



League of Women Voters of Minnesota Records

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GOVERNOR'S OFFICE OF VOLUNTEER SERVICES
FACT SHEET

INITIATED: June 30, 1975, by Executive Order.

LOCATION: 130 State Capitol
St. Paul, Minnesota 55155

PHONE: (612) 296-4731

STAFF: Laura Lee M. Geraghty, Director
Kenneth J. Krautbauer, Information Officer
Marie O. Louks, Secretary
Additional part time staff and volunteers as needed.

ADVISORY COMMITTEE: 33 members, appointed by Governor Anderson, and selected on a regional and at-large basis to ensure state-wide representation and a cross-section of volunteer interests and experience.

CURRENT BUDGET: \$33,712 Federal ACTION funds (50%)
33,712 State contribution (50%)
\$67,424 Total G.O.V.S. budget (7/1/76 through 6/30/77)

MAJOR GOAL: To provide a non-partisan, central office at the highest level of state government that can coordinate and channel volunteer potential to improve the conditions of life for Minnesota's citizens through voluntary action.

RATIONALE: A 1974 survey showed that 50 percent of Minnesotans volunteer in some capacity. While numerous excellent volunteer programs exist, there is often little communication or coordination among them, leading to:

1. Independent and isolated operation of programs;
2. Competition for volunteers and resources;
3. Duplication of efforts;
4. Staff resistance to volunteer programs;
5. Poor training, support, supervision and recognition of volunteers;
6. High turn-over of volunteers.

The end result is volunteer programs which may operate to the disadvantage of clients, the agencies, or the volunteers.

Therefore, since volunteers are a major natural resource of the state and play an important role in providing services and meeting human needs that otherwise would not be met, state-wide leadership is needed to coordinate and strengthen Minnesota's voluntary sector.

In June of 1975 G.O.V.S. was established to stimulate and advocate for volunteer services on a state-wide, inter-departmental, and multi-discipline basis. It works with both public and private organizations in the human service field (e.g. health, education, corrections, and welfare) to increase the quantity and improve the quality of volunteer services in Minnesota.

ACCOMPLISHMENTS: G.O.V.S. has directed its efforts in five major areas over the past year and a half. Examples of its activities in each category include:

1. Communication among volunteer programs through the distribution of brochures and a bi-monthly, statewide newsletter; attendance at meetings of volunteer leaders; and correspondence with public officials, notifying them of major volunteer events; and with Voluntary Action Centers and other voluntary organizations throughout Minnesota.

2. Coordination of volunteer programs and resources by initiating and participating in meetings of public and private sector volunteer leaders; establishing files on volunteer programs; distributing resources materials; and publishing a calendar of events on training opportunities.

3. Promotion of volunteerism through the coordination of National Volunteer Week activities; initiation of the first state-wide Youth Volunteer Recognition Day; initiation of media coverage on volunteer activities; and attendance at over 50 volunteer recognition events.

4. Information gathering and research by conducting surveys related to: a) volunteer programs in public agencies and nursing homes; b) Voluntary Action Centers in the state to determine funding, staffing, and services provided; and c) colleges and universities in Minnesota to determine existing training and educational opportunities for volunteer administrators, agency staff, and volunteers.

5. Special projects including co-sponsorship of or participation in workshops and conferences for volunteer leaders and providing consultation.

CURRENT PROJECTS: G.O.V.S. is currently working on the following projects:

1. Conducting Regional Forums throughout the state to increase communication with local volunteers and volunteer leaders and to determine local volunteer needs and resources.

2. Developing a library for volunteer leaders, who do not have access to resource information on volunteerism.

3. Working with the state departments to strengthen local volunteer programs.

4. Gathering information and conducting research regarding the following volunteer issues:

- a. Workman's compensation and other insurance coverage for volunteers;
- b. Educational credits for volunteer experiences;
- c. Applicability of volunteer experience when applying for a job;
- d. Fair Labor Standards Act;
- e. Policies in state departments affecting utilization of volunteers.

5. Working with the Minnesota Hospital Association to develop a training program for hospital and nursing home auxiliaries.

6. Participating in a committee sponsored by the St. Paul and Minneapolis Voluntary Action Centers to design a certificate program in volunteer Administration.

7. Facilitating and supporting on-going Task Force and Executive Committee activities of the G.O.V.S. Advisory Committee as well as preparing for meetings of the full Advisory Committee.

8. Conducting a meeting of state-level organizations (ie. civic, fraternal, and service organizations) involved in volunteer services.

G.O.V.S.

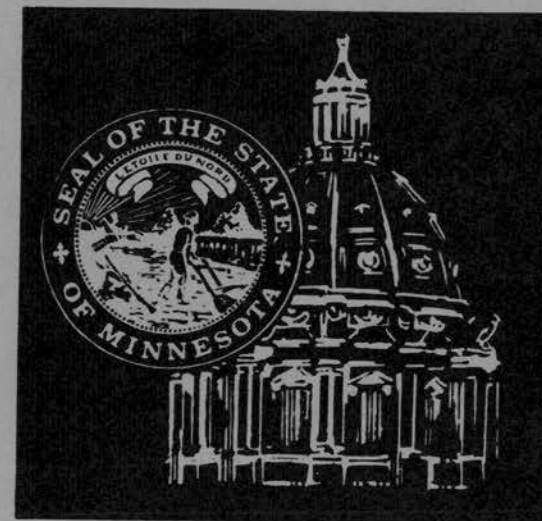
for further information,
please contact

Governor's Office of Volunteer
Services
130 State Capitol
St. Paul, Minnesota 55155

(612) 296-4731

Governor's Office of Volunteer Service
130 State Capitol
St. Paul, Minnesota 55155

G.O.V.S.



Governor's Office of Volunteer Services

Office of the Governor
130 State Capitol
St. Paul, Minnesota 55155

The Governor's Office of Volunteer Services (G.O.V.S.)

The GOVERNOR'S OFFICE OF VOLUNTEER SERVICES (G.O.V.S.) was established in Minnesota on June 30, 1975. It is one of a growing number of such offices throughout the country funded by ACTION (the federal volunteer service agency), by state monies, or as in the case of Minnesota, by a combination of both.

The purpose of the Governor's Office of Volunteer Services is to promote the effective use of volunteers in the delivery of human services throughout the state.

In signing the Executive Order establishing this bipartisan office, Governor Wendell R. Anderson declared, "Minnesota must have, at the highest level of state government, an office that can channel, coordinate and commit the vigor, vision and idealism of many thousands of volunteers and volunteer agencies throughout Minnesota."

G.O.V.S. role is to:

- encourage recognition and proper utilization of volunteer skills and services
- enhance the role and dignity of volunteers
- relate volunteer services to opportunities in education and employment
- identify, support and cooperate with public and private groups
- maintain a liaison with national, state, and local groups active in volunteerism
- facilitate communication among various volunteer groups to reduce duplication or isolation of programs
- collect and disseminate information on volunteer programs and resources
- foster and promote training opportunities for volunteers, staff, and volunteer directors

How you can help...

The Governor's Office of Volunteer Services is anxious to receive comments and suggestions from citizens, volunteers, agencies and organizations.

We encourage you to submit materials on:

- existing or proposed volunteer programs
- training or educational opportunities for volunteer directors, staff and volunteers
- local volunteer resources
- volunteer benefits or suggestions for possible legislation
- special volunteer recognition events
- volunteer newsletters, brochures, or other publications
- areas of unmet volunteer needs

REQUEST FOR SPEAKER FORM

Date of Event _____ Time _____

Date of Request _____ Made by _____ Rec'd by _____

Source of Request: Letter__ Phone__ Personal__ Initiated by G.O.V.S. _____

Name of Organization _____ Phone _____

Address _____

Contact Person _____ Phone _____

Type of Event or Program _____

Type of Group _____ Place of Meeting _____

Directions _____

Materials Needed _____

Request to be filled by _____

Number present _____

Handout materials _____

Remarks _____

Outline for Presentation on G.O.V.S.

- I. Introductions
 - A. Who you are;
 - B. Your relationship to GOVS;
 - C. Why you are addressing group.
- II. Background Information on G.O.V.S. (use Fact Sheet)
 - A. How and when initiated
 - B. Current funding and staff
 - C. Advisory Committee
 - D. Major Goal
 - E. A brief rationale on G.O.V.S. (use info from Fact Sheet and press release).
- III. Accomplishments of G.O.V.S.
 - A. Statewide communication through newsletter (mailed to 6,500).
 - B. Regional Forums brought together volunteers and volunteer leaders from the public and private sectors to share information and discuss needs.
 - C. Meeting of representatives from statewide civic, fraternal and service organizations to familiarize them with G.O.V.S. and investigate ways of working together.
 - D. Studies and surveys done by G.O.V.S. (results available thru G.O.V.S. Office).
 1. volunteer programs in public agencies and nursing homes - existing services and needs for assistance.
 2. Voluntary Action Centers in Minn. funding, staffing and services provided.
 3. Minn. colleges and universities - training and educational opportunities available for volunteers, volunteer directors and staff members working with volunteers.
 4. special project on volunteer issues:
 - Workers Compensation and other insurance coverage for volunteers.
 - academic credit for volunteer experience.
 - employment credit for volunteer experience.
 5. needs assessments taken at Regional Forums and meeting of statewide organizations.
- IV. Future of G.O.V.S.
 - A. Biennial Goals and Objectives (know and have copy along).
 - B. Biennial Budget (know and have copy along).
 - C. Proposed Legislation and need for community support.
- V. Wrap-up and questions.

Suggested News Release
Governor's Office of Volunteer Services

Volunteerism is not new in Minnesota. It is a strong tradition. The many concerned, caring people who share their talents, time and energies to enrich the lives of others, have contributed significantly to our reputation for enjoying a high 'quality of life' in Minnesota. Credit also falls to those organizations, agencies and departments which recruit, train and place the thousands of citizens who make up this great volunteer resource.

Sixteen months ago the Governor's Office of Volunteer Services was created. The goal of G.O.V.S. is not to duplicate or interfere with what already exists, but rather, to expand and develop programs and services where they are needed throughout the state, and to coordinate and cooperate with existing programs in an attempt to share ideas, expertise and opportunities.

On a national level many issues are being discussed which impact on volunteer services everywhere. These include a wide range of concerns such as; volunteer insurance, workman's compensation, educational credits for volunteer experience, volunteer experience relating to employment, The Fair Labor Standards Act and concerns and criticisms expressed by N.O.W. The G.O.V.S. is attempting to address these and other problems and areas of need, as well as serving as a state-wide resource on volunteerism.

Why the need for G.O.V.S.?

* Most other organizations, agencies and departments are limited in their volunteer efforts by either:

1. geographic boundaries;
2. department, organization or agency focus; and
3. limited sphere of influence.

* G.O.V.S. is in a unique position to convene meetings of state departments (e.g. health, education, welfare, corrections) on an interdepartmental basis.

* G.O.V.S. is in a position to assist governmental departments in the field on volunteer services.

* G.O.V.S. is in a position to gather information and conduct surveys relative to volunteerism on a state-wide basis.

- * G.O.V.S. is in a position to develop methods for conducting or assisting with regional meetings throughout the state in order to obtain feedback which reflects regional, as well as state needs and trends in the field of volunteerism.
- * G.O.V.S., through its Advisory Committee and relationships with state-wide organizations, is able to maintain a network of communication and contacts throughout Minnesota.
- * G.O.V.S. is in a position to spearhead state-wide events such as volunteer recognition week, Youth Volunteer Recognition, etc.
- * G.O.V.S. is able to convene interested individuals and organizational representatives to address current issues affecting volunteerism.
- * G.O.V.S. is in a position to provide information exchange on local, state and national volunteer issues through the G.O.V.S. newsletter.
- * G.O.V.S. is able to provide a forum for cooperative efforts by the public and private sectors in the field of volunteerism.
- * G.O.V.S. is able to provide information and assistance relative to volunteerism, particularly to small, rural groups or communities, where there are few resources and little coordination, cooperation or exchange of information.
- * G.O.V.S. is in a position to initiate new state-wide projects which may involve networks of state agencies such as the college systems, and state departments of governments.
- * G.O.V.S. is able to give visibility and recognition to volunteer efforts, projects and programs, state-wide and from the highest office in the state.
- * G.O.V.S. through its contacts with local, state and national organization is able to provide information and where possible referrals.
- * G.O.V.S. represents a single state office concerned with volunteerism to which inquires may be addressed - particularly if no local resource exists or is known.

In summary, the Governor's Office of Volunteer Services seeks to work with existing volunteer organizations such as yours, and to serve the field of volunteer services in Minnesota in ways that can most efficiently be carried out by

1 volunteer programs and the training, ⁺supervision, and
2 ~~evaluation~~ of volunteer personnel ⁺ *may assist in*
3 *establishing programs.*

4 Subd. 3. The office shall cooperate with national,
5 state, and local volunteer groups in collecting information
6 on federal, state, and private resources which may encourage
7 and improve volunteer projects within the state.

8 Subd. 4. The office may accept public or private funds
9 and gifts made available for the promotion of volunteer
10 programs.

11 Subd. 5. The office shall conduct research to identify
12 needs of volunteer programs and to assess community needs
13 for volunteer services. The office may issue informational
14 materials relating to volunteer programs in Minnesota.

15 Subd. 6. The governor may appoint an advisory
16 committee to make recommendations to the office of volunteer
17 services.

18 Sec. 2. There is appropriated from the general fund to
19 the office of volunteer services the sum of \$289,000 for the
20 purposes of this act.

21 Sec. 3. This act is effective July 1, 1977.

MN Assoc, Vol, Dir.
MN Soc, Sec, Ass.
P. Jr. Lq.

