**About the AZ Get Involved Volunteer Engagement Institute**

**Dates:** August 22 – August 24, 2017 **Location:** [Prescott Resource and Conference Center](http://www.prescottresort.com/)

1500 East State Route 69 ~ Prescott, AZ 86301

By the end of this 2-day hands-on training, participants will gain skills in:

* Addressing the needs and interests of today’s volunteer
* Utilizing skilled volunteers at the library
* Identifying what motivates volunteers
* Designing volunteer job descriptions
* Targeted volunteer recruitment
* Ensuring the right “fit” for each volunteer and volunteer job
* Screening practices and interviewing volunteers
* Getting staff buy-in for volunteer engagement
* Successfully using VolunteerMatch

Each participant will return to their workplace with tools and resources to apply what they’ve developed for their library during the training.

**Eligibility Requirements:**

* Must have your library’s VolunteerMatch account activated and at least 1 volunteer opportunity created for your library. See Volunteer Match invite emailed on 2/8/2017.
* Have the support of your library director to participate. (Email from director required in addition to completing 2-page application.)
* Available to attend the entire AZ Get Involved Volunteer Engagement Institute on 8/22-8/24 in Prescott. Most expenses will be paid by the grant (i.e. travel stipend, lodging and most meals.)
* Dedicate a minimum of 1-2 hours a week (on average) recruiting and/or managing library volunteers.
* Willing to share best practices with other libraries and library staff.
* Agree to post the widget on your library website.
* Able to gather and submit statistical information such as # of volunteers, # of volunteer hours, etc., throughout the grant project.

**Please complete the application and sign below if you meet these eligibility requirements.**

Applicant signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Library director/manager signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Application Deadline: May 15, 2017**

**AZ Get Involved Volunteer Engagement Institute Application**

**Organization Information**

Library Name:

Applicant Name:

Contact e-mail:

Phone:

Address:

**Project Information (Please keep your responses under 200 words for each question.)**

**What is your current position/job title at the library? Do your current duties include managing volunteers? If not, have you been given permission and time to make it part of your workload?**

**Provide a description of your library’s current volunteer program, volunteer roles and annual volunteer hours. Current Annual Volunteer Hours \_\_\_\_\_\_\_\_\_**

**Provide an example of a highlight or success story from your library’s volunteer program. Why do you think it has been successful?**

**Explain how engaging skilled volunteers in your library will impact your community.**

**Submit the complete application and have your library director and/or manager send an email recommendation in support of your participation to Donna Throckmorton,** [**dthrockmorton@azlibrary.gov**](mailto:dthrockmorton@azlibrary.gov) **by May 15, 2017. Successful applicants will be notified of acceptance by May 30, 2017.**