



# Delaware Association of Volunteer Administrators

A Professional Organization for Leaders of Volunteers

Visit us online! [www.davaweb.org](http://www.davaweb.org)

*YOUR resource to Volunteer Management*

*Winter 2013*

## Presidents Corner

### Happy New Year!

**It seems like a blank slate, a new chance, a box of unopened chocolates where you don't know what you'll find.**

Instead of making resolutions that can't be kept, try making just one. It can be personal or professional. What is one thing that you want to try to do or perhaps not do in your life? Write it down, make it small and attainable, make a plan of how/when you doing it, and put it on your mirror, your calendar as a reminder, your phone backdrop, your computer screen, etc. Then practice, practice, practice. Include another person in your goal and have them ask you about your progress. Accountability is very helpful in keeping you going since you know that person will ask you about it.

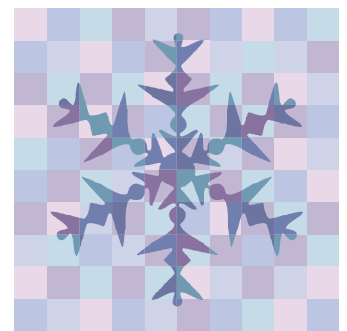
**Attaining your CVA might be a great goal for you to try this year!** DAVA will provide support and be that accountability partner you need. The CVA is a wonderful process to learn about yourself, gain a perspective on the philosophical and practical side of volunteer management, and meet other like-minded people. Contact Gene Danneman, DAVA Vice President, to get connected with the DAVA support for the CVA, and sign up at [cvacert.org](http://cvacert.org). It was a highly beneficial experience for me and I would encourage everyone in the field to give it a try.

As an additional option, **DAVA will be electing new officers** and replacing/adding some committee members. This will be a great way to get involved. Please let me, Angela Williamson, know if you are interested in any of the positions!

**Happy New Year! May you have a positive, prosperous, volunteer filled year!**

Angela Williamson, CVA

DAVA President



### Special points of interest:

- Save the Date for March 7th —Annual Conference on Volunteerism
- Earn your CVA!
- Join the DAVA Board
- Volunteer Spotlight
- Governor's Youth Volunteer Award—nominate TODAY!
- DAVA Calendar—Register NOW for the January 29th meeting!

**Don't Forget!!**  
DAVA is on Facebook — Log on and LIKE our page to get all the info on upcoming events, start new topics and check our pictures from past events!



# Annual Conference on Volunteerism—March 7th

It's that time of year again! Time to register for the **Annual Conference on Volunteerism**—brought to you by the State Office of Volunteerism and DAVA!

From the keynote speaker, to the morning and afternoon workshops, to networking opportunities there is something for everyone. **If you serve on the board of a nonprofit, supervise volunteers, or work for a nonprofit—this conference is for you!**

## Choose between these workshops:

- Creating your Own Legacy
- Conflict Resolution and the Art of Giving Criticism
- Customer Service and You
- Volunteer Retention
- Pulse of a Fundraising Campaign
- Best Practices for your non-profit

**The Conference is held at the Dover Downs Hotel on March 7th.**

**Fees:  
\$75 for DAVA members  
\$90 for not yet members  
\$125 day of registration**

**Mail for fax your form in by February 27th.**

## Conference Schedule:

**8-9am**— Registration  
**9-10:15**-Breakfast, Welcome and Keynote Speaker  
**10:30-12**-Morning Workshop  
**12-1pm**-Lunch  
**1:15-2:45**-Afternoon Workshop

**Click here to download the registration form:** [Conference Registration Form](#) or copy and paste this link into your browser: <http://www.volunteerdelaware.org/servlet/servlet.FileDownload?file=015A0000002C170>

**Contact Carrie Hart for more info at [carrie.hart@state.de.us](mailto:carrie.hart@state.de.us)**

## Keynote Speaker:

We are pleased to have **Sharon Yoder** as our keynote speaker for the day as well as a morning session presenter.



She brings a wealth of knowledge and expertise in the field. We are looking forward to welcoming her at the conference.

**Dr. Sharon Yoder** is president of “Make It Happen Training Programs.” Her workshops and seminars promote fun, fitness and effectiveness through the fundamentals of creative leadership. Dr. Yoder received her doctorate from Temple University in the study of humor, creative leadership and its powerful impact in the workplace. She is a lecturer, assistant professor at Wilmington University, author and small business owner who resides in Dover, Delaware. Dr. Yoder was awarded one of the five “Blue Ribbon Presenters Awards” in Washington, D.C. by National Resources Network. She has appeared on *People Are Talking* to discuss her research in Humor Studies and is recognized as an outstanding public speaker, consultant, corporate trainer, and educator.

## DAVA Supports YOU and your CVA credential

The CVA (Certified in Volunteer Administration) is a credential YOU can earn, at your own pace. Learn more about volunteerism and develop your own philosophies about your profession through this certification experience!

The CVA is sponsored by the Council for Certification in Volunteer Administration. All participants must complete a written exam and a portfolio. Learn more about the CVA credential on their website at [www.cvacert.org](http://www.cvacert.org)

**The last day to register is March 1st.**

DAVA will be supporting members who decide to register for this credential! We will help set up study groups, individual connections, and group meetings.