Milton
Humphrey
Braatas
Solon
Knutson
Staples

Vuland
Adams
Carlson
Forsythe
A. Olson (Lt. Gov.)

1

A bill for an act

2

relating to the operation of state government;
3 establishing an office of volunteer services
4 within the office of the governor; coordinating
5 volunteer programs throughout the state.

6

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

7

Section 1. [4.31] [OFFICE OF VOLUNTEER SERVICES.]

8

Subdivision 1. There is created in the office of the

9

governor the office of volunteer services, hereafter

10

referred to as "the office". The office shall operate as a

11

state information center for volunteer programs and ~~needed~~

12

services that could be delivered by volunteer programs. Any

13

person or public or private agency ^{or volunteer organization} may request information

14

on the availability of volunteer programs ^{+ resources} relating to

15

specific services, and may report to the office whenever a

16

volunteer program ^{or resource} is needed or desired. ~~It shall be the~~

17

~~principal duty of the office to assist in the most~~

18

~~appropriate matching of volunteer services and the needs for~~

19

~~services throughout the state and to encourage recognition~~

20

~~for volunteer services.~~

21

Subd. 2. The office ^{may} ~~shall~~ recommend standards and

22

guidelines relating to the establishment and ^{operation} ~~use~~ of

GOVERNOR'S OFFICE OF VOLUNTEER SERVICES
Proposed Biennial Goals & Objectives

DRAFT

1. TO promote volunteerism statewide in order to increase the visability and status of volunteers and their accomplishments and to encourage additional citizen participation in voluntary efforts.
 - a. TO continue publishing and distributing the G.O.V.S. newsletter bi-monthly. (6 issues/year)
 - b. TO establish a Task Force to coordinate Volunteer Week statewide. (annual)
 - c. TO sponsor statewide a Youth/Senior Volunteer Recognition Day. (annual)
 - d. TO develop and maintain a statewide public awareness campaign on volunteerism through at least 3 different public relations mechanisms (by June 30, 1979).
 - e. TO continue educating volunteers and volunteer organizations regarding the services and functions of G.O.V.S. (continuous)
2. TO strengthen and expand volunteer programs within Minnesota state human service departments and agencies (eg. health, education, corrections, welfare, emergency services, etc.).
 - a. TO encourage/provide training opportunities in volunteer administration and program development for personnel within state human service agencies in order to improve/strengthen volunteer programs and projects. (at least 1 program/year)
 - b. TO continue meeting with state human service department heads to promote more effective volunteer programs. (at least once/year).
 - c. TO coordiante volunteer programing efforts between state human service departments. (continuous)
 - d. TO provide technical assistance on volunteer concerns to public agency personnel, upon request. (continuous)
3. TO collect and distribute upon request, existing national, state and local resource materials and information and to develop resource material when needed.
 - a. TO serve as a liaison with national, state and local volunteer and civic organizations in order to obtain information and materials which will be helpful to other volunteer programs. (continuous)
 - b. TO participate in national conferences, workshops and programs related to volunteerism, when appropriate (at least 2 times a year).
 - c. TO maintain and expand the G.O.V.S. resource file and materials. (20% by June 30, 1978)

3.
 - d. TO reprint resource materials in the bi-monthly G.O.V.S. newsletter. (continuous)
 - e. TO continue regular memo to Voluntary Action Centers serving Minnesota communities. (8 times/year)
 - f. TO continue compiling and up-dating a monthly calendar of training and educational opportunities in the field of volunteerism. (12 times/year)
 - g. TO investigate the possibility of establishing a computerized system of recording volunteer information and resource materials. (by June 30, 1978)
4. TO provide assistance in volunteer program development when such assistance is not available through other sources.
 - a. TO develop, in cooperation with other organizations, recommendations for standards and guidelines regarding volunteer involvement to be used by volunteer organizations, state departments and agencies in the human service fields. (by June 30, 1979)
 - b. TO provide training and educational opportunities for volunteers and volunteer directors when not available through other sources. (continuous)
 - c. TO respond to requests for specific information or assistance relating to volunteer program development, maintenance, and expansion, and to make referrals where appropriate. (at least 100/year)
 - d. TO encourage existing volunteer organizations and individuals to provide needed program assistance in the geographic area and/or their area of expertise. (continuous)
5. TO increase communication between volunteers and volunteer organizations; and to promote coordination of resources and programs.
 - a. TO convene a state conference on volunteerism, in coordination with other volunteer organizations. (by June 30, 1978)
 - b. TO provide necessary follow-up to Regional Forums, as recommended by the Regional Forum task force. (by June 30, 1978)
 - c. TO participate in meetings to help clarify roles and responsibilities of major volunteer organizations in Minnesota. (at least two/year)
 - d. TO continue convening statewide meetings of Voluntary Action Centers at the request of the VACs (2 times/year).
 - e. TO convene at least 3 annual meetings of the G.O.V.S. Advisory Committee and to facilitate the work of task forces. (continuous)

6. TO develop greater public/private cooperation in the volunteer sector.
 - a. TO convene, annually, a meeting of statewide civic, fraternal and service organizations. (once/year)
 - b. TO cooperate with private volunteer organizations in at least 2 events or programs. (by June 30, 1979)
 - c. TO initiate and continue regular written communication with statewide civic, fraternal and service organizations. (4 times/year)
 - d. TO work with at least 3 organizations and/or private volunteer groups to implement G.O.V.S. goals and objectives (by June 30, 1979).
7. TO serve as an advocate statewide regarding issues affecting volunteers and volunteer organizations.
 - a. TO encourage colleges and universities to develop - offer courses dealing with the philosophy of volunteerism and staff/volunteer relationships in their human service departments. (by June 30, 1979)
 - b. TO follow-up on results and recommendations of the G.O.V.S. special project regarding the following volunteer issues:
 1. Insurance for volunteers;
 2. Workers Compensation coverage for volunteers;
 3. Academic credit for volunteer experience; and
 4. Employment credit for volunteer experience. (by June 30, 1979)
 - c. TO encourage at least three private industry and businesses to become involved in corporate volunteerism. (by June 30, 1979)
 - d. TO develop pre-retirement materials to be used by the public agencies and private business, educating prospective retirees on volunteerism and encouraging their participation
 - e. TO encourage at least 6 public agencies or private businesses to include in their pre-retirement programs a component on volunteerism which will encourage retirees to become volunteers (by June 30, 1979).
 - f. TO initiate and conduct volunteer oriented research and make the results available to volunteers and volunteer organizations in Minnesota; and to act on the results in appropriate ways (continuous).

GOVERNOR'S OFFICE OF VOLUNTEER SERVICES
Biennial Budget
DRAFT

10/21/76

Budget Items	FY 1978	FY 1979
1. Salaries		
A. Director	\$19,700	\$21,700
B. Information Officer	12,800	14,000
C. Secretary	9,400	10,000
D. Consultant Fees	8,000	10,000
E. Community Development Specialist	11,000	12,100
F. Research Analyst	11,000	12,100
TOTALS	\$71,900	\$79,900
2. Fringe Benefits		
A. Director	\$ 3,150	\$ 3,475
B. Information Officer	2,050	2,250
C. Secretary	1,500	1,600
D. Consultant	0	0
E. Community Development Specialist	1,750	1,950
F. Research Analyst	1,750	1,950
TOTALS	\$10,200	\$11,225
3. Travel		
A. In-state Staff Travel	\$ 5,000	\$ 5,000
B. Long Distance Staff Travel	2,500	3,000
C. Advisory Committee Travel (Reimbursement)	5,000	6,000
TOTALS	\$12,500	\$14,000
4. Equipment purchase		
A. Desk & chair for Community Development Specialist	\$ 300	\$ 0
B. Desk & Chair for Research Analyst	300	0
C. File Cabinet	100	0
D. Dictaphone Recorder	100	0
E. Bookshelves	100	0
F. Repair Costs	250	300
G. Miscellaneous	200	300
TOTALS	\$ 1,350	\$ 600
5. Supplies		
A. Consumable Supplies	\$ 1,500	\$ 1,700
B. Library & Resource Materials	1,000	1,000
C. Newsletter Paper	3,200	3,600
D. Media Materials	500	600
TOTALS	\$ 6,200	\$ 6,900
6. Communications		
A. Telephone	\$ 1,500	\$ 1,500
B. Postage	16,000	20,000
C. Copying	1,500	1,500
TOTALS	\$19,000	\$23,000

GOVERNOR'S OFFICE OF VOLUNTEER SERVICES
Biennial Budget
DRAFT

page 2

Budget Items	FY 1978	FY 1979
7. Printing		
A. Newsletter	\$13,000	\$14,000
B. Brochures	500	300
C. Conference/Training/Resource Materials	1,000	1,500
D. Surveys	200	200
E. Promotional Materials	2,000	3,000
F. Addressograph	1,100	1,200
G. Office Forms	200	200
TOTALS	<u>\$18,000</u>	<u>\$20,400</u>
8. Office Space		
TOTALS	<u>\$10,000</u>	<u>\$10,000</u>
9. Volunteer Expenses		
A. Transportation Reimbursement	\$ 350	\$ 350
B. Lunch Reimbursement	250	250
TOTALS	<u>\$ 600</u>	<u>\$ 600</u>
10. Confernece/Workshop Expenses		
Resource People for Conference	\$ 2,000	\$ 2,000
TOTALS	<u>1,500</u>	<u>1,500</u>
	<u>\$ 3,500</u>	<u>\$ 3,500</u>
GRAND TOTALS	\$153,250	\$170,125
Less ACTION GRANT (FY 1978 only)	-33,712	0
STATE FUNDS NEEDED	<u>\$119,538</u>	<u>\$170,125</u>

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170,125
 153,250

 32,312
 33,712

 289,663

1977-8 w action funding -
 \$120,000
 1978-9 wout -
 \$170,000
 1980 - over 300,000

- * G.O.V.S. through its Advisory Committee and relationships with state-wide organizations is able to maintain a network of communication and contacts throughout Minnesota.
- * G.O.V.S. is in a position to spearhead state-wide events such as volunteer recognition week, Youth Volunteer Recognition, etc.
- * G.O.V.S. is in a position to provide information exchange on local, state and national issues through the G.O.V.S newsletter.
- * G.O.V.S. is able to provide a forum for cooperative efforts by the public and private sectors in the field of volunteerism.
- * G.O.V.S is able to provide information and assistance particularly to small, rural groups or communities, where there is little coordination, cooperation or exchange of information.
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In summary, G.O.V.S. exists to serve the field of volunteer services in Minnesota in ways that can best or only be carried out by an office with state-wide scope and responsibility.

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Goals repeated

Free in speaker's packet.

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in reg. to nat. progr.

* G.O.V.S. is in a position to assist governmental departments in the field on volunteer services.

* G.O.V.S. is in a position to gather information and conduct surveys on a state-wide basis.

* G.O.V.S. is in a position to develop methods for conducting or assisting with regional meetings throughout the state in order to obtain feedback which reflects regional, as well as state needs and trends in the field of Volunteerism.

Materials for GOVS Advisory Committee Meeting

I. Speaker's Packet

- A. G.O.V.S. Brochure
- B. G.O.V.S. Fact Sheet (Expanded?)
- C. Speakers cards
- D. Outline of presentation
- E. List of anticipated questions
- F. "How to" materials (united Way, Girl Scouts)
- G. Statistical summary of GOVS speaking engagements and PR (through 9/30/76)
- H. Report and statistical data from Regional Forums
- I. Report and statistical data from meeting of state-wide civic, fraternal, and service organizations
- J. Public agency and nursing home survey results
- K. Data on requests coming into GOVS
- L. Report (up-date or final) on D. Rose issue project
- M. Draft of GOVS goals and objectives
- N. Draft of GOVS biennial budget

II. Lobbying Pakcet

- A. Copy of GOVS Bill
- B. Sponsors
- C. Legislative committee membership (Government Operations and Finance)
- D. List of current legislators
- E. Timetable
- F. New 501 (c) 3 information regarding lobbying
- G. "How to" materials
 - 1. The Road to Minnesota Laws
 - 2. Making an Issue of It: The campaign Handbook

*Depends by
other assumptions*

ANOTHER VERY ROUGH TRY AT BIENNIAL
GOALS AND OBJECTIVES



1. To promote volunteerism statewide to increase the visibility and status of volunteers and their accomplishments.

Objective: To publish and distribute ¹² (#) monthly issues of the GOVS newsletter (M/D).

Objective: To coordinate Volunteer Week statewide (M/D).

Objective: To ^{assist in convening of} sponsor Youth Volunteer Recognition Day statewide (M/D)

Objective: To convene a State Conference on volunteerism in coordination with other volunteer organizations. (M/D)

OTHER POSSIBILITIES:

Objective re. awarding citations (M/D).

Objective re. reconvening Regional Forums (M/D).

Objective re. developing and maintaining public awareness campaign (M/D)

Objective re. educating Minnesota citizens re. GOVS.

2. To strengthen and expand volunteer programs within Minnesota ^{State} Department of human services, eg. (LIST).

Objective: To encourage ^{education +} training for government agency personnel to strengthen/improve volunteer programs and projects (M/D).

3. To coordinate existing state and national volunteer resources (and their distribution) and develop volunteer resource materials when necessary.

Objective: To serve as a liaison with national and civic volunteer organizations (M/D).

4. To provide assistance in volunteer program development when not available through other sources.

Objective: To develop standards/guidelines for volunteer programs in cooperation with other organizations to facilitate self-assessment (M/D)

Objective: To provide training and educational opportunities for volunteers and volunteer directors when not available through other sources (M/D).

Objective: To contract "projects" in programs assistance to existing volunteer organizations competent in the field (M/D).

