



# Episcopal Charities

A Commitment to Caring

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## EPISCOPAL CHARITIES PROGRAM SUSTAINABILITY INSTITUTE 2009 WORKSHOPS

### Reminder:

ALL Basic Human Needs, Youth Opportunity and Collaborative Outreach Fund Grantees are REQUIRED to attend these workshops.

SATURDAY September 19 in Diocesan House  
SATURDAY September 26 in Zion Church, Wappingers Falls

10AM-1PM

### **The Care, Feeding and Oversight of Volunteers**

Many of our programs rely upon the dedication and commitment of volunteers who manage and oversee program operations. This workshop will cover topics such as volunteer recruitment, management and training. We will also look at the role and scope of volunteers in parish operations.

SATURDAY October 24 in Diocesan House  
SATURDAY October 31 in Zion Church, Wappingers Falls

10AM-1PM

### **Records, Records, Records**

In this 21<sup>st</sup>-century world, accurate recordkeeping is not just a good thing, but also a necessary measure. Funders want to see program specifics and have a sense of where their money is going. We'll review options for your programs, discuss what works and why, and teach you how to transition from index cards to software. *We know...but the index cards work and we've always done it that way!* Just wait – you'll wonder how you ever lasted so long with just pen and paper.

**How do I register for these programs?**

It's easy!

1. Email Associate Director Father Sam Smith [ssmith@dioceseny.org](mailto:ssmith@dioceseny.org), listing programs, dates and names of people attending, or
2. Fill out the registration sheet [attached] and fax back to Father Smith at 212-316-7431.



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**EPISCOPAL CHARITIES PROGRAM SUSTAINABILITY INSTITUTE  
2009 WORKSHOP Registration Form**

Program Name: \_\_\_\_\_

Parish Affiliation: \_\_\_\_\_

SATURDAY September 19 in Diocesan House  
 SATURDAY September 26 in Zion Church, Wappingers Falls  
10AM-1PM

**The Care, Feeding and Oversight of Volunteers**  
Name[s] of Attendees:

Contact Email/Tel:

SATURDAY October 24 in Diocesan House  
 SATURDAY October 31 in Zion Church, Wappingers Falls  
10AM-1PM

**Records, Records, Records**  
Name[s] of Attendees

Contact Email/Tel: