



Marshfield Clinic AmeriCorps Team Monthly Webinar Agenda 2017-2018

Agenda

Date: November 1, 2017

Time: Thursday 9:00am

Registration: <https://attendee.gotowebinar.com/register/3624954989661039875> (Register once for the series)

Link to Recording: <https://attendee.gotowebinar.com/recording/6235237377146013704>

1. REDCap Volunteer Report– Leila Deering
2. Welcome new members!
AFS: Becca Szymanski - Boys & Girls Club of the Wisconsin Rapids Area, Pitsch Center
VOL WI: Natalie Bartel – Washara Prevention Council, Inc.; Michelle Diederich – Happily Ever Animal Sanctuary, Inc.; Mary Glodowski-Warner – Birchwood Schools; Trevor Knitter – Fox Valley Technical College; Naomi Stringer – Marshfield Clinic Health System Community Connection Team
3. Calendar
 - a. October 26 – National Day of Service: Make A Difference Day (OnCorps-Reports/Reflection Logs)
 - b. November 5 – International Volunteer Managers Day
 - c. November 6 – Q1 Reports Due
 - Great Story in OnCorps - all
 - Update REDCap Volunteer Report – all
 - First Teacher Survey - AFS
 - d. November 11 – Veterans Day
 - e. November 17 – Family Volunteer Day (Submit in OnCorps-Reports/Reflection Logs)
 - f. November 22 – Thanksgiving – (availability limited 21-23)
 - g. November 30 – Midterm Member Satisfaction survey (due December 7)
 - h. December 1 – Midterm Planning Materials distributed. Required Jan 2-4.
 - i. December 6 – Next Monthly Webinar @ 9am
4. Branding
 - Wearing name tags *at all times that you're serving/counting hours*
 - Signature blocks correct and consistently used (Handbook, pp. 12-13)
 - Host Site Signage hanging in reception area or front of office
 - Answering phone and voicemail message (Handbook, pp. 12-13)
5. Resources Tab: <http://marshfieldclinicamericorps.org/americorps-resources/>
Newest resources added:
 - Hours Completion Calculator (#4 under For All AmeriCorps Members)
 - Volunteer Demographic Form for REDCap Volunteer Report (#10 under For All AmeriCorps Members)
6. Insurance update



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7. Applying for FoodShare – Shelly
 - a. On AmeriCorps Resources Tab (#15 under For All AmeriCorps Members)
 - b. Also consider applying for Energy Assistance to offset heating costs– Google “Energy Assistance in [which] County” or dial 211 to get contact information. One-time lump sum payment to offset higher costs of heating in the winter. When funds are gone, they’re gone!
8. LIFE Matters – For whatever challenges life may bring! For you or a family member.
 - a. Job concerns – Legal/financial worries – alcohol/drug abuse problems – relationship issues – emotional or stress-related issue – family needs
 - b. www.mylifematters.com | password SW1 | 1-800-634-6433
9. Sample Great Stories - Shelly
 - a. Great Stories are due quarterly, narrative submitted in OnCorps
 - b. How has your service made impact? On yourself, host site, client, or community?
 - c. Use the attachment only for a photo or support document.
10. Planning for Holiday time off or alternative service options
 - a. Will your site be closed? Can you continue to serve?
 - b. Supervision requirements
 - c. Telework Policy – get advance supervisor approval
11. Overdue Documents – Shelly
 - a. Orientation Checklist
 - b. Host Site Contact Information
 - c. Viewing of Required Webinars (Conflict Resolution, LIFE Matters, REDCap Volunteer Report)
 - d. Member Service Plans

Volunteer Wisconsin members, please stay on the line