5. To convene and attend meetings to increase communication between volunteers and volunteer organizations in order to promote coordination of resources and programs.

Objective: To participate in meetings to help clarify roles and responsibilities of major volunteer organizations in Minnesota (M/D).

DUP. Objective: To convene a State Conference on volunteerism in cooperation with other volunteer organizations. (M/D).

6. To provide information upon request re. state (and national) volunteer organizations, their programs, and training opportunities/events.

Objective: To develop and share statewide mailing lists of volunteer organizations, public agencies, volunteer directors, etc. (M/D).

7. To advocate statewide regarding issues facing volunteers and volunteer organizations.

Objective: To encourage colleges and universities to develop and offer programs in their human service departments dealing with staff volunteer relationships (M/D).

Objective: To implement conclusions of data-gathering re. issues facing volunteerism (M/D):

- m. of* ^{specific objectives} volunteer liability insurance
- workman's compensation for volunteers
- academic credit for volunteer work
- job credit for volunteer work
- reimbursements for volunteer expenses

to educate prior industry & fed re. value
Objective: ~~To secure funds to reimburse Advisory Committee members for their expenses. (M/D).~~

Objective: To initiate and conduct volunteer-oriented research and make results available to volunteers and volunteer organizations in Minnesota; and to act on the results in appropriate ways (M/D).

not experience on job application
in sup. of vol.
To advocate for nat'l legis.

not to support but to educate, study

GOVERNOR'S OFFICE OF VOLUNTEER SERVICES

PROPOSED CONTENT OF LEGISLATION

1. Establishment of the Governor's Office of Volunteer Services within the Office of the Governor.
2. The main goal of the Office is to provide a central office at the highest level of state government that can coordinate and channel volunteer potential to improve the conditions of life for Minnesota's citizens through voluntary action.
3. The Office will work with both public and private agencies, organizations and volunteer groups in the human services fields to improve communication and coordination among these groups in order to reduce the competition for volunteers and duplication of volunteer efforts.
4. The Office shall promote volunteerism and advocate for volunteers on a state-wide, inter-departmental, multi-discipline basis in order to heighten the public understanding and recognition of the contributions of the voluntary sector and to enhance human services through volunteerism.
5. The Office shall maintain liaison with national, state and local volunteer programs to secure and maintain public and private resources to enhance volunteer projects within the state.
6. The Office shall gather information and conduct research to identify needs for voluntary action, and new methods of coordinating volunteers to utilize to the maximum extent available volunteer services; and to address current issues in the field of volunteerism.
7. The Office may issue informational materials concerning voluntary action in Minnesota and provide resources to volunteer groups.
8. The Office may act as an agent of the state for the acceptance of public or private funds and gifts made available for the purpose of the Office.
9. Citizen participation shall be provided to the Office through the Advisory Committee whose members are appointed by the Governor. The members of the Advisory Committee shall make recommendations to the director of the Office.
10. Enabling Funding for 1978/79 Biennium
11. Effective date - July 1, 1977

mtg. 11/17 - & other groups

why do we need it?

writing testimony - who

timing of contacts

coordination of lobbying

coalitions

Natro Vol. Action Centers

Gov. off. writing bill - no authors yet

TAX REFORM ACT

OF 1976

On October 4, 1976, President Ford signed into law the "Tax Reform Act of 1976." This Act contains an amendment which affects the lobbying activities of Public charities under the I.R.C. section 501 (c) (3).

The old law, which was enacted in 1934, imposed on every organization qualifying for tax-deductible status as an educational, charitable, religious, etc., organization the requirement that "no substantial part of the activities of (the organization) is carrying on propaganda, or otherwise attempting to influence legislation. Since that time neither Treasury regulations nor court decisions have given enough detailed meaning to the statutory language to permit most charitable organizations to know approximately where the limits were. Much of the uncertainty stemmed from the vagueness of two terms: "substantial part" and "activities."

Under the new law, which is effective for the taxable years beginning after December 31, 1976, Congress has (1) the "substantial" test has been replaced by an "lobbying expenditure" test, and (2) defined more precisely what is not legislative "activity."

The term "lobbying expenditures" means expenditures for the purpose of influencing legislation. In general, there is a tax equal to 25% of the amount of the excess lobbying expenditure for the taxable year. The lobbying nontaxable amount (percent of budget which can be spent on lobbying without being taxed) is 20% of the first \$500,000 for the year, plus 15% of the second \$500,000, plus 10% of the third \$500,000, plus 5% of any additional expenditures. This is subject to an overall maximum of \$1,000,000 for any one year.

The following categories of activities are not included under "influencing legislation," and therefore expenses for these activities will not be factored into the "lobbying expenditure" test: (1) making available the results of non-partisan analysis, study, or research; (2) providing a technical advice or

MORE

assistance in response to a written request by a governmental body; (3) appearances before, or communications to any legislative body with respect to a possible decision of that body which might affect the existence of the organization, its powers and duties, its tax exempt status, or the deduction of contributions to the organization; (4) communications between the organization and its bona fide members, unless the communications directly encourage the members to influence legislation or directly encourage the members to urge non-members to influence legislation; and (5) communication with a governmental official or employee other than a communication with a member or employee of a legislative body or a communication, the principal purpose of which is to influence legislation.

Grass roots lobbying (any attempt to influence any legislation through an attempt to affect the opinion of the general public) is more limited. Grass roots expenditures are permissible up to 25% of the overall amount spent on lobbying.

There are many other factors involved in the "Tax Reform Act of 1976." If you think that it will affect the status of your organization in regards to the IRS, you should investigate its implications with your legal counsel and your accountant.

Copies of the "Tax Reform Act of 1976" Public Law 94-455 can be obtained from the Superintendent of Documents for \$3.80.

* Private foundations and churches were excluded, do not fall under this bill, because of certain First Amendment arguments.

We wish to thank Eugene Goldman of the National Center for Voluntary Action (NCVA) for his assistance in preparing this article. The Winter issue of NCVA's Voluntary Action Leadership will carry an in-depth article on the "Tax Reform Act of 1976."

Whereas, Minnesota is a state well known for its citizen participation on a volunteer basis with 50% of Minnesotans over 13 years of age serving in some volunteer capacity and 83% expressing belief in the great importance of the volunteer effort; and

Whereas, volunteers are a vital link in the human services delivery system, providing millions of dollars in service unattainable in any other manner; and

Whereas, the volunteer had no spokesman or system of recognition at the highest level of state government prior to the establishment by Executive Order of the Governor's Office of Volunteer Services (G.O.V.S.) in June of 1975; and

Whereas, effective communication and cooperation between the public and private sector of our state is essential to the realization of full volunteer potential;

Be it resolved, that MSSA support legislation which will enable the continuation of the Governor's Office of Volunteer Services as a vehicle at the state level to coordinate and channel volunteer potential to improve conditions of life for Minnesota's citizens through voluntary action.

Messrs. North and Milton introduced--

S. F. No. 1300: Referred to the Committee on GOVERNMENTAL OPERATIONS

1 A bill for an act

2 relating to the operation of state government,
3 establishing an office of voluntarism within the
4 office of the governor; coordinating volunteer
5 action throughout the state.

6 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

7 Section 1. [4.30] [OFFICE OF VOLUNTARISM.] Subdivision

8 1. There is hereby created as part of the office of the
9 governor an office of voluntarism, hereafter referred to as
10 "the office".

11 It shall be the principal duty of the office to assist
12 in the most appropriate matching of volunteer services and
13 the needs for services throughout the state and to encourage
14 recognition for volunteer services.

15 Subd. 2. The office shall identify needs for volunteer
16 action and shall initiate the appropriate action to meet
17 those needs.

18 Subd. 3. The office shall increase the effectiveness
19 of volunteer action in Minnesota by developing
20 recommendations for standards and guidelines regarding
21 volunteer utilization, training, supervision, and evaluation
22 for use by volunteer organizations as well as users of
23 volunteer services.

1 Subd. 4. The office shall maintain liaison with
2 national and state volunteer groups to secure and maintain
3 information on federal, state, and private resources which
4 may enhance volunteer projects within the state.

5 Subd. 5. The office may act as the agent of the state
6 for the acceptance of public or private funds and gifts made
7 available for the purpose of this section.

8 Subd. 6. The office may issue informational materials
9 concerning volunteer action in Minnesota.

10 Sec. 2. [EFFECTIVE DATE.] This act shall be effective
11 on July 1, 1975.

GREATER SAINT PAUL RETIRED SENIOR VOLUNTEER PROGRAM
204 Wilder Building, 355 Washington Street at Fifth Street
Saint Paul, Minnesota 55102 (612) 222-6371

Lawrence P. White, Director



A new concept in community service, the Retired Senior Volunteer Program seeks to create meaningful retirement roles for everyone sixty years old and beyond, through significant volunteer projects.

Retired Senior Volunteers shall be assigned only to public or private non-profit agencies or organizations. The officers and administrative staff of these placement organizations shall be committed to the value of volunteer service and of older volunteers, and be willing to provide leadership on these matters within the organization.

RSVP is inherently a local volunteer program. It is locally planned, operated, controlled and supported. Federal financial and technical assistance is given to local organizations to develop Retired Senior Volunteer Programs in the community, not for the purpose of replacing local resources, but to encourage more rapid development of an innovative program. No Senior Volunteer is to replace paid personnel.

The Retired Senior Volunteer Program can be an answer to many older Americans' fondest dream: to live a life in later years filled with dignity, purpose and activity. RSVP contributes to the re-integration of retired persons into the mainstream of community life.

This program gives an opportunity to Senior Citizens to contribute time, experience, knowledge and interest to others in their own community who need them and their commitment. The emphasis in this program is to match local needs in ways that utilize talents and skills of the volunteers. RSVP activities and programs are as numerous and diverse as the Senior Volunteers themselves.

Equally important, the Senior Volunteer usually finds that what he/she receives is often more than what is given, thus quality of life is enriched many times over by the active participation in community service.

RSVP is part of ACTION. As a Volunteer, a person will be reimbursed for volunteer expenses, such as transportation costs to and from the volunteer station, out-of-pocket expenses, and an accident policy is provided.

For further information please call LARRY WHITE at 222-6371.

Retired Senior Volunteer Program
355 Washington Street
Saint Paul, Minnesota 55102
telephone: 222-6371

RETIRED SENIOR VOLUNTEER PROGRAM
(R.S.V.P.)

Program Director: Lawrence P. White

Staff: Mary Lavicott
Margaret Keenan
Emily Leutgeb

The Retired Senior Volunteer Program (R.S.V.P.) is a federally funded ACTION program providing a dual benefit to the community; it creates meaningful retirement roles through community volunteer service, and provides needed volunteer help to non-profit agencies and organizations.

AREA SERVED: Volunteers from/Agencies in Ramsey, Dakota and Washington Counties.

THE VOLUNTEERS are persons, over age 60, who have time and skills to share, on a regular and continuing basis, to assist in the work of a non-profit organization or agency. They may offer seasoned professional, occupational or hobby skills -- or their interest and willingness to adapt and learn something new. Usually, they work on some regular schedule with a specific agency. Supplemental insurance and reimbursement of out-of-pocket expenses are provided by R.S.V.P. Training and supervision are provided by the agency in which the volunteer serves. Regular social gatherings bring R.S.V.P. participants together for recognition and fun.

THE VOLUNTEER POSTS may be in any non-profit agency or organization. The volunteers may serve in any position, so long as they do not displace a paid employee. Some of the kinds of placements: teachers aides in public or private schools; teaching or supervising of crafts, woodworking, cooking in schools or occupational therapy programs; clerical or receptionist work; in library or historical society; performing with Senior orchestra; serving as Senior Advocates; presenting oral history to adults and youth, staffing senior citizen information booths; counseling senior citizens on tax programs for the elderly.

INTAKE - Retired Senior Volunteer Program 222-6371
either to join R.S.V.P. as a volunteer
or to request placement of R.S.V.P. volunteer(s) in your
non-profit program

JOIN THE R S V P

People need you all over the town

Their needs are so great you can't
let them down.

There are the lonely ones who need
to talk,

There are the crippled ones who
cannot walk,

There are the hungry ones who
need their meals

Brought hot to them, their meals
on wheels,

There are the little ones who
have no toys

Both little girls and little boys;

These are some of the people you
can meet

You can be their hands and eyes and
feet,

So if you're retired, give part
of your days

In serving dozens of people in
dozens of ways,

Hundreds need you all over the town,

Their needs are so great,
you can't let them down.



THE GREATER SAINT PAUL

RETIRED

SENIOR

VOLUNTEER

PROGRAM

204 Wilder Building
Fifth at Washington Street
Saint Paul, Minnesota 55102
222-6371

Through the Greater Saint Paul RSVP,
you are invited to assist non-profit
agencies in serving the community

by being:

SENIOR ADVOCATES
FRIENDLY VISITORS
TEACHERS' AIDES
RECEPTIONISTS
CLERICAL AIDES
DRIVERS
BABY SITTERS
LIBRARY ASSISTANTS
INFORMATION SPECIALISTS
PUBLIC SPEAKERS
PHONERS
RESEARCHERS
NURSES
STORY TELLERS
CONSULTANTS
HANDY MEN

by doing:

BLOOD PRESSURE SCREENING
LEGISLATIVE RESEARCH
HISTORICAL RESEARCH
LARGE MAILINGS
PUBLIC SPEAKING
DELIVERING HOT MEALS
FRIENDLY VISITING
TYPING
DELIVERING FLOWERS TO HOSPITAL
PATIENTS

or:

You may select what you would like
to do, and when you wish to serve
and how frequently.

