

"Enhancing Professionalism in Volunteer Management"

**Dimensions Newsletter
Fall 2007**

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Stay Tuned for Updates:
www.denverdovia.org

President's Corner

Have you ever been met with the challenge of filling a position that everyone says "you will never find anyone to do that!" I have, in my first year of volunteer management; I was challenged with finding and training volunteers to cover a new lobby information desk, nine hours a day, five days a week. This group is expected to be the first line of information for the public entering our facility. To be knowledgeable about current events in Westminster, courteous and ready to go the extra mile to assist the public, add to that, the role of watchdog for the security of the building.

I was scared to death; I was ready to take any "body" willing to sit in the chair! How did I do it? It was only with the support and experience of my fellow volunteer managers who have already faced this challenge. There were friends willing to share ideas, information, and best practices of the profession. What does this mean to you? Network, network, network! Take advantage of your DOVIA membership to make your work easier, share your concerns and successes with those facing the same challenges as you!

So where we are now, the year is winding down but that does not mean your Denver DOVIA board is slowing down. We still have two big events scheduled to finish out the year. October 24th offers a great half day workshop for anyone looking to advance their Excel skills. Also on the calendar is the Annual Meeting to be held at the beautiful Botanic Gardens on November 8th. The annual meeting brings us together in a social atmosphere to review business, approve your board of directors for the coming year and to recognize and celebrate the outstanding leaders in your profession. Take this time to network and meet new people in your profession, who share your enthusiasm and passion for *volunteerism*.

Don't delay, put these dates on your calendar now! I look forward to seeing you all at the annual meeting.

Sincerely,

Pamela Mayhew
Denver DOVIA Board, President



Save the Date...

DOVIA Annual Meeting

When: Thursday, November 8th
Time: 5:30-7:30pm

Where: Denver Botanic Gardens, Gates Hall

Join us for food, fun, networking and much more!

Mission Statement

The mission of Denver DOVIA is to promote professionalism in the field of volunteer management, advocate for issues concerning volunteerism and provide networking and educational training opportunities for the membership.

Never Goodbye...Always Good Luck!

Greetings fellow DOVIA Members,

When I moved to Denver almost six years ago from Kansas City, I knew very few people here. I had been on the Board of the Kansas City Volunteer Coordinators Council, a member organization of DOVIA. In Denver, I attended a few DOVIA workshops and was on the steering committee for the AVA Conference here in 2002.

That's how I heard about the opportunity of serving on the DOVIA Board and decided to submit my name. That decision helped me grow in my volunteer management skills and greatly expand my professional relationships. Through DOVIA I have found friends who are very dear to me and supportive. It is a wonderful sounding board organization where we learn much from each other.

I encourage each of you to be active members. Attend workshops, be on committees, volunteer for the DOVIA Board. You will learn much and enjoy the projects you work on. I will continue to attend workshops and be a part of this wonderful group. Thank you for being there to walk this professional path with me.

Sincerely,
Rita Alexander
Manager, Volunteer Services
University of Colorado Hospital



Thank you Rita & Angela!

Hello my fellow DOVIA Members,

As they say all good things must come to an end. That said I will be leaving the DOVIA Board after a run of eight years. When I joined DOVIA in 2000 I was brand new in the Volunteer Management realm and did not know anything about how I should operate a volunteer program.

Shortly I was encouraged to join DOVIA and then quickly became a board member. I can truly say that joining DOVIA and the board was one of the best decisions within my career. I definitely learned so much through DOVIA involving how to manage volunteers and operate a semi-smooth program; we all have a few bobbles along the way.

Because of DOVIA I have met so many wonderful people who have become close friends and colleagues. I will treasure in my heart all of the projects, programs, events and conferences I was involved through the years. Not to worry I may be leaving the Board of Directors but I will still be involved with DOVIA and look forward to staying in touch with several of you.

Sincerely,
Angela Caudill, CVA
Past President
Volunteer Manager
Colorado Historical Society

Denver DOVIA Summer Social

The DOVIA Social was held on July 10th, on a beautiful evening on the rooftop of the Colorado History Museum. Forty DOVIA and Colorado Nonprofit Association members attended an evening filled with great food, fun and door prizes.

Nineteen vendors from various organizations and the public entity provided information and offered items for sale. DOVIA would like to thank all of our fabulous vendors who attended our event. A wonderful time was had by all and we look forward to our DOVIA Social in July of 2008.

Who We Are

We are one of the country's largest and most successful DOVIA's. Our members are enthusiastic and committed professionals who care deeply about promoting excellence in volunteer management. We offer professional growth, networking, and leadership opportunities to both the experienced and new members in the field of volunteer management.

Don't Miss These Upcoming Programs:

October 24, 2007 Wednesday 8:30am – 12:00pm ½ Day Workshop

Electronic Tracking & Reporting - Pre-Registration Required

Location: Community Resource Center
655 Broadway, Suite 300
Denver, CO 80203

November 8, 2007 Thursday 5:30pm - 7:30pm \$20 per Person

DOVIA Annual Meeting

Location: Denver Botanic Gardens, Gates Hall
1005 York Street
Denver, Colorado 80206

- Food, Fun, Networking, Recognition, and a little Business!
- Awarding individuals for:
 - Outstanding Achievement In Volunteer Management
 - Outstanding DOVIA Member
- Announce the DOVIA Karen Paterson Scholarship Award

For more information on the awards program and to nominate an individual or to apply for the scholarship , please contact:

Bobbie D'Addario
Director of Youth and Servant Ministries
Smoky Hill United Methodist Church
19491 E. Smoky Hill Road
Centennial, CO 80015
bobbied@smokyhillumc.org

