



## Register for the Texas Get Involved Volunteer Engagement Bootcamp!

**Dates:** September 12-13, 2017

**Location:** Lone Star Court, in The Domain  
10901 Domain Drive  
Austin, Texas 78758

**Host:** Texas State Library and Archives Commission

### What you will find in this document

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## Why Work with Skilled Volunteers?

As library budgets remain flat, and the need for services increases, trained volunteers are an untapped resource. Skilled volunteers can provide support to libraries in areas such as graphic design, public relations, grant writing, and event planning, as well as areas in which small or rural libraries lack expertise, personnel, or resources. The estimated value of volunteer time is at an all-time high of \$23.56/hour, offering libraries the opportunity to obtain thousands of dollars in in-kind assistance each year. Further, volunteers may become library supporters and help raise the library's profile in the community.

The Texas State Library and Archives Commission has partnered with the state libraries of Arizona, Idaho, and California, as well as CALIFA, to provide training and resources on skilled volunteer engagement to libraries in these four states.

## What is the Cost?

Thanks to a grant from the Institute of Museum and Library Services's 21<sup>st</sup> Century Laura Bush Librarian program, we are able to offer an *expense-paid* bootcamp to 40 Texas public libraries that are interested in improving their volunteer engagement strategies. Most expenses will be paid by the grant, including a hotel room at the bootcamp, meals at the training, and travel reimbursement of up to \$250.

## What are the Bootcamp Goals?

By the end of this 8-hour intensive hands-on training, participants will gain skills in:

- Addressing the needs and interests of today's volunteer
- Using skilled volunteers at the library
- Identifying what motivates volunteers and how to ensure the right "fit"
- Designing volunteer job descriptions and targeted recruitment plans
- Getting staff buy-in and other strategies for successful volunteer engagement

This training is for library staff that work with volunteers in their libraries. Participants will come away with tools and resources that will enable them to enhance their existing volunteer programs and to reach new volunteer talent pools. Those who are new to volunteer management will develop the necessary foundation to begin successfully recruiting and engaging with volunteers.

## Who is Leading the Training?

Carla Lehn will lead the training at this bootcamp. After National Service as a VISTA volunteer, Carla completed a Masters in Community Development at the University of California, Davis. She worked with nonprofits at the Sacramento Area United Way for over a decade, and then operated her consulting practice while based in Hawaii for 6 years. One of her clients, the California State Library, asked her to join their staff in 2001 to manage the statewide volunteer-based adult literacy program, which included a statewide AmeriCorps program for 6 years, and while there she also designed and led a statewide library volunteerism initiative called Get Involved: Powered by Your Library. Its dual purpose is to recruit high impact volunteers to share their skills, and through those relationships, to engage them as strong library supporters. The initiative has recently been showcased as a chapter called "Leading Big Volunteer Operations" in the book *Volunteer Engagement 2.0: Insights Changing the World*.

## Draft Schedule (subject to change)

### September 12, 2017

|           |                                 |
|-----------|---------------------------------|
| 3:00-3:30 | Registration/Hotel Check-In     |
| 3:30-4:00 | Welcome & Networking Icebreaker |
| 4:00-5:45 | Training                        |
| 5:45-6:00 | Break                           |
| 6:00-7:30 | Working Dinner                  |
| 7:30      | Adjourn                         |

### September 13, 2017

|             |                                     |
|-------------|-------------------------------------|
| 7:30-8:30   | Networking Breakfast/Hotel Checkout |
| 8:30-10:00  | Training                            |
| 10:00-10:15 | Break                               |
| 10:15-12:00 | Training                            |
| 12:00-1:00  | Working Lunch                       |
| 1:00-1:15   | Break                               |
| 1:15-2:45   | Training                            |
| 2:45        | Wrap Up                             |
| 3:00        | Adjourn                             |

It is anticipated that most attendees will spend one night at the hotel and return home after the training concludes on September 13. In a few cases where return travel in the late afternoon is not possible, two nights will be allowed. These will be decided on a case-by-case basis.

Meals will be provided during the bootcamp. A selection of foods meeting a variety of dietary needs will be available, but we cannot manage special diet requests.

## Attendee Expectations

### Eligible applicants must

- Be affiliated with an accredited public library in Texas.
- Have activated your library's VolunteerMatch Premium account. [Complete the online application to claim an account.](#)
- Have the support of your library director to participate.
- Commit to attending the entire TX Get Involved Bootcamp on September 12-13, 2017, in Austin.
- Commit to recruiting and/or managing library volunteers.
- Be willing to share best practices with other libraries and library staff.
- Agree to post the VolunteerMatch widget on your library website.

- Be able to gather and submit statistical information such as number of volunteers, number of volunteer hours, and outcomes, through October 2019.

Only one person per library system may attend the Bootcamp. Up to 40 participants will be selected. While registration is offered on a first-come, first-served basis, the Texas State Library and Archives Commission reserves the right to select participants to reflect a diversity of library size and geographic representation.

## Timeline

- ~~Applications due June 9, 2017~~ Deadline Extended to June 16
- Acceptance notifications sent June 30, 2017
- Bootcamp runs September 12-13, 2017

# TX Get Involved Volunteer Engagement Bootcamp Application

## Applicant and Organization Information

Applicant Name:

Applicant Title:

Contact E-mail (provide business email only, not personal email):

Phone:

Library Name:

Library Address:

Library Phone:

**Project Information (Please keep your responses under 150 words for each question.)**

1. Why do you want to attend this bootcamp?
2. How do you plan to implement what you learn at the bootcamp?
3. What is your role in volunteer engagement at your library?
4. Please submit any requests for accommodations, including an auxiliary aid or service or barrier-free access, here.

**Attendee Commitment**

**I commit to attending the Texas Get Involved Volunteer Engagement Bootcamp.**

**If my application is approved and I am not able to attend, I will notify TSLAC immediately to discuss a suitable alternate from my library, or I will relinquish my**

place to a library on the waiting list.

As possible, I will activate a VolunteerMatch account, recruit and/or manage library volunteers, share best practices, post the VolunteerMatch widget on our website, and gather and provide statistical information on volunteers throughout the grant project.

**Please ask your Library Director to email Jennifer Peters, Community Engagement Administrator, at [jpeters@tsl.texas.gov](mailto:jpeters@tsl.texas.gov) to confirm their support of your attendance and willingness to participate in this volunteer engagement project.** This email of support is due June 16, 2017.

After completing this application, save it to your computer then submit it by attaching the saved form to an email addressed to Jennifer Peters at [jpeters@tsl.texas.gov](mailto:jpeters@tsl.texas.gov) by June 16, 2017.

**All applications will be acknowledged. Contact Jennifer Peters at the above email address or by phone at 512-463-2214 if you do not receive an email acknowledgment of your application within a week of submission.**

All applicants will be notified of acceptance status by June 30, 2017.

**Notice To Event Participants – Authorization and Release: Photographs, Movie Film, Video Recording and/or Sound Recording**

Participants consent that the Texas State Library and Archives Commission, its legal representatives, agents, successors or assigns, shall have the right to copyright, publish or use any photographs, movie films, video recordings and/or sound records, recorded or photographed at TSLAC event, program or function, for publicity, or any other lawful purpose.

If you do not agree, please notify the presenter before the session begins for accommodation.

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