To the Community, RSVP offers:

the means of matching the skills,
experience, and the talents of persons
age 60 and over to the various needs
of non-profit public and private
agencies (eg. hospitals, schools,
libraries, social service, health and
housing agencies, neighborhood
centers, etc.) serving people of all
ages in Ramsey, Washington and
Dakota Counties.

To its Volunteers, RSVP offers:

Reimbursement for out-of-pocket
expenses

Accident Insurance

Training

Orientation

Transportation Assistance

Social Gatherings

Awards

Recognition

FOR FURTHER INFORMATION

CALL 222-6371

LARRY WHITE

MARGARET KEENAN

MARY LAVICOTT

R S V P is an INVITATION

to make your life

REWARDING

both for yourself

and for others

R S V P is an INVITATION

to retire to

not to retire from

R S V P is an INVITATION

to contribute your skills

and your experience

to people of all ages in

your community through local

non-profit agencies.

1

A bill for an act

2

relating to the aging; appropriating funds to the

3

Minnesota board on aging for a certain volunteer

4

program.

5

6 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:

7

Section 1. There is appropriated to the Minnesota

8

board on aging from the general fund the sum of \$....., or

9

so much thereof as may be required for the purpose of

10

providing state funding assistance to the retired senior

11

volunteer program during the 1977-79 biennium.

MINUTES
RSVP LEGISLATIVE MEETING
St. Cloud - January 7, 1977
10:30 - 3:30

Present: Kaye Ross, Jim Rummel, Larry White, Clara Woll, Ruth Bagley, Judy Olson, Laurie Wederstrom, Sally Jo Houkom, Al Marcoux, Paul Schwartz and Betty Hitch.

I. Reports

A. Status of Bill - A copy of the draft of bill was distributed. Senator Hughes of St. Paul initiated bill in revisor's office. It is yet in very rough form.

B. Contacts with Legislators - No new contacts made at this point. Clara Woll reported her Advisory Council will assume contact role in her area.

C. Report on Other States Efforts at State Funding - Larry and his student intern called each State ACTION Office to find out what efforts had been made to obtain state funding.

40% have not even thought of state funding. 40% are discussing it. Some states have initiated bills but not much has materialized. Iowa is attempting to obtain money to develop, monitor, and assist 25 small RSVP projects.

D. Minnesota Senior Federation State Convention - A resolution was to be voted on at the State Convention January 8, 1977 which would be supportive of RSVP in its efforts to seek state funding.

E. Legislative Committee Lists - Jim Rummel distributed lists of:

1. Senate Finance Committee
2. House Committee Assignments (unofficial)
3. House Health and Welfare Committee
4. Senate Legislative Committees

II. Strategy for State Funding

A. Authors - House and Senate

1. House - In consulting membership list of the two key House committees - Appropriations and Health and Welfare - a tentative list of potential authors was developed in the order in which they would be approached regarding authorship of the bill.

1. Swanson (Chairman - H & W Committee) - D Chief author.
2. Norton D - (Chairman - Approp. Committee).
3. Voss - D - (Vice Chairman - Approp. Committee).
4. L. Carlson - D - (Vice Chairman - H & W Committee).
5. Forsythe - R.
6. Samuelson - D.
7. Munger - D.
8. Haugerud - D or Wiesir - D.
9. Wenstrous - D.
10. Berglin D.
11. Buzz Anderson - D.

2. Senate - Key Committee are Finance and Health, Welfare, and Corrections. Suggested authors in order of priority are:

1. Lewis - D - (Vice Chairman - Finance Committee)
2. Salon - D (Vice Chairman - H W & Corr.)
3. Kirchner - IR
4. Hughes - D
5. Milton - D
6. R. Perpich - D
7. Keefe - IR

RSVP Director who covers legislators district will be responsible for

contacting that legislator regarding authorship. Must be contacted in order listed - until enough authors are secured. As legislators response is known, the next legislator can be contacted.

Powerful people in both the House and Senate are the Majority and Minority Leaders. We should make every effort to acquaint them with the program.

Senate - Nick Kolman - Majority Leader

Robert Ashback - Minority Leader

House - Martin Sabo - Majority Leader

Henry Savelkoul - Minority Leader

- B. Lobbyists - Will be utilizing two types of lobbyists - Professional and Consumers. Important to have training session with all who will be doing lobbying - (those who are following legislation either by testifying or lobbying).

Training session in Capitol Building set for Monday, February 7 at 10 am for all who will be involved in following bill i.e. - RSVP volunteers, Advisory Council members, Professional lobbyists. Training will include information about RSVP, proposed RSVP legislation, how to lobby, how to approach legislators, and "getting one's bearings in the Capitol Building."

By January 26th all project directors should return names to Paul Schwartz, St. Paul RSVP intern, of people who will lobby from project area.

- C. Activating Volunteer and Community Support - Tabled until next meeting when bill process is further along. (Project Directors should be reminded to continue to solicit letters of support from local organizations. Mention to supporters that letter writing campaign by them (volunteers, stations, and others) will be initiated at a later date.
- D. Priority For Money Usage - There was much discussion by those present regarding the vagueness of specific needs which state funding will meet for local projects. Each project needs to further prioritize the categories of fund usage by number. (elaborating on each area very specifically).

The Association must also maintain regular contact with the GCCA, giving them continual updates of our progress. Administering awarded funds by project and need (use) continues to be a grey area of discussion.

Other Discussion included:

- What additional expansion has occurred within RSVP projects since initial establishment.
- How much money should be included in request for establishment of new programs or geographic expansion to non-served areas.
- What are estimated start-up costs of a new program.
- Is there a formula that can be used to justify and validate dollars requested i.e. volunteer hours, number of volunteers, % of funds for volunteer expenses vs. volunteer support expenses?

Helene,

Enclosed is some general info on RSVP,
along with more specific info on the bill
and its status.

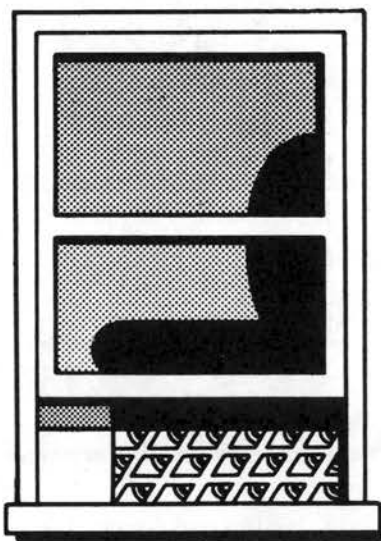
Thanks for your cooperation and interest,
and we'll see you on the seventh.

Sincerely,
Paul Schwartz

and mentally handicapped. Or just be a friend to someone who needs one.

The list of things to be done is a long one. But you can help make it a little bit shorter.

At RSVP, we think you've got a lot to give. If you think so too, get on the phone today.



R. S. V. P.

204 Wilder Bldg.
5th & Washington Sts.
ST. PAUL, MN. 55102

222-6371

RSVP

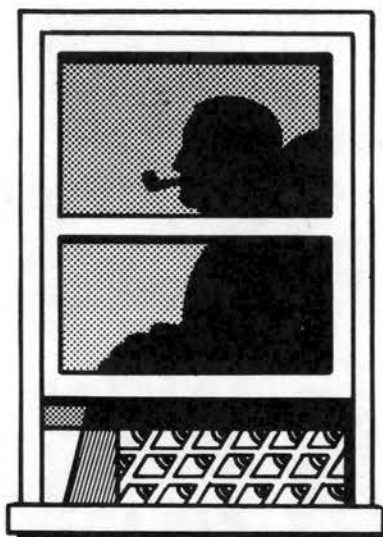


ACTION

WASHINGTON D.C.
20525

You've
learned a
lot in
60 years
of living.

Don't
keep it to
yourself.

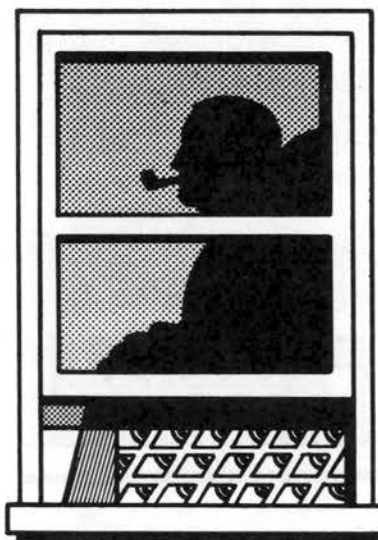


The best thing about getting older is that you know a lot. About a lot of things.

Share what you spent a lifetime learning, and you could make things easier for a lot of people.

Sharing is what ACTION's Retired Senior Volunteer Program is all about. We need volunteers like you. With your kind of experience. Your kind of wisdom. The special kind of understanding you don't get till you've been through it all.

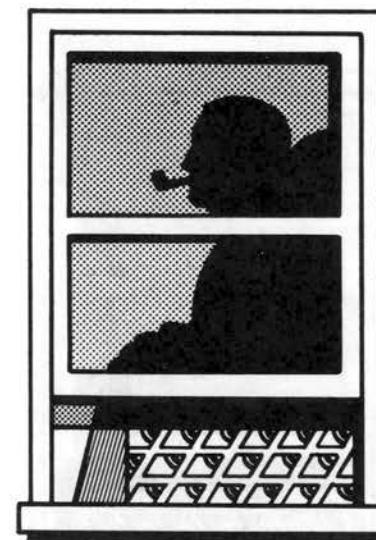
At RSVP, we need men and women who are 60 years old. Or older. And all you need is some time and love you're willing to share. There are no special educational requirements. What your job as an RSVP volunteer will be depends on what you do best. And with all the experience you've got, that covers a lot of territory.



Say, for example, you've got a way with kids.

So, as an RSVP volunteer, you may find yourself back at

school. But instead of hitting the books, you might be giving overworked teachers a big hand. Helping teach kids whatever you know best. From cooking to sewing to how to operate machinery. Or maybe you'll help kids with their extracurricular activities. Show them how to organize a club or a project.



But if helping with kids isn't what you do best, that's no problem. Because there are a lot of other places that need help, too. Like hospitals, libraries, mental health centers. You might work with the physically

FACT SHEET
OF
MINNESOTA RETIRED SENIOR VOLUNTEER PROGRAM
(R.S.V.P)

The Retired Senior Volunteer Program (R.S.V.P.) is a federally and locally funded ACTION program providing a dual benefit to the community; it creates meaningful retirement roles through community volunteer service, and provides needed volunteer help to non-profit agencies and organizations.

THE VOLUNTEERS are persons, age 60 and over, who have time and skills to share, on a regular and continuing basis, to assist in the work of a non-profit or public organization or agency. They may offer seasoned professional, occupational or hobby skills—or their interest and willingness to adapt and learn something new. Usually, they serve on some regular schedule with a specific agency. Supplemental insurance and reimbursement of out-of-pocket expenses are available through R.S.V.P. Training and supervision are provided by the agency in which the volunteer serves. Regular gatherings bring R.S.V.P. participants together for recognition and fun.

THE VOLUNTEER POSTS may be in any non-profit or public agency or organization. The volunteers may serve in any position, so long as they do not displace a paid employee. Some of the kinds of placements: aides in public or private schools; teaching or supervising of crafts, woodworking, cooking in schools or occupational therapy programs; clerical or receptionist work; assisting in library or historical society; performing with Senior orchestra; serving as Senior Advocates; presenting oral history to adults and youth; staffing senior citizen information booths; counseling citizens on tax programs for the elderly; being a driver for kids or for other seniors; Grandma/Grandpa programs, and many others.

Types of Agencies and Organizations Served: Youth programs, schools, hospitals, day care centers, nutrition programs, nursing homes; senior citizen centers, Head Start/Home Start projects, energy program, home improvement projects, clothing banks, Information and Referral projects, county social services, transportation programs, health programs, Blind services, private social service agencies, correctional programs, recreational programs, tax assistance, media services, colleges and universities, Housing Authority, libraries, museums, Extension Services, Mental Health services, and many others.

Currently there are over 680 R.S.V.P. Programs in the U. S. A.

Currently there are over 205,000 Senior Volunteers in the U. S. A.

Currently there are 16 R.S.V.P. Programs in Minnesota.

Currently there are nearly 7,000 Senior Volunteers in Minnesota.

Currently these 7,000 Senior Volunteers have contributed over 800,000 hours of service during 1976.

Present Federal & Local Funding

FY 1976 Federal:	\$422,101	FY 1977 Federal:	\$463,929 (request)
Local :	<u>\$286,804</u>	Local :	<u>\$286,804</u> (estimated)
Total :	\$708,905	Total :	\$750,733

Use of Funds

Of the total funds 31% are used for volunteer reimbursement. (Percentages are statewide averages.)

This includes:

1. Reimbursement of volunteer expenses: travel costs (mileage or bus fare); parking expenses; meal costs.
2. Medical insurance above and beyond Medicare, Medicaid and personal insurance.
3. Auto liability insurance above and beyond personal insurance.
4. Personal liability insurance.
5. Volunteer recognition activities: banquets, parties, etc., generally on an annual or semi-annual basis.

Of the total funds 69% are used for administration. This includes the total operational costs of the program, specifically: staff salaries, staff expenses, fringe benefits, principally travel expenses; staff supplies, staff office space.

Sources of Funds: RSVP is Federally and locally funded.

Federal: We are funded by ACTION, which also funds the Peace Corps, VISTA, University Year for ACTION, National Student Volunteer Program, Foster Grandparents and Senior Companions.

Local : City and county government units, United Ways and local fund drives, private donations, foundations, corporate donations, grantee, volunteer stations, local fund raisers, civic groups.

Types of

Grantees: United Way Agencies, City Governments, Community Action Programs, county social service agencies, Higher Education Institutions.