Nominations due by Wednesday, October 17th

Electronic Tracking & Reporting

Wednesday October 24, 2007

½ Day Workshop 8:30am – 12:00pm

Program: 9:00am - 12:00pm

This amazing workshop will feature techniques for managing data using Microsoft Excel to effectively build relationships with volunteers. Computers are provided and all participants will receive a workbook. Come develop or enhance the skills you need to:

- Create Customized lists
- Build Data Forms
- Use mail merge with an Excel spreadsheet
- Develop pivot tables

Presented by: Patrice Werner (*TC to her friends*)

Patrice is currently the Director of NPower Colorado, and has over 27 years experience in both the for-profit and non-profit arena. Patrice has worked as a computer consultant, trainer technical writer, product manager and marketing manager for major Fortune 500 companies. Patrice has founded a food bank, been an executive director of a family center, and served on numerous human service/youth development boards. With a degree in Business Management and her Masters in Nonprofit Management, Patrice brings expertise to her presentations.

Call Patti Wright at 303-430-2400 x2201 for information.

Seating is limited to the first 20 participants. \$45/Members \$55/Non-Members

7 Great Tips to Support New Volunteers

1. Write a personal note of welcome when the volunteer begins their work assignment.
2. Introduce Volunteers to people who will be co-workers.
3. Take time for a "guided tour" to help the volunteer feel at home in new surroundings.
4. Provide orientation and training on the organization.
5. Announce the volunteer's name and position in the office newsletter, directory or other in-house communications.
6. Select a special place - a desk, an office or an area, for the volunteer to call "home".
7. Give an ID card, nametag, personal key or anything else that is standard for a paid employee.

3 Practices That Produce Higher Volunteer Retention Rates:

1. Recognition activities.
2. Screening and matching volunteers for assignments.
3. Training and professional development for volunteers.

To see full report visit: www.nationalservice.gov

Research and Policy Section

Colorado Conference on Volunteerism & Service Learning

April 22-24, 2008

The Western Slope DOVIA is sponsoring a training conference in 2008 around the topic of volunteers and volunteer management. The conference will be held at the Two Rivers Convention Center in Grand Junction, Colorado.

Denver DOVIA 2008 Board of Directors Slate

At the Annual DOVIA Meeting, Thursday, November 8th, DOVIA will be electing new board members along with a new executive team. The following is the slate of new board members:

Executive Board Members

- President, Patti Wright, City of Westminster
- Vice-President, Mark Smith, Lakewood's Heritage Center
- Treasurer, Lee Ann O'Brien, Arapahoe House
- Secretary, Kellie Mieremet, Johnson & Wales University
- Ex-Officio, Pam Mayhew, City of Westminster

New Board Members

- Kelly Groen, Denver Botanic Gardens
- Lisa Shuman, Harrison Memorial Animal Hospital
- Mary Brook, Rebuilding Together Metro Denver
- Sean Wolfe, Family Tree, Inc.
- Valerie Purser, Arapahoe County Volunteer Connections Program

DOVIA Membership

Renewals: Don't wait any longer, the programs and benefits are great and the networking can't be beat!

New Members: Are you ready to start receiving the benefits of being a DOVIA member?

Membership Benefits:

- Continuing education and training through workshops and seminars at a reduced cost or on scholarship basis
- The DOVIA member listserv to share ideas, make announcements or look for advice
- Annual DOVIA membership directory
- Region's most comprehensive awards program for volunteer managers through annual Outstanding DOVIA Member, Outstanding Achievement in Volunteer Management, Marlene Wilson Commitment to the Profession Award
- "We Count On You" award and luncheon for your volunteers
- Access to DOVIA website with updated association information, links to hundreds of resources for volunteer managers and member agencies websites
- Lending library of volunteer management and professional development resources
- Results of collaborative efforts with other volunteer organizations such as Metro Volunteers, Colorado Nonprofit Association, etc.
- Opportunities for professional development and peer support through networking opportunities
- Information on legislative and legal issues regarding volunteerism and volunteer management
- Gain leadership skills throughout committee involvement or board involvement

Don't delay renew or sign up today by contacting Nora Simmons Daly at nnsimmons@yahoo.com.



Prices:

Individual	\$40 (1 person)
Associate	\$25 (1 student or volunteer)
Agency	\$100 (List main contact person)

Thank You Denver DOVIA Board Members:

Executive Board

- President – **Pam Mayhew**
City of Westminster
- Ex-Officio – **Angela Caudill**
Colorado History Museum
- Vice President – **Patti Wright**
City of Westminster
- Secretary – **Rita Alexander**
University of Colorado Hospital
- Treasurer – **Lee Ann O'Brien**
Arapahoe House

- Barbara Selene
Conflict Center
- Betty Aldworth
Project Angel Heart
- Bevin Carithers
Easter Seals of Colorado
- Bobbie D'Addaro
Smoky Hill United Methodist Church
- Karen Rivers
Volunteers of America, RSVP
- Kathi Conner
Children's Hospital

Board Members

- Kathie Young
Platte Valley Medical Center
- Kellie Mieremet
Johnson & Wales University
- Mark Smith
Lakewood's Heritage Center
- Nancy Young
Colorado Division of Wildlife
- Nora Simmons
Metro Volunteers
- Vicki Leigh
Colorado State Parks



What We Do

We provide opportunities for professional growth in the field of volunteer management. We host monthly workshops on a wide variety of topics. We also provide extensive resources through our website and provide access to a comprehensive lending library of professional resources. We offer networking opportunities for our members and have been involved in some of the major volunteer related events in the area such as National Philanthropy Day. We also offer opportunities to recognize outstanding volunteer managers and volunteers in our community. Our goal is to provide a variety of ways to further your journey to excellence in volunteer management.