

# Fundamentals of Recruiting and Retaining Satisfied Volunteers at Your Heritage Organization

*These workshops are free but registration is required*

## Volunteer Workshop

Heritage organizations accomplish much of their work through the contributions of dedicated volunteers. This workshop will provide information on the basics of a successful volunteer program.

Participants will learn about topics including volunteer handbooks, writing volunteer position descriptions, assessing and prioritizing volunteer needs within your organization, recruitment, and record keeping. Learn why people volunteer and consider how to engage the full spectrum of your community.



Whether you're new to volunteer management or you are a long-time member of an all-volunteer run organization, join us to review the basics and create valuable next steps you can take back to your organization. Workshop led by Barbara Butzer, nonprofit consultant.

Register online at [www.oregonheritage.org](http://www.oregonheritage.org) or fill out the form below and either email it to [Beth.Dehn@oregon.gov](mailto:Beth.Dehn@oregon.gov) or mail it to Oregon Heritage, 725 Summer St. NE, Ste. C, Salem, OR 97301.

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

*Please check which workshop you would like to attend:*

### **Volunteer Workshop**

- April 29, 9am-12 pm, Museum of the Oregon Territory, Oregon City
- May 1, 9am-12 pm, Baker City Hall, Baker City
- May 13, 9am-12 pm, Garibaldi Museum, Garibaldi
- May 14, 9am-12 pm, Lane Community College, Florence
- May 15, 9am-12 pm, Bear Hotel- Evergreen Federal Bank, Grants Pass

*These workshops are a service of the Oregon Heritage Commission, a part of Oregon Parks and Recreation Department.*