STATE FUNDING REQUESTED

ARGUMENTS FOR STATE SUPPORT

Total Funding Requested: \$286,570 per year; this totals \$573,140
for the biennium.

Breakdown:

1. \$25,000 per year for new programs. This money would allow for one new program each year. These would be state-funded programs with local match, and would follow existing federal guidelines as per the other 16 Minnesota RSVP projects.
2. \$30,000 per year to go to the Governor's Council on Aging for administration of state funds to RSVP. This represents a 12.5% "off the top" cost.
3. \$231,570 per year for the biennium for the purpose of expansion of existing projects. This represents a 50¢ per dollar match of our present federal funds.

Use of Funds

The funds will be added to the already existent budget so that the cost for administration/cost for volunteer reimbursement ratio should remain at approximately 69%/31% of total funds. This ratio may in fact go down as the number of volunteers per staff member increases.

From the total budget and volunteer figures we have arrived at a present approximate cost of \$100 per volunteer per year. This is a statewide average. Thus, if granted our full request from the state we may expect an increase of approximately 2,320 volunteers due entirely to state funding.

Grantees

The principal grantee will be the Governor's Council on Aging, who will be responsible for the administration of the funds to the sixteen present RSVP grantees, plus any new grantees generated by the state funding.

Two Strong Arguments in Support of State Funding of RSVP:

1. RSVP provides a meaningful retirement role for close to seven thousand senior citizens at the present time. With state funding this number could be enlarged. You as RSVP volunteers, advisory board members, and staff can best explain to others what RSVP means for you, and how important RSVP is to you.
2. RSVP helps keep people active, contributing members of the community, thereby helping to prevent mental and physical stagnation, a stagnation which too often leads to breakdown. The cost per volunteer through RSVP is approximately \$100 per year. Cost for a board and care home averages \$450 per month (\$5,400 per year). The welfare limit for state assistance in a nursing home is presently \$27 per DAY, this is \$810 per month, and \$9,855 per year--nearly 100 times the cost of RSVP. Since 63% of all nursing home residents in Minnesota are using state support, this represents a large chunk of money. Keeping people active through volunteer service is one way to lessen or at least delay entrance into supportive care institutions.

The Professionally Employed Volunteer

— Local Volunteer Leaders Discuss Current Trends

by Helen Bradford



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For the past year, the Junior League of Minneapolis, via its Ad Hoc Committee on Evening Actives, has addressed the fact that professionally employed women constitute an increasing percentage of its membership. How, it was asked, can the structure of the organization be adjusted to meet the needs of this group, and to encourage its continued participation in the organization's program? The Junior League's response to this question is presented elsewhere in this issue of the *Leaguer*.

However, our League is not alone in seeking answers to these questions. Two of the major volunteer organizations in our community, The Minnesota League of Women Voters, and the Greater Minneapolis Section of the National Council of Jewish Women are addressing these same questions. To provide a broader perspective to this problem, the Presidents of these two organizations were asked to give their personal views and their organization's responses to this question.



Helene Borg

Helene Borg is the President of the active, state-wide, 4200 member League of Women Voters of Minnesota (LWVMN). The purpose of LWV is "to promote political responsibility through informed and active participation of citizens in government, and to act on selected governmental issues." Minnesota is divided into 71 local Leagues. The local Leagues located in the seven-county Minneapolis — St. Paul Metropolitan Area are grouped under the Council of Metropolitan Area Leagues (CMAL). Helene describes LWV as a "grassroots" organization in which the state program for study is selected by LWVMN members in local units through proposals to their local boards of directors, who, in turn, send the proposals to the state board.



Jackie Sinykin

Jackie Sinykin is in her second term as President of the 1300 member Greater Minneapolis Section of the National Council of Jewish Women (NCJW). NCJW is dedicated to "advancing human welfare" locally, nationally, and internationally. The Greater Minneapolis Section has taken the role of convener, developer, and initiator of projects such as WISE (Women in Service to Education), and North Star Day Care Center to name just two. Although Jackie has worked professionally for many years, she feels that her most rewarding and personally gratifying experience has been the current volunteer position she holds as President of our NCJW Section. Jackie feels that women's independence does not come in the form of a paycheck, but rather in the ability to commit to both

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rewarding paid and voluntary involvement. Nor does she believe that paid employment precludes the possibility of complementary and meaningful volunteer experience.

How then are these organizations reacting and responding to the needs of their professionally employed members? It should be mentioned at this point, that neither organization maintains requirements for membership participation. Dues-paying members participate as much or as little as they wish. Motivation and planning to meet members' needs is an important key to the viability of the organization. Both leaders agreed that the professionally employed person is rightfully sensitive about how she is spending her diminished disposable time. The volunteer positions offered to her must be personally gratifying and meaningful. A highly skilled person will not gravitate toward mundane bureaucratic tasks. Helene thought volunteer programs which try to utilize an increasingly large percentage of employed persons, need to gear their programs more around what members are actually willing and able to do. The organization must be certain that the task it asks the volunteer to undertake is significant to her, to the organization, and to her employer. Helene mentioned that within LWV, tasks which are not personally gratifying or significant are often simply dropped, or outside persons are employed to complete them. Both leaders have noted that within their organizations, more work previously done by volunteers is now being turned over to paid employees, and that many secretarial tasks have been eliminated by the use of more sophisticated office equipment. Helene mentioned that she would prefer to have the organization pay a competent typist, for example, than to use the time of an inexperienced volunteer typist, whose skills could be better used in another area. A volunteers time may be best used to raise the funds necessary to hire competent persons to assume the responsibility for ordinary bureaucratic tasks. Jackie mentioned that her Section of Council employs not only an Executive Secretary — Volunteer Coordinator but also six part-time employees for their Council Thrift Shop.

Both leaders see the transferring of volunteer skills into employment and academic credentials as a valuable pursuit. Jackie, who also sits on the Governor's Office of Volunteer Services (GOVS) Task Force for Volunteer Services Employment Credit, mentioned that NCJW recently obtained continuing education credit for their national "Leadership Training Skills" course for new presidents of Council. Credit for this course was awarded by New York State University. Also, members of NCJW now keep a "Personal Career Portfolio" to record those skills acquired in volunteer work. This record may then easily be transferred to a resume or application for paid employment. Jackie personally feels that volunteer experience

which leads to or helps to upgrade paid employment is of particular interest to many of today's volunteers.

The subject of the desirability of separating professionally employed from non-employed volunteers within the same organization was considered. It was interesting to note that the Greater Minneapolis Section of NCJW has had a separate evening branch of its organization for the last six years. However, it became increasingly clear that the separate structure was not helpful in meeting the needs of the professional membership, and is now being discontinued. This year, general evening programming will be held for the entire organization as it was felt that a stimulating program, accessible to all members would be well received regardless of the time of day it was held.

LWV has never had an evening branch (although many local units meet in the evening) but Helene mentioned that several years ago, LWV held Saturday morning workshops. The turnout was meager but the few members who came found the program to be valuable. As the positive response to the workshops was communicated, attendance began to increase dramatically and today, the workshops are enormously successful. Again, volunteers will find the time to participate in whatever is stimulating and meaningful to them.

In conclusion, as these and other volunteer organizations are becoming more dependent upon support from a growing percentage of professionally employed members, they are becoming more sensitive to their needs.

The Leaguer staff is appreciative of the time taken by these two involved women to share some of their views with us. It was a pleasure for me to have had the opportunity to meet with them both and to introduce them to our readers.

Duluth Junior League and League of Women Voters to Co-Sponsor Seminar.

A seminar, "Agents of Change — What, Why, How?" will be held at 7:30 P.M., October 18 at the First United Methodist Church of Duluth. The seminar is co-sponsored by the League of Women Voters and the Junior League of Duluth. Six sessions are planned to cover the topics of Lobbying, Basic Legislative Research, Parliamentary Procedure, Monitoring the Enforcement of Laws, and Financing Candidates. A legislative panel will discuss the "View from the Inside" . . . what to be aware of when observing government.

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From the League of Women Voters of Minnesota...

by Judy Blake Medelman
Assistant to the President,
League of Women Voters of Minnesota.

Identifying yourself as belonging to the League can sometimes be confusing. There's the Junior League, the League of Women Voters and even a Citizens League. But we share more than just the name. We share a similar commitment to making our communities better places to live.

One of the goals of both the League of Women Voters (LWV) and the Junior League is to prepare their members for positions of leadership within the community. You can find Junior League members serving on boards of hospitals, community centers, museums, and in many other areas of the non-profit sector that rely heavily on successful volunteer programs.

Similarly, members of the League of Women Voters serve in governmental-related areas. You can find our Leaguers in elective positions such as city councils and school boards, in appointive positions such as city planning commissions and water quality boards, and serving on task forces and citizen advisory commissions.

In most cases, much of the expertise these people bring to their posts was gained through their training and experience with the Junior League and the League of Women Voters. The Leagues can look to these people as evidence that they have done their jobs well.

There are other areas of similarity. Both Leagues are, in the best sense, activists. The Junior League, after deciding on a community project, begins to get it going. It identifies a need and then acts.

The League of Women Voters also acts. After reaching membership consensus to take a position on a public interest issue, it lobbies for its position. We had 44 part-time lobbyists at the Capitol during the last legislative session, following bills, monitoring hearings and giving testimony. During this past year we have supported beverage container deposit legislation, spe-

cial elections for U.S. Senate vacancies, divorce and inheritance tax reform. We have also worked in active coalition with the Friends of the Boundary Waters.

As with the Junior League, LWV members have options about the direction of their involvement within the League. There is the governmental action area; there are program areas, such as corrections, environment, energy, financing state government and education. There is citizen education and voter service, which will produce "Debates '78," a series of televised programs between candidates for governor and the two U.S. Senate seats. And there are in-depth study committees that may spend up to a year researching a subject for general League study. Recent studies have been "Collective Bargaining and Teacher Tenure" and "Financing State Government."

Like the Junior League, LWV is non-partisan. Even though we take positions on governmental issues, we never take positions on candidates. Of course, on an individual basis members are encouraged to be active in the party of their choice.

A final parallel would have to be the two Leagues' goal of making our communities better places to live. The Junior League works at the problem from one direction. The League of Women Voters works at it through the governmental process — through study of public interest issues, through action and through citizen education.

If you've ever been interested in becoming more involved in the political process, you might consider becoming a member of both Leagues. There are 71 local Leagues of Women Voters in Minnesota, and membership is open to all women and men of voting age. Or come and sit in on one of the unit meetings sponsored by the LWV in your area. We'd like to have you find out more about what we're doing.

Volunteer Career Development Portfolio

MINNEAPOLIS VOLUNTARY ACTION CENTER



**A DIVISION OF UNITED WAY
404 SOUTH EIGHTH STREET
MINNEAPOLIS, MN 55404**



INTRODUCING
the
MINNEAPOLIS VOLUNTARY ACTION CENTER'S
CAREER DEVELOPMENT
PORTFOLIO

The Minneapolis Voluntary Action Center has designed a career development portfolio to help you document your paid and unpaid work experience and record training programs you have attended.

Each volunteer experience is unique and will develop personal competencies. Documenting the training you have received and the skills you have acquired in your volunteer job will have great value in your educational pursuits and for career development.

We urge you to fill in these forms and begin accumulating supplementary supporting documentation. By keeping a record of all your volunteer experiences, you will begin to identify a wide range of skills and develop a greater satisfaction from your community volunteer services.

***AGENCIES AND ORGANIZATIONS
where you may be volunteering***

Social Services

Cultural Services

Parent-Teacher Organization

Religious Organizations

Service Clubs

Fraternal Organizations

Professional Organizations

Veterans Organizations

Social Change Groups

Political Parties

Youth Groups



***Minneapolis Voluntary Action Center
A Division of the United Way***

VALIDATING EXPERIENCE AND COMPETENCIES

These are examples of skills you may have developed in your volunteer job. Each job might include skills from any or all of these categories. You may also wish to include other skills not listed here.

BASIC PERFORMANCE SKILLS

I CAN:

show responsibility
be on time for appointments
accept a commitment
identify with and accept agency's goals
adopt a plan of action
define tasks and functions
share work with others
work with supervision
demonstrate listening skills
seek and accept feedback
evaluate a program
complete an assignment
express myself clearly
demonstrate time management
work independently

DIRECT SERVICE SKILLS

I CAN:

relate to a client's needs
assess needs
identify problems
build a trusting relationship
contribute to learning of others
give direct and indirect counseling
help others identify and explore
 alternative courses
work with a group
supervise
lead a group
develop leadership
teach/tutor
conduct interviews
develop a program

ADD YOUR OWN SKILLS, IF NOT LISTED ABOVE

I CAN:

ADMINISTRATIVE SKILLS

I CAN:

make policy decisions
delegate responsibility
speak effectively
express myself clearly in writing
develop goals and objectives
chair a meeting
plan an agenda
record material clearly
organize written material
prepare reports
do research
compile statistics
develop questionnaires
survey problems
conduct training sessions
make financial decisions
plan a budget
develop a proposal
write a grant
raise money
supervise others
represent the agency
do public speaking
contact media
edit publications

OTHER SKILLS

I CAN:

lead tours
operate equipment
advocate for change
perform office work (specify:
 type, answer phones, etc.)
demonstrate artistic ability (specify:
 decorations, logo, graphics,
 portraits, etc.)
Assist in theater productions (specify:
 perform, write plays, arrange
 sets, etc.)
Participate in environmental concerns
 (specify: park maintenance, tree
 planting, nature displays, etc.)