If you are planning on registering please contact Gene Danneman at [gene.danneman@state.de.us](mailto:gene.danneman@state.de.us) She will help put you in contact with other participants across the state!

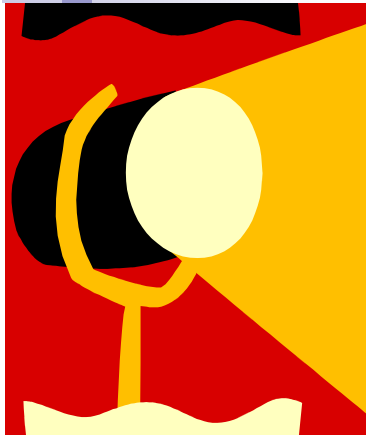


## Calling for DAVA Board Members 2013-2015

It is the time of the year when DAVA, Delaware Association of Volunteer Administrators needs to think about a new **Board of Directors and chairs and members of committees**. Gene Danneman, will be chairing the nominating committee and would be delighted to hear from all of you who would like to join our management team.

Please let me know by **February 8, 2013** so your name can be presented as a person of interest to the nominating committee.

Please contact Gene Danneman at [gene.danneman@state.de.us](mailto:gene.danneman@state.de.us) for more information or position descriptions.



# Volunteer Manager Spotlight....



**W.G. Edmanson**  
Volunteer Services Administrator for the  
Division of the Visually Impaired

**Briefly describe your organization/position and what you recruit volunteers for.**

The Division for the Visually Impaired provides a holistic, integrated service approach serving individuals from birth through old age. DVI works in partnership with the consumer and the community to improve the safety, education, and employment of individuals who are blind and visually impaired. Collectively, DVI serves 1000's of individuals annually. Services include education, vocational rehabilitation, independent living, assistive technology training, orientation and mobility training, and employment programs.

The Volunteer Services Program offers assistance to consumers who are visually impaired by recruiting Delawareans to share their time, talent and interests to those in need. Most often, I recruit volunteers to be Readers, to help adults stay independent and in their homes, and Office Assistant/ Library Aide, which helps in a myriad of ways from a library setting to general office duties. Below is a list of our 4 basic volunteer recruitment categories:

**Brailist**

Volunteers who are certified braillists transcribe textbooks for our children who attend public, private, and parochial schools. Additionally, our Braillists will proof read material and check for errors done by other transcribers in our program.

**Narrator**

Volunteers record a variety of materials on auditory formats for our consumers. Training and materials will be given to the volunteer.

**Reader**

Volunteers can assist a consumer with reading materials such as mail or other items to help keep the individual independent and in their home. Readers typically meet with the consumer once a week for one to two hours.

**Office Assistant/ Library Aide**

Volunteers assist the DVI staff in many ways. Operating the thermoform machine (which duplicates braille), binding books, enlarging textbook print, and helping maintain our instructional materials center are just some of the areas a person can help in this field.

**What types of training/orientation do you provide to volunteers?**

We keep it simple here at the Division for the Visually Impaired. Our volunteers help out a great deal, but the tasks at hand are geared so it is easy to pick up and run with. We basically give some hands on training, and then let the individual grow into the position and commitment that they desire. We strive for longer commitments, but sometimes life happens and the volunteer must leave. It just depends on the individual and what they want, and me trying to match my program and opportunities to their skill set. I also initially interview the individual and give them a Volunteer Handbook that explains the program, division and what we are all about.



## **List a great accomplishment a volunteer has made to your organization?**

This past summer, I had a great group of volunteers, some from area high schools, U of D, and from the community at large. My division had experienced some turnover from promotions, retirements, and also transfers. This left us short in a number of areas throughout our division. The summer is the busiest time of year for the Instructional Material Center. Books and equipment get returned at the end of the school year, and new orders simultaneously come in for outgoing items for the following school year. My wonderful volunteers this past summer helped the Material Center staff keep up with the truck loads of items that were being returned and organizing new items being sent out for the coming school year. Their dedication and work ethic helped us serve the visually impaired community and blind children throughout the state. We kept up with the orders, and the influx of items. This set us up to be ready for the uncharacteristically busy fall. Without their help, we would not have been able to keep up with the demand and consequently fallen behind this school year.

## **How do you recruit volunteers? Be Active!!**

Being a Navy Veteran, I consider myself always on duty. No matter where I am and what I'm doing I never let an opportunity go by to promote my Division and my Volunteer opportunities. If I am out shopping, doing family activities, or attending a civic organization meeting, I am constantly looking to plug the great things that are happening in my workplace. Delaware is a small state, so word travels fast. You never know how a lead can work its way right back to you. Additionally, when I am out and about I look at advertisements, bulletin boards, and other avenues to get the word out about my program.

Being with the state I have limitations with social media, so I do less with that side, but I am on the web and in publications as well. Most all of these opportunities are free. I am always looking to add another place to 'advertise' my volunteer program and opportunities. There again never letting an opportunity slip by. If I hear of something or someplace, I bring the information back to my office and research if it is a viable option for my division and program.

