



SISTERS OF CHARITY FOUNDATION
of South Carolina

Learning Academy

2009 Employee and Volunteer Development Workshop

Philosophy

As good stewards, it is the desire of the Sisters of Charity Foundation of South Carolina to provide a diverse population of nonprofit organizations addressing poverty in South Carolina with the opportunity to expand their skills and knowledge and enhance educational access, while cultivating personal and organizational responsibility and capacity.

The purpose of the Foundation's Learning Academy is to leverage training and educational opportunities for the capacity building needs of multiple nonprofit organizations in the state of South Carolina.

The Learning Academy strives to develop intentional individuals and organizations who are empowered, informed and responsible, provide learning environments that integrate emerging trends and innovation and promote continuous learning.

Who Should Apply?

This workshop is designed for executive directors, program managers and human resources staff who are interested in maximizing productivity and efficiency through a systematic process of recruiting and retaining employees and volunteers.

About the Workshop

Wednesday, November 18 from 10 a.m.-4 p.m.

(Registration begins at 9:30 a.m.)

Sisters of Charity Foundation of South Carolina Office

Many organizations are facing shrinking budgets and limited resources. Staff development is vital to their survival, especially in the nonprofit sector. Volunteers make up a large portion of human resources of many nonprofits. Without volunteers, coupled with paid staff, nonprofits may not be able to operate effectively, or may not be able to operate at all. Strong and adequate human resources determine whether an organization is mediocre or soars to its highest potential. This workshop is designed to assist organizations in finding creative ways to recruit, develop and retain its most valuable resources – employees and volunteers.

Learn the "nuts and bolts" of developing and implementing a volunteer program, how to recruit and retain strong employees and volunteers, develop staff recognition programs that work and how to develop community partners.

About the Facilitator

Maxine R. Sumpter, M.Ed.

Maxine R. Sumpter has over 25 years of experience as a nonprofit consultant specializing in training, human resources and grant/proposal writing and reviewing. She also has over 30 years of experience in higher education and government, serving as a college faculty member and department head in the area of career development, and as a deputy human resource director. She holds both a bachelor's degree and a Master of Education from the University of South Carolina, and is a graduate of the South Carolina Executive Institute.

To allow more interaction and learning opportunities, each workshop is limited in size. Participation in the workshop is determined by a selective process. The selection process requires the submission of a completed application form for each person seeking attendance.

Please mail, fax or e-mail your application to Katrina Spigner at the Sisters of Charity Foundation of South Carolina:

2711 Middleburg Drive | Suite 115 | Columbia, SC 29204
o: 803.254.0230 | f: 803.748.0444 | kspigner@sistersofcharitysc.com

**APPLICATION DEADLINE:
October 30, 2009**

Applicants will be notified of decisions
November 9, 2009.



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Name _____

Current Position/Title _____ Years with Organization _____

Organization _____ Age of Organization _____

Address _____ City _____ State _____ Zip _____

Phone _____ Fax _____ E-mail _____

Does your organization have a 501(c)3 nonprofit status? ___ Yes ___ No

How did you hear about this workshop? _____

Brief overview of the work of the organization _____

Organization's Mission _____

Operating Methods (A brief explanation of how the organization works.) _____

Annual Operating Budget _____

Funding (A description of where the organizational funding comes from, with percentage breakdowns where available.) _____

_____ Grants ___ Events ___ Annual Donors ___ Other ___

Governance (An explanation of how the organization is run, to whom it is answerable and how it forms policy.) _____

Geographical Spread (The counties in which the organization is active, the presence of regional offices, the number of staff employed and the headquarters location.) _____

How does your organization (through mission or project) address poverty in South Carolina? _____

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1. How many paid employees do you currently have? _____
2. How many volunteers do you currently have? _____
3. In what areas are you currently using volunteers? _____

4. Do you have a written plan for recruiting and retaining volunteers? Yes ____ No ____

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