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Job title: _____

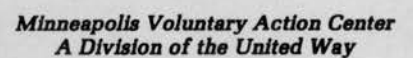
Dates served: _____ No. hours per week: _____ Total hours: _____

Supervisor: _____

Title: _____

Job description and responsibilities: _____

Competencies/skills developed and how acquired;



Additional Comments: _____

Signature of supervisor (if desired) _____

Suggested attachments:

1. Written statements of actual accomplishments. Detail your progress in achieving your goals, citing statistics and records.
2. Work plans or reviews
3. Contracts, letters of agreement, job description
4. Letters of recommendation, citations, awards.
5. Performance appraisals, program evaluations.
6. Finished products (speeches, articles, reports, etc.)
7. Other miscellaneous information



*Minneapolis Voluntary Action Center
A Division of the United Way*

EDUCATIONAL RECORD
(workshops, conferences, training sessions, etc.)

Attended by: _____

Workshop, Conference, Training Title: _____

Sponsored by: _____

Date: _____ Total hours: _____

Instructor: _____

Title: _____

Topics covered: _____

Resources used: _____

Knowledge acquired: _____

Competencies/skills developed: _____



Additional Comments: _____

Instructor's signature (if desired): _____

Position _____

Suggested Attachments:

1. Course outline
2. Resource materials
3. Manual
4. Evaluation
5. Certification



Minneapolis Voluntary Action Center
A Division of the United Way

JUL 8 1977



RUDY PERPICH
GOVERNOR

STATE OF MINNESOTA

OFFICE OF THE GOVERNOR

ST. PAUL 55155

GOVERNOR'S OFFICE OF VOLUNTEER SERVICES

July 6, 1977

Ms. Helene Borg, President
Minnesota League of Women Voters
555 Wabasha
St. Paul, Minnesota 55102

Dear Ms. Borg:

Because your organization works with volunteers and those who are committed to community involvement, we are writing to inform you of the fact that legislation to establish, by statute, and fund the Governor's Office of Volunteer Services, passed both houses of the legislature in the session which recently ended. The legislation and appropriation should allow the Governor's Office of Volunteer Services to continue and hopefully expand its efforts to promote and encourage volunteerism throughout the state of Minnesota. We were gratified to have had the endorsement of many voluntary organizations in this effort, and look forward to the continued support and cooperation of all groups which deal with volunteers.

You may be interested in an update on some of the current activities of the Governor's Office of Volunteer Services (G.O.V.S.). One of the most significant projects, in terms of potential impact, involves the recently published studies pertaining to the recognition of volunteer experience by educators and employers in Minnesota, with special emphasis on obtaining academic credit or employment credit for volunteer experience. Also of interest to volunteers are studies relating to volunteer insurance and the Worker's Compensation legislation. We expect to initiate follow-up work in each of these studies, and would welcome your suggestions or any information you may have on these subjects. The reports pertaining to academic and employment credit have aroused a great deal of interest, and the Office will be particularly concerned with implementing the recommendations in these areas.

Earlier this year, the G.O.V.S. established four Task Forces to work on specific projects. These Task Forces are charged with exploring or planning for (1) Volunteer Week Coordination, (2) a state convention on volunteerism, (3) the future G.O.V.S. Advisory Committee structure and criteria, and (4) planning for the G.O.V.S. newsletter. Now that the legislative effort has been successfully concluded, we expect to activate these Task Forces again. If any members of your organization would like to participate in this important work, please contact our office.

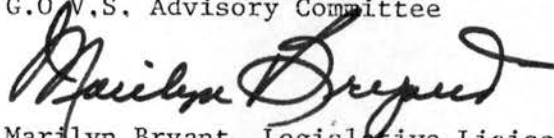
Another area of involvement for G.O.V.S. was the recent Minnesota Women's Meeting in St. Cloud. The office was instrumental in planning and coordinating four workshops on the subject of volunteerism at the meeting, and we are very pleased that a resolution relating to volunteerism was adopted by the delegate body. This resolution will be sent to the National Women's Meeting in Houston in November, and we would urge you to contact any delegates to that meeting whom you may know, to encourage their support of this resolution.

In the coming months we hope to continue these and similar activities, which will not only justify the legislative support, but which will serve to strengthen and encourage volunteerism throughout Minnesota. We are proud of the fact that so many organizations and individuals have expressed interest in and support of G.O.V.S., and we earnestly hope that we may count on your cooperation and will deserve your confidence as we strive to achieve our common goals.

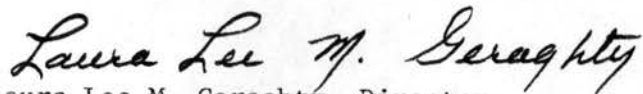
Sincerely,



Carol Truesdell, Chairperson
G.O.V.S. Advisory Committee



Marilyn Bryant, Legislative Liaison
G.O.V.S. Advisory Committee



Laura Lee M. Geraghty, Director
Governor's Office of Volunteer Services

CT/MB/LLG/dm



RUDY PERPICH
GOVERNOR

STATE OF MINNESOTA
OFFICE OF THE GOVERNOR
ST. PAUL 55155

SEP 12 1977

*H B W's
Contact
person?
ME?
HH*

GOVERNOR'S OFFICE OF VOLUNTEER SERVICES

September 9, 1977

Dear Volunteer Leader:

Last November the first statewide meeting of representatives of civic, fraternal, church and service organizations was convened in St. Paul. The purposes of that meeting were:

1. to acquaint organizational representatives of the purpose, functions and goals of the Governor's Office of Volunteer Services;
2. to initiate thought and discussion on ways in which this recently created statewide office might be of assistance to voluntary organizations; and
3. to explore methods of coordination and cooperation with the end goal of strengthening volunteerism in Minnesota.

We were very pleased with the number of organizations represented at that meeting and that there was a consensus that it would be profitable for the group to meet again.

During the past 10 months, the Governor's Office of Volunteer Services has gathered some significant information which has implications for volunteers, voluntary organizations and volunteer directors - which should be shared at this time. Therefore, we are planning to meet again this November and will be contacting organizational representatives in the near future regarding the exact date, place and agenda.

The purpose of this letter is to ask your assistance in helping us bring our mailing list up to date. We would appreciate your filling out the attached information sheet, indicating the name and address of the appropriate contact person for your organization. A self-addressed envelope is enclosed.

Also, we welcome your suggestions of any additional organizations, with state-wide affiliations, which should be added to our list and invited to participate in the meeting. For your information, enclosed is our current listing of state-wide civic, fraternal, church and service organizations.

Due to time constraints, we would appreciate having this information returned to the Governor's Office of Volunteer Services by September 26, 1977.

- 2 -

Thank you for your interest and cooperation.

Sincerely,

Laura Lee M. Geraghty

Laura Lee M. Geraghty
Director

LLG:ml

Governor's Office of Volunteer Services
Listing of Statewide Civic, Fraternal,
Church and Service Organizations

League of Women Voters of Minnesota
Minnesota Jaycees
Jaycee Wives
Mental Health Association of Minnesota
Minnesota Association for Retarded Citizens
Minnesota Council on Alcohol Problems
Minnesota Parent, Teacher, Student Association
Minnesota State Medical Association Auxiliary
Minnesota Hospital Association Auxiliary
Minnesota Lawyers Wives
American Association of University Women/Minnesota Chapter
Minnesota Heart Association
Minnesota Lung Association
Minnesota Epilepsy League
Minnesota Literacy Council, Inc.
American Red Cross-Northwest Division
American Red Cross, Minnesota-Wisconsin Division
Junior League of Minneapolis
Junior League of St. Paul
Junior League of Duluth
Junior League of Fargo-Moorhead
Boy Scouts of America, Area President
Girl Scout Council of St. Croix Valley
Greater Minneapolis Girl Scout Council
Minneapolis Council of Campfire Girls
St. Paul Campfire Council
YWCA of St. Paul
YWCA of Minneapolis
YMCA Minneapolis Metropolitan Board
YMCA St. Paul Metropolitan Board
Big Brothers of Minneapolis
Big Brothers of St. Paul
Big Brothers & Sisters of St. Cloud
Big Sister Association, Minneapolis
Minneapolis Urban League
St. Paul Urban League
NAACP-Minneapolis and St. Paul Chapters
American Legion, Department of Minnesota
Disabled American Veterans, Department of Minnesota
Jewish War Veterans, Department of Minnesota
Military Order of the Purple Heart, Department of Minnesota
Veterans of Foreign Wars of the U.S., Department of Minnesota
World War I Veterans, Department of Minnesota
Auxiliary to American Legion
Auxiliary to Disabled American Veterans
Auxiliary to Jewish War Veterans
Auxiliary to Military Order of the Purple Heart
Auxiliary to Veterans of Foreign Wars of the U.S.
Auxiliary to World War I Veterans
Joint Religious Legislative Coalition
Church Women United/in Minnesota
Archdiocesan Council of Catholic Women
National Council of Jewish Women-Minneapolis Section
National Council of Jewish Women-St. Paul Section
B'nai B'rith
B'nai B'rith Women

(over)

Statewide Listing
Page Two

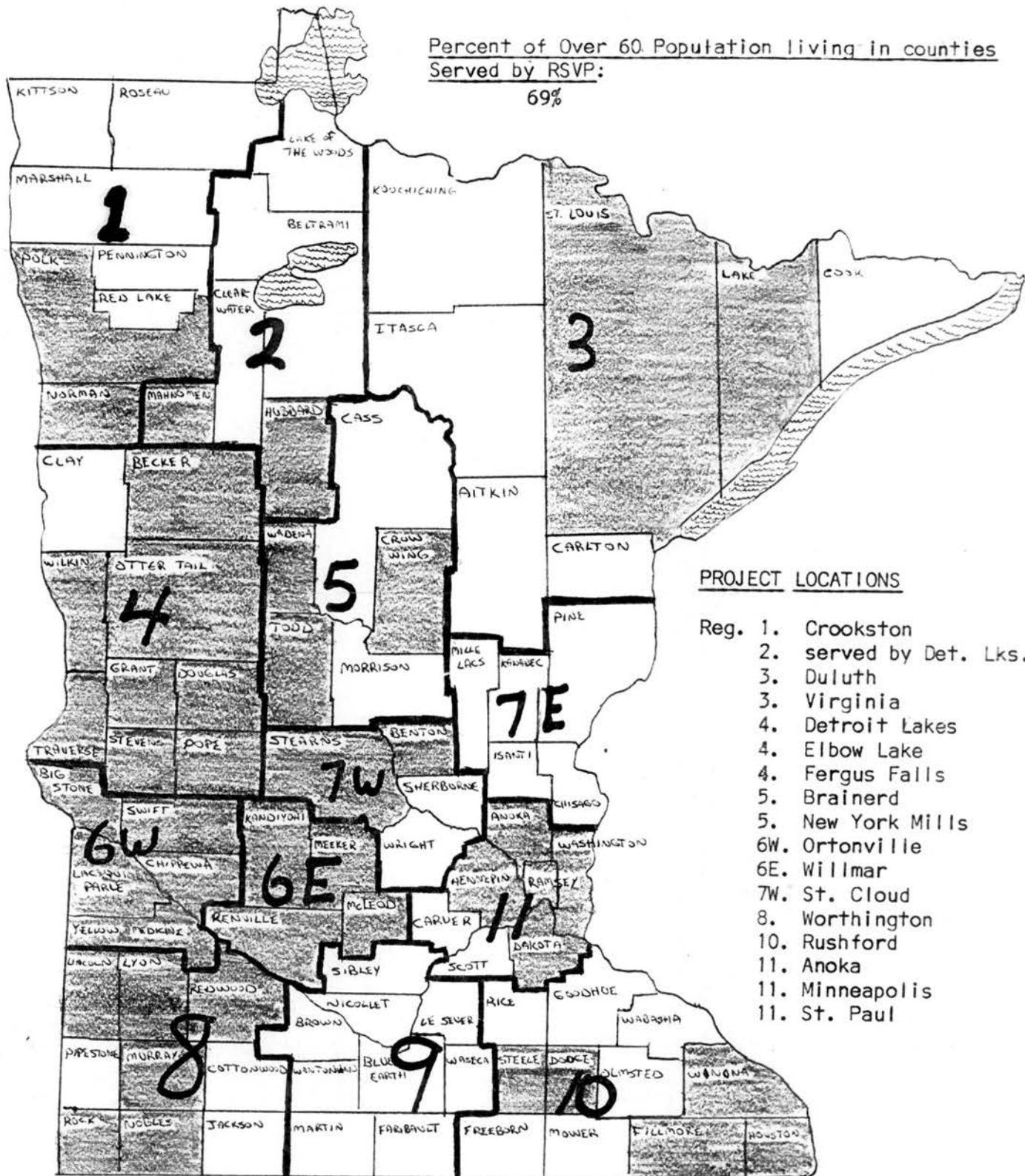
Minnesota Fraternal Congress
Knights of Columbus
Lion's International, District 5M
Altursa Clubs
Optimist Clubs
Seroptimist Clubs
Quota Clubs
Zonta
Sertoma
Homemakers Clubs

Schedule for Visit of Senior Citizens
Group Monday, Feb. 7, 1977

- | | |
|------------|---|
| 10:00 A.M. | Helen Borg, League of Women Voters,
Room 125, Capitol |
| 11:00 A.M. | Visit to the House Chamber
Andy Jones and Ted Tobler, Senior Federation |
| 11:30 A.M. | R.S.V.P. Presentation, Room 125, Capitol |
| 12:15 P.M. | Walking visit of the Legislature |
| 1:00 P.M. | Lunch, Capitol Cafeteria |
| 1:45 P.M. | Visit with Constitutional Officers |
| 2:00 P.M. | House session
Visit with your legislator and have
pictures taken during the House session |

Service Areas of RSVP in MINNESOTA 1/01/77

	Population	Over 60 Pop.	% Over 60	% RSVP Volunteers
Minnesota	3,804,971	564,373	14.83%	
RSVP Service Area	2,768,569	389,084	14.05%	1.76%



Of 87 counties, 44 are served by RSVP, 43 are not. The highest concentration of senior citizens in areas not served lies in regions 9, and 7E.