Lastly, I network. I don't know if I met you yet at a DAVA meeting, but I will. Every meeting or event I go to I am walking around meeting folks, and introducing myself to people sitting at my table. As I said before, Delaware is small; you never know how you might know the individual, or how you may be of service, or how they can help you. DAVA meetings are great opportunities to promote your program and any upcoming events you may have.

## **Has DAVA helped you as a Volunteer Administrator?**

YES!!

Networking: I owe most everything I have accomplished with resurrecting my volunteer program to DAVA. The networking and learning opportunities they provide has enabled me to document my program and to legitimately re-establish the volunteer opportunities for my division. The membership have shown me good ideas, given me great direction and insight into documenting and guiding my program currently and for the future. That's the one thing about DAVA; the membership is willing to help one another you only have to ask!

**We need your input for the next spotlight issue!**  
**Email: [newsletter@davaweb.org](mailto:newsletter@davaweb.org)**

## It is now easier than ever to nominate an outstanding Volunteer or Volunteer Group!

The State Office of Volunteerism is now accepting nominations for the 2013 Governor's Youth Volunteer Service Awards!!!

**The nomination form is available on [www.volunteerdelaware.org](http://www.volunteerdelaware.org) and can now be e-mailed for submittal.**

If you have any questions, please call 302-857-5006 or email [carrie.hart@state.de.us](mailto:carrie.hart@state.de.us)

**This is a wonderful way to recognize an outstanding youth volunteer/ group in your life. Nominate today!**

## Delaware Volunteer Credit

**If you work with high school students as volunteers, did you know that they are eligible to earn an elective credit toward graduation (the Delaware Volunteer Credit or DVC) if they meet certain criteria ?**

All it takes is a letter signed by the student's supervisor on your organization's letterhead documenting the student's name, school, number of hours and time period when the hours were served. Students applying for the credit can take your letter to their guidance counselor who submits the letter(s) to VolunteerDelaware for approval by **April 15**. **Together with the Dept. of Education we supply a certificate signed by the Governor and DOE Secretary and an elective credit is affixed to the student's record by the counselor.** We'd love to serve as a recognition partner for your agency and add you as an "ambassador" for the DVC.

Please visit [www.volunteerdelaware.org](http://www.volunteerdelaware.org) for more information or email me at [clare.garrison@state.de.us](mailto:clare.garrison@state.de.us) or call Clare at 255-9899 with any questions or just for more information.



DELAWARE HEALTH AND SOCIAL SERVICES  
Division of State Service Centers State Office of Volunteerism  
Governor's Commission on Community and Volunteer Service

# 2012-2013 DAVA Calendar

Date	Type	County	Location	Topic	Presenter
October 18 9 - 11:30 AM	Full Meeting	New Castle	Buena Vista	Cloud Computing	NPower
November 5 11 AM- 1 PM	Brown Bag	Sussex/Kent	Delaware Hospice Milford	SOV Toolkit	Carrie Hart
December 5 11 AM- 1 PM	Brown Bag	New Castle	Blue Ball Barn	Managing Special Events Volunteers	Glen Stubbolo
January 29 9 - 11:30 AM	Full Meeting	Kent	AMC Museum	Working with the Military & Veterans	<u>Panelists:</u> Ralph Plumley Patricia Crilley Joan Cote
March 7 8:30 AM-3 PM	State Office of Volunteerism Conference*	Kent	Dover Downs		
April 10 11 AM- 1 PM	Brown Bag	Sussex	Lewes Presbyte- rian Church	Volunteer Recruitment	Mary Costello
May 7 11 AM- 1 PM	Brown Bag	New Castle	New Castle Li- brary	Non-Profit Update	John Baker
June 4 9 - 11:30 AM	Annual Meeting*	Sussex	Baywood Country Club	Recognition Show & Tell	Everyone

Membership includes free admission to all meetings. Non-member fee is \$10.00 per meeting.  
 \*Conference fees are not included in membership, however DAVA members receive a discount.  
 For additional information please contact Deborah Vandiver at 302-255-9878 or email

[Deborah.vandiver@state.de.us](mailto:Deborah.vandiver@state.de.us)

# 2011-2013 Board Members



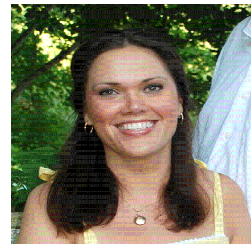
Angela Williamson, President



Gene Danneman, Vice President



Lee Halloran, Treasurer



Carrie Hart, Secretary

## Committee Members and Leadership Roles

**Membership** —Clare Garrison, Holly Titus, and Christy Belardo

**Program** —Debbie Vandiver, Lorraine Dion, Debby Toole, Linda Rogers

**Communications**— Leslie McGowan, Margaret Jenkins, April Willey

We are always looking for some talented volunteers to join our committees! Email us today to see how you can help.

[info@davaweb.org](mailto:info@davaweb.org)

Visit us on the web at [www.davaweb.org](http://www.davaweb.org)