes
5:00pm Renaissance Reception
Conference Store Open
6:00pm "Feast of Fools" Dinner

Friday, April 2, 1993

7:30am Conference Store Open
Continental Breakfast
8:30am Workshop Session I
10:15am Workshop Session II
Noon Closing Luncheon