RUDY PERPICH
GOVERNOR

STATE OF MINNESOTA

OFFICE OF THE GOVERNOR

ST. PAUL 55155

GOVERNOR'S OFFICE OF VOLUNTEER SERVICES

February 1, 1977

FEB 4 1977

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task forces?
JG*

Dear Volunteer Leader:

I would personally like to thank you for participating in the November 17, 1976, statewide meeting of civic, fraternal and service organizations. The meeting was convened as a means of initiating and/or improving communication between the Governor's Office of Volunteer Services (G.O.V.S.) and volunteer organizations with national, regional, or statewide affiliation.

Seventy-two representatives from fifty-four organizations attended the meeting. Your concerns, ideas and enthusiasm will contribute greatly to the enhancement of volunteerism in Minnesota. The future goals and directions of G.O.V.S. will reflect the needs expressed at the Statewide Meeting, through the discussion groups and the written need assessments.

As a follow-up to your participation, the following materials are included in this packet:

1. Minutes from the meeting;
2. Results of the Needs Assessment forms completed at the meeting;
3. List of meeting participants.

Two additional items are enclosed. First, there is a description of four task forces that are being established by the Governor's Office of Volunteer Services. If you are interested in serving on one of them, please complete the Task Force Sign-Up sheet and return to G.O.V.S. by February 10, 1977.

Secondly, enclosed is a questionnaire relating to childhood immunization projects. I would appreciate your completing this form and returning it to G.O.V.S. by February 10, 1977. Your cooperation in this matter will assist the Task Force on Childhood Immunizations in developing future plans.

Thank you once again for your interest and your participation in the Statewide Meeting. I look forward to a continuing relationship with you and your organization.

Sincerely,

Laura Lee M. Geraghty

Laura Lee M. Geraghty, Director
Governor's Office of Volunteer Services

LLG:ml

Enclosures

I'm lukewarm about this whole business. You might want to talk to Lois. It seems more geared to the "Brave Lady" kind of volunteers. JG

GOVERNOR'S OFFICE OF VOLUNTEER SERVICES
Minutes of the First Statewide Meeting of
Civic, Fraternal & Service Organizations
November 17, 1976

The first statewide meeting of civic, fraternal and service organizations, convened by the Governor's Office of Volunteer Services (G.O.V.S.), was held from 1:00 to 4:00 pm, Wednesday, November 17, 1976, in the Weyerhaeuser Room of the Minnesota Historical Building at the State Capitol complex. Participants in the meeting included:

- 72 representatives of 54 organizations;
- 13 members of the G.O.V.S. Advisory Committee;
- Lt. Governor Rudy Perpich;
- G.O.V.S. staff;
- Staff from Governor Wendell R. Anderson's Office.

- I. The meeting was called to order by Laura Lee M. Geraghty, Director of G.O.V.S.
- II. L.L. Geraghty introduced Lt. Governor Rudy Perpich, who welcomed the group and spoke of his commitment to volunteerism in Minnesota and his support of G.O.V.S.
 - A. Served as Honorary Chairman of the Minnesota Bicentennial Commission.
 - B. Local Bicentennial Committees undertook projects in beautification, cleanup and restoration of historic sites. The success of these efforts was due to volunteers.
 - C. Minnesota has received international recognition for its Bicentennial projects.
 - D. The National Lt. Governor's Conference (Summer, 1976) expressed support for volunteer efforts and developed a task force to promote volunteerism.
 - E. Nationally, Minnesota is known as "the state that works". Volunteer activities contribute to that recognition.
- III. L.L. Geraghty explained the purpose of the meeting.
 - A. To bring together representatives of organizations with national, regional or statewide affiliation to:
 1. Provide information on the functions, services and goals of G.O.V.S.
 2. Develop a network of communication among statewide organizations in order to share ideas and resources and information on goals and projects.
 3. Discover in what ways G.O.V.S. can be supportive of activities of state organizations.
 4. Investigate methods of mutual support between G.O.V.S. and state organizations.
 - B. Meeting consists of:
 1. presentations
 2. small group discussions
 3. written Needs Assessment
 - C. Organizations represented and the services provided are essential to the volunteer movement in Minnesota and provide the potential for a statewide network for reaching thousands of citizen volunteers, as needs may arise.
- IV. Meeting participants introduced themselves and stated what organization(s) they represented.
- V. Marilyn Bryant, G.O.V.S. Advisory Committee member, spoke on the history of the establishment of G.O.V.S.
 - A. Established on June 30, 1976, by Executive Order of Governor Anderson.

- V. B. Purpose: to channel, coordinate and commit the vigor and enthusiasm of volunteers within the state.
- C. Current funding is provided through a combination of state and federal (ACTION) funds.
- D. Background on national factors relating to the establishment of G.O.V.S.
 - 1. In 1969, Gov. Dan Evans, of Washington, created a state office on volunteerism.
 - 2. In 1976, Gov. Evans presented his program to the National Governor's Conference (NGC), and it was decided to encourage the establishment of similar offices in other states.
 - 3. NGC went to ACTION, which agreed to provide funding to assist in the development of state offices on volunteerism.
 - 4. NGC then encouraged individual states to establish offices.
- E. In Minnesota a combination of factors led to the establishment of G.O.V.S.
 - 1. Gov. Anderson was aware of the work of Gov. Evans and the encouragement of the National Governor's Conference.
 - 2. There were available ACTION funds in Region V.
 - 3. A paper was done by the Republican Task Force on Youth Resources found that a state office was needed, to coordinate youth who were interested in volunteer work.
 - 4. Miriam Karlins - forwarded her support to Vern Lake, Department of Public Welfare.
 - 5. The Minnesota Association of Volunteer Directors (MAVD) sponsored a resolution favoring the establishment of a state office.
 - 6. MAVD sent a letter to Gov. Anderson urging the creation of such an office.
 - 7. In April 1974, during the People Power Conference, sponsored by the Junior League of Minneapolis, there was a great deal of discussion and support for such an office.
 - 8. Individuals from NGC, MAVD and People Power met, at various times, with Gov. Anderson and discussed this matter.
 - 9. Interested individuals in the field of volunteerism indicated support for an office.
 - 10. Societal trends were challenging volunteerism.
 - a. Womens movement has had great impact on area of volunteerism, more women returning to work or to school.
 - b. Changing life styles - more leisure time, more competition for volunteers, urbanization and mobility.
 - c. Economic situation has made it more difficult to volunteer "the high cost of caring".
 - d. Change in the makeup of the volunteer force - more youth, minorities, senior citizens.
 - e. Expanded roles for volunteers available - traditional service, plus advocacy and activists.
 - f. Changing motivations for volunteers - people volunteer for different reasons these days.
 - g. "I am only a volunteer" syndrome - decreasing credibility of volunteer work.
 - h. Lack of identifiable leadership has caused the volunteer movement to have trouble "Getting the act together".
- F. There was a need for a state office on volunteerism which could address problems and issues.
 - 1. Be an umbrella for volunteer activities.
 - 2. Advocate for volunteerism.
 - 3. Coordinate and communicate.
 - 4. Give visibility and awareness of volunteers and voluntary efforts.

- V. G. M. Bryant closed with the following quote from Cynthia Wedel, "We need to find new images for volunteers and governments to work together. In this country, we have had a tradition of great separation between volunteers and government. We've been afraid of the government, and I'm quite sure they are afraid of us, but with the kinds of needs we have today, we must begin to develop a healthy partnership."

VI. Review of G.O.V.S. activities

- A. L.L. Geraghty reviewed the major areas of G.O.V.S. activities and accomplishments as listed on the G.O.V.S. Fact Sheet.
1. Communication among volunteer programs.
 2. Coordination of volunteer programs and resources.
 3. Promotion of volunteerism.
 4. Information gathering and research.
 5. Special Projects.
 6. Current projects and activities.
- B. Ken Krautbauer, G.O.V.S. Information Officer, presented a report on the Regional Forums on Volunteerism, convened by G.O.V.S.
1. 12 Forums were held in outstate Minnesota.
 2. 366 individuals, from 68 of the 80 non-metro counties participated in the Forums.
 3. Participants included agency administrators, volunteer directors and leaders, and volunteers representing a wide variety of human service facilities and volunteer organizations.
 4. The Regional Forums were held to:
 - a. determine the needs, problems and successes of volunteer programs on a regional and statewide basis.
 - b. inform individuals and groups about G.O.V.S.
 - c. facilitate communication and exchange information between volunteer groups within a region.
 - d. provide input into future goals and priorities of G.O.V.S.
 - e. plan for future regional activities.
 5. Forum agendas consisted of:
 - a. presentation on G.O.V.S. and resources.
 - b. small group discussions.
 - c. recommendations and large group discussion.
 - d. written needs assessments and completion of a survey.
 6. Volunteers and volunteer directors arrived at the same priorities for future G.O.V.S. activities, as taken from the needs assessments.
 - a. provide informational materials concerning volunteer programs and events.
 - b. promote communication among volunteer organizations and agencies.
 - c. continue to publish a newsletter on volunteer activities in Minnesota.
 7. Written reports on each of the 12 Forums will be available, through G.O.V.S., by January 1, 1977.
 8. Due to the size and diversity of the metropolitan area, no Forum will be held in this Region. Written needs assessments will be mailed to those on the G.O.V.S. metro mail list.
- C. Doris Rose, G.O.V.S. Special Project Coordinator, reported on the special study being done on volunteer issues. (full reports will be available early in 1977)
1. Workers Compensation coverage for volunteers.
 2. Insurance Protection for Volunteers.
 3. Employment credit for volunteer experience - public and private.
 4. Academic credit for volunteer experience.
 5. Fair Labor Standards Act.

VI. D. L.L. Geraghty discussed the G.O.V.S. Advisory Committee

1. Structure

- a. members representing each of the 13 regions in the state.
- b. at-large member (selected as individuals, not organizational representatives).
- c. representatives of 7 state human service departments or agencies (health, education, welfare, correction, Council on Aging, human services, public safety).

2. Advisory Committee members were selected to obtain a cross-section of paid and unpaid volunteer leaders from a variety of volunteer disciplines and programs.

3. The Advisory Committee is responsible for providing direction to G.O.V.S. and ensure that the Office is truly statewide in scope.

4. A task force is planned, which will review and make recommendations on future criteria and replacement of Advisory Committee members.

E. L.L. Geraghty briefly discussed the proposed G.O.V.S. biennial goals and budget, distributed to participants.

VII. Carol Truesdell, Chairperson of the G.O.V.S. Advisory Committee reported on the proposed G.O.V.S. legislation.

1. Funding and enabling legislation for G.O.V.S. will be introduced in the 1977 legislative session.

a. legislation is needed to create a permanent office.

b. partial funding for 1977/78 is available from ACTION, but none for 1978/79 (maximum 3 year grant).

2. The content of the bill was discussed.

3. Broad community support is needed to ensure passage of the legislation.

a. organizational endorsement and support.

b. recommendations of authors and sponsors.

4. C. Truesdell concluded with the statement that "social problems cannot be solved by Government or the private sector alone, human service interests can best be served through new effective partnerships that will draw on the best each has to offer."

VIII. There was a question and answer period dealing with the information presented on G.O.V.S. Questions asked related to the following.

A. Training for volunteers, volunteer directors and staff working with volunteers.

B. Composition of staff relative to affirmative action.

C. Proposed G.O.V.S. biennial budget.

D. Reimbursement for volunteers.

E. Volunteer recognition.

IX. Meeting participants completed the G.O.V.S. written Needs Assessment forms.

X. Participants separated into groups of ten to discuss:

A. Ways in which we can improve communication among volunteer groups within the state and coordinate efforts.

B. Volunteer issues and priorities.

C. Types of volunteer projects being conducted by the organizations represented - duplication and gaps in services.

D. Whether similar meetings should be convened in the future.

E. Methods of identifying other statewide groups.

F. Ways in which G.O.V.S. can keep members of organizations informed on issues, resources, and projects that are statewide in scope.

XI. Reports from small group discussions.

- A. Some of the small groups began with a discussion of whether there was a need for G.O.V.S. and whether government should intervene in volunteerism.
- B. After a discussion of volunteer issues and concerns, most agreed that G.O.V.S. could and should provide a valid service to volunteer programs and organizations in the state.
 - 1. promote volunteerism and community awareness of volunteer contributions.
 - 2. advocate for the volunteer.
 - 3. research issues, provide follow-up and share information with volunteer groups.
 - 4. clearinghouse for information and models of volunteer programs.
 - 5. needs assessments and prioritizing community and state needs.
 - 6. obtain input from all sectors, and provide opportunities for public and private cooperation.
 - 7. training in staff/volunteer relationships.
 - 8. encourage greater citizen participation.
 - 9. convene meetings of volunteer leaders.
 - 10. provide resource materials.
 - 11. promote communication.
- C. Recommendations regarding continued communication with statewide organizations.
 - 1. future meetings.
 - 2. directory of organizations, projects and leadership.
 - 3. continued publication of the G.O.V.S. newsletter.
 - 4. correspondence with statewide groups to keep representatives informed.
 - 5. computerize resource materials.

