



Marshfield Clinic Health System AmeriCorps Team Monthly Webinar Agenda 2018-2019

Agenda

Date: December 6, 2018

Time: Thursday 9:00am

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

Link to Recording: <https://attendee.gotowebinar.com/recording/5159309175049266701>

1. Calendar update
 - a. December 7 - Midterm Member Satisfaction Survey due: <https://www.surveymonkey.com/r/LD2LNKP>
 - b. December 10 – Our Facebook page goes dark! Please like our new page at <https://www.facebook.com/MCHS.CCHA/>.
 - c. December 24 – January 1 – Holiday break; limited staff availability
 - d. January 2 – 4, 2019 – Midterm Training
 - e. January 21, 2019 – Martin Luther King Jr Day
 - f. February 22, 2019 – Q2 Reports due (Great Story, Member Reflection)
 - g. March 10-16 – AmeriCorps Week
 - h. April 2 – National Service Recognition Day
2. AFS Members – Teacher Survey 1 and Enrollment Forms should be complete and entered into REDCap.
3. Midterm Training – Mandatory; carpooling required
 - a. Registration is closed
 - b. Event Overview
 - c. MLK Day Presentation
4. Timesheets – Week 13
 - a. 9/11 start date – 51 week term – should be averaging at least 34 hrs/wk - >400 hrs FT
18 hrs/wk - >215 hrs HT
 - b. 10/9 & 10/18 start dates–46/47 week terms – should average 37 hrs/wk - >300 hrs FT
20 hrs/wk - >240 hrs HT
 - c. Follow up at Midterm with members requiring 40 hours or more per week—What’s the plan?
 - d. Planning for the second half – Use the Hours Completion Calculator spreadsheet on Resources Tab (#4) <http://marshfieldclinicamericorps.org/americorps-resources/>
 - e. This webinar should be logged in the **training** category of OnCorps. Don’t forget to also use the **fundraising** category when appropriate.
 - f. Office Christmas event – Describe as Staff Teambuilding Event. Record in Other Capacity Building (VOL WI), Case Mgmt (AFS), Info and Education (Recovery)
5. Holiday Fundraising
Bell ringing is a prohibited activity. May not count these hours on your timesheet. Free to do it on your own time.
6. Efforts to Lift Taxation on Education Award



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Senators Isakson (R-GA) and Bennet (D-CO) and Representative Lewis (D-GA) have introduced legislation to exclude the education award from federal income tax.

7. Reminders

- a. Are you wearing your name tag? To be worn at all times when serving.
- b. Signature blocks / Out of office messages / Answering the phone – follow guidelines in AC Handbook
- c. Life Matters: 1-800-634-6433, mylifematters.com — password SW1 (for any life, work, family, financial or legal concerns)
- d. FoodShare: <http://access.wi.gov>. To apply, have rent and all utility expenses on hand. Will also have to fax/scan/mail verifying documents

6. Great Stories across All Programs!

Volunteer Wisconsin members . . . please stay on the line

A. Poll Questions

B. Timesheets Categories

Effective Volunteer Management Practices (this is your main emphasis)

- All volunteer related efforts- planning, recruiting, onboarding, managing, tracking, follow-up

Other Capacity Building Activities

- Capacity building activities that benefit the nonprofit such as: running an errand, assembling a mailing, staffing a resource table at a community event, and various mission-driven work. These should be occasional activities that do not distract from your primary focus of increasing the effective management and engagement of volunteers.

C. Year is coming to a close . . . What are you currently measuring regarding volunteerism? NOW is the time to decide what measures you want to capture for 2019. See handout: *Measures of Importance to the Volunteer Program Manager*.

D. Volunteer Satisfaction Surveys

Survey developed/template to be used is due with Q2 documents, February 22, 2019. Email to

Kaiser.shelly@marshfieldclinic.org with the subject line **FirstName LastName Volunteer Satisfaction Survey**

E. Clarification on Member Service Plan: Attend, Promote, Present and/or Plan Logistics for face-to-face trainings and webinars (p. 3)

F. WVCA no-fee membership: Why join? (Wisconsin Volunteer Coordinators Association) Local WVCA Affiliate Group: Why join?

G. Resources

H. Questions?