XII. L.L. Geraghty requested that statewide organizations assist G.O.V.S. by:

- A. Informing their membership of G.O.V.S. through newsletters (suggested news release distributed).
- B. Provide recognition events, at least annually for members/volunteers (Volunteer Week is April 24-30, 1977).
- C. Devote one meeting per year to volunteerism.
- D. Provide G.O.V.S. with information on programs, leadership, meetings and training opportunities.
- E. Send organizational newsletters to G.O.V.S.
- F. Submit to G.O.V.S. the names of any statewide organizations that are not represented.

XIII. The meeting was adjourned at 4:00 pm. G.O.V.S. staff and Advisory Committee members remained to answer any questions or discuss services.

GOVERNOR'S OFFICE OF VOLUNTEER SERVICES
Results of Needs Assessments Completed at the
Meeting State-wide Organizations
November 17, 1976

Number attending: 82

Number of organizations represented: 54

Need Assessment Tally

1. Were you aware of the Governor's Office of Volunteer Services (G.O.V.S.) prior to this meeting? Yes 25 ; No 10
2. How did you first learn of G.O.V.S.?

<u>14</u> - G.O.V.S. Newsletter	<u>7</u> - Co-worker
<u>13</u> - Contact with G.O.V.S. Staff	<u>1</u> - Friend
<u>0</u> - Newsletter of other organization	<u>0</u> - Radio
<u>5</u> - Local Newspaper	<u>0</u> - TV

 Other--Invitation to attend 17th, at NCJW meeting (5 invitations);
Invitation, Staff, Jr. League

Please review each category listed below, and check the five most important to you that are currently available, and the five most important to you that are needed. View each category in terms of your current volunteer program or experience.

Available Needed

<u>5</u>	<u>17</u>	Easy recruitment of volunteers.
		<u>10</u> Men; <u>10</u> Women; <u>3</u> Juniors; <u>4</u> Seniors
<u>7</u>	<u>7</u>	Successful screening of volunteers.
<u>11</u>	<u>7</u>	Good orientation
<u>16</u>	<u>6</u>	Initial and on-going volunteer training
<u>13</u>	<u>7</u>	Good supervision and support of volunteers
<u>15</u>	<u>8</u>	Growth and learning opportunities
<u>17</u>	<u>3</u>	Variety of volunteer experiences
<u>2</u>	<u>4</u>	Convenient transportation
<u>3</u>	<u>9</u>	Reimbursement of volunteer expenses
<u>6</u>	<u>15</u>	Insurance protection for volunteers
<u>15</u>	<u>3</u>	Administrative and staff support
<u>4</u>	<u>7</u>	Volunteer/staff relationship
<u>6</u>	<u>15</u>	Community support
<u>7</u>	<u>18</u>	Recognition of volunteer services
<u>5</u>	<u>9</u>	Communication with other Volunteer Directors
<u>11</u>	<u>5</u>	Accessible technical and resource materials
<u>0</u>	<u>10</u>	Available training for Volunteer Directors
<u>2</u>	<u>14</u>	Adequate funding for volunteer programs
<u>12</u>	<u>6</u>	Meaningful service opportunities
<u>4</u>	<u>0</u>	Opportunity for socialization
<u>9</u>	<u>5</u>	Participation in program planning
<u>2</u>	<u>9</u>	Obtaining experience for paid employment
<u>0</u>	<u>3</u>	Other--accreditation, college area (research vs. Ed)
<u>0</u>	<u>1</u>	Other--needs assessment to determine priorities in health field
<u>0</u>	<u>1</u>	Other--more specific Specific (position description)
<u>0</u>	<u>1</u>	Other-- have project bank/280 projects done nationally

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GOVERNOR'S OFFICE OF VOLUNTEER SERVICES
Needs Assessment

Which activities or services should G.O.V.S. provide to assist your organization or strengthen volunteerism in your region. Please check the five most important to you.

- 13 Research issues in the field of volunteerism
- 20 Identifying state-wide needs for volunteer services
- 4 Involvement with professional certification of Administration of Volunteer Programs
- 22 Legislative action involving volunteer services
- 4 Conduct formalized training in volunteer administration/supervision
- 7 Conduct surveys and needs assessment relating to volunteer services
- 15 Develop recommendations for standards and guidelines regarding volunteer utilization, training, supervision and evaluation for use by volunteer organizations, state departments and agencies in the human services field
- 6 Provide consultation on volunteerism
- 6 Develop job descriptions for volunteer administrators
- 18 Maintain liaison with national and state volunteer groups to secure and maintain information on federal, state and private issues, resources and legislation
- 25 Provide informational materials concerning volunteer programs and events in Minnesota
- 23 Continue to publish a newsletter on volunteer activities in Minnesota
- 8 Assist in convening meetings on volunteerism on a state or regional basis
- 24 Encourage the recognition of volunteer experience in the fields of employment and education
- 18 Coordinate Recognition for Volunteers in Minnesota on a state-wide basis
- 18 Formulate and implement plans for a state-wide public awareness campaign in volunteerism
- 25 Promote communication among volunteer organizations and agencies
- 14 Encourage the incorporation of Volunteer Service into professional school curriculum
- 1 Other--help organize representatives in regions find common needs
- 2 Other--make legislature aware of volunteer agencies--advise on leg.
- 1 Other--communication, reduce duplication
- 1 Other--where were other fraternal organization (Eagles- Elks, Rotary etc.)
- 1 Other--publicize importance of volunteers; importance of G.O.V.S.
- 1 Other--younger adults should keep up with the times on leg. life style - volunteers could help
- 1 Other--Funding, how to write proposal
- 1 Other--Leg. for tax credit for volunteer services
- 1 Other--Public affairs programs for volunteers
- 1 Other--Questions on Advisory Board selection
- 1 Other--Communication
- 1 Other--Head study of concerns of volunteers
- 1 Other--Standardize college credits for volunteers

PRIORITIES - services most frequently listed:

Provide informational materials concerning volunteer programs and events in Minnesota;

Promote communication among volunteer organizations and agencies;

Encourage the recognition of volunteer experience in the fields of employment and education;

Continue to publish a newsletter on volunteer activities in Minnesota; and

Legislative action involving volunteer services.

11/17/76

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GOVERNOR'S OFFICE OF VOLUNTEER SERVICES
Description of Task Forces

The Governor's Office of Volunteer Services (G.O.V.S.) is establishing four Task Forces to work on specific projects. We would like to have representatives of community volunteer programs serving on these task forces, as well as members of the G.O.V.S. Advisory Committee. Following is a listing of the four task forces, the purpose, duration of activity, etc.

Meetings will be held in the metropolitan area and G.O.V.S. is unable to reimburse travel expenses. Each task force will be limited to 8 members. If you or another member of your organization would like to serve on one of the task forces, please complete the attached form and return it by February 10, 1977, to:

Governor's Office of Volunteer Services
130 State Capitol
St. Paul, MN 55155

- I. G.O.V.S. Planning for Volunteer Week Coordination
Purpose: To plan for, implement, and evaluate G.O.V.S. activities for statewide promotion, publicity and coordination of Volunteer Week (April 24-30, 1977); and Youth Volunteer Recognition Day and to make recommendations for 1978 activities.
Meetings: First meeting February 17, 1977, and bi-monthly through May, or longer if needed.
- II. State Convention on Volunteerism
Purpose: To investigate the feasibility of G.O.V.S. convening a state convention on volunteerism, as a follow-up to the National Congress on Volunteerism & Citizenship, 1976, and to plan for such a convention, if appropriate.
Meetings: First meeting March 1, 1977, with additional meetings scheduled as needed.
- III. G.O.V.S. Advisory Committee Structure and Criteria
Purpose: To develop recommendations for future structure of the G.O.V.S. Advisory Committee and criteria for future replacement of committee members.
Meetings: First meeting March 2, 1977, 3 or 4 additional meetings to be scheduled during March and April.
- IV. Planning for G.O.V.S. Newsletter
Purpose: To formulate content, format, and editorial policy (policies) of the newsletter and to assist in developing lists of potential articles and lists of potential authors. To determine policy on distribution of newsletter.
Meetings: First meeting Feb. 22, 1977, with additional meetings as needed.

Task Force Sign-Up

I wish to serve on the G.O.V.S. Task Force on _____

NAME _____

ORGANIZATION _____

ADDRESS _____

PHONE _____



JUNIOR LEAGUE OF MINNEAPOLIS, INC.
1130 NICOLLET AVENUE
MINNEAPOLIS, MINNESOTA 55403
(612) 333-8808

August 2, 1978

Helen Borg, President
Minnesota League of Women Voters
P.O. Box 5
Mound, Minnesota 55364

Dear Helene,

I am looking forward to meeting with you on August 9 and I wish to thank you for agreeing to share some of the ways your organization has addressed itself to the trend that more women are entering or returning to full or part-time employment.

The Minneapolis Junior League has found that as women are increasingly playing multiple roles, the organization has had to adjust its program and structure. We are interested in sharing with our membership the ways in which other women's groups are reacting to the same trends. We also feel it of value to increase our membership's awareness of other major volunteer organizations in the community.

I would appreciate very much your consideration of the following questions for our discussion at that time:

What is the size and make-up of your organization?

What percentage would you consider active?

Has the trend of more women returning to employment posed any concerns for your organization?

Have you made any structural changes in your organization to accomodate the trend?

Have you had to adjust your placement opportunities to accomodate or attract the working woman?

Are you doing anything to promote the cause of release time from businesses and corporations to allow time for volunteer work?

Helen Borg

Page 2

August 2, 1978

I would appreciate also if you could bring along any general literature on the history and programs of your organization.

Again, I look forward to meeting with you on August 10. Directions to my house are enclosed.

Sincerely,

Helen Bradford
Helen Bradford
Leaguer Editor

Enclosure

Permanized
PLOVER BOND
25% COTTON FIBER
U.S.A.

The Leaguer

HELEN BRADFORD

3750 Northome Road • Wayzata, MN 55391 • 475-1579

Directions: From Mound, take Highway 7 East to Vine Hill Road which becomes Minnetonka Blvd. Follow Minnetonka Blvd. to intersection at Tony's Mobil Station. Turn left and continue under large stone arch. This is Northome Rd. Continue on Northome Rd. through white fence marked Northome to yellow house on right. Street number is on mailbox.



DATE: Thursday, May 25, 1978
TIME: 12:30 p.m. to 10:00 p.m.
PLACE: Holiday Inn St. Paul -
State Capitol
161 St. Anthony, St. Paul
COST: \$7.50 (Dinner included)
\$4.00 (Workshops ONLY)

Sponsored by

GOVERNOR'S OFFICE OF VOLUNTEER
SERVICES

in conjunction with

METRO REGION

MINNESOTA ASSOCIATION
of
VOLUNTEER DIRECTORS

Governor's Office of
Volunteer Services
130 State Capitol
St. Paul, MN 55155

Ms. Helene Borg, President
League of Women Voters
P. O. Box 5
Mound, Minnesota 55364

G



PURPOSE

*TO provide a meaningful learning opportunity that would be relevant and attractive to volunteers as well as leaders of volunteers.

*TO increase the visibility of volunteerism within the metro area, thereby stimulating both volunteer motivation and recognition.

*TO raise the level of awareness of services available to the volunteer community through the Governor's Office of Volunteer Services and Minnesota Association of Volunteer Directors.

The planning committee for this workshop includes both volunteers and volunteer directors from all parts of the region, representing widely diverse volunteer programs.

REGISTRATION

The registration fee is \$7.50 which includes dinner, coffee and materials. Registration for workshops only, without dinner, is \$4.00.

Registration is limited to 300 registrants. Return the attached registration form, with your check, no later than May 19, 1978.

Please check the number of workshop sessions you plan to attend and indicate the topics you prefer.

LOCATION

Holiday Inn - State Capitol
St. Anthony and Rice, St. Paul
Marion Street Exit from I-94

FOR FURTHER INFORMATION CONTACT:
Governor's Office of Volunteer Services
130 State Capitol
St. Paul, MN 55155
612/296-4731

or
Paula Beugen, Facilitator of Volunteers
Independent School District #281
612/533-2781, ext. 273

WORKSHOP TOPICS

- Your Time Is Worth Something! Academic and employment credit for volunteer experience.
- 3R's of Volunteering..... Rights, Responsibilities, Rationale.
- Who Cares? We Do! A rap session designed to share ideas and solutions by use of resource consultants and mutual assistance.
- Volunteering-Growing Through Motivation, Skill, and Satisfaction. Discussion based on movie "Pack Your Own Chute".
- Volunteerism Is A Serious BUSINESS! Use of Personnel Management Skills for volunteer leaders and directors.
- Insurance-What Is The Answer? Problems and implications of all types of liability.
- Volunteers As Agents of Change. Discussion of the change process and of examples of significant change brought about by volunteers.

WORKSHOP SCHEDULE

12:30- 7:00 pm REGISTRATION

I. 1:00- 2:15	A	D	E	G
II. 2:30- 3:45	B	C	D	F
III. 4:00- 5:15	A	C	E	G

5:30- 7:00 Dinner: Keynote Speaker
Mary Ziegenhagen, Editorial
Staff, Mpls., Star

IV. 7:15- 8:30	B	C	F	
V. 8:45-10:00	A	E	G	

*A limited amount of display space will be available on a first come, first served basis. Call Connie Skillingstad: 348-8222.

REGISTRATION FORM

Name _____ Title _____ Organization _____ Address _____ City _____

Phone _____ Paid _____ Volunteer _____

Zip _____

WORKSHOP SESSIONS - Indicate sessions attending and preferred topics.

IV. ☐ B ☐ C ☐ D ☐ F
V. ☐ A ☐ E ☐ G

Return, with Registration fee, by May 19, 1978, to:
Governor's Office of Volunteer Services
130 State Capitol
St. Paul, Minnesota 55155

Enclosed is:
\$7.50 Dinner and Workshops
\$4.00 Workshops Only