



# 2011 HOBY Training Institute Advance Booklet

Released June 2, 2011



**What:** HOBY's 2011 Training Institute

**When:** Thursday, August 11 to Sunday, August 14, 2011 (4 days)

**Where:** Omni Houston Hotel (Houston, TX)

Four Riverway

Houston, TX 77056

Phone: (713) 871-8181 - Fax: (713) 871-0719

Website: <http://www.omnihotels.com/FindAHotel/Houston.aspx>

**Who:** Two attendees per U.S. site, age 21 or over (no exceptions), chosen by the affiliate, approved by your DNP, and paid for by HOBY International. *“Who **should** attend TI?”* It is really up to your site to recommend to your DNP for approval who the best attendees are depending on your site training needs; although as a guideline, volunteers should not attend TI for more than two years in the same position. Consider giving preference to volunteers who have not attended TI in the past or who are taking on a new role at your affiliate. So you may want to look at the course list, determine what courses are most needed for your site, and then determine who the appropriate people are to attend TI based on that. You can send your CP and LSC as in years past, or you may want to send your DF and DR if you struggle in those areas. Or you may want to send those individuals in line for succession to get them some training. It is up to you and your DNP to work together to decide the best attendees for your site and what courses they should take.

**Cost:** The HOBY Training Institute is at NO COST to U.S. affiliates (2 attendees per site), double occupancy for Thursday, Friday and Saturday nights. Friday breakfast and lunch; Saturday breakfast, lunch, and banquet; and Sunday brunch will be provided. A travel allowance or voucher will be provided; please see that section of this document.

**Additional U.S. Volunteers:** Additional participants, age 21 or over (no exceptions), from U.S. affiliates may attend at a cost of \$550 per person, subject to approval of the DNP, which includes hotel (double occupancy for Thursday, Friday and Saturday nights), meals (Friday breakfast and lunch; Saturday breakfast, lunch, and banquet; and Sunday brunch) and training materials. Travel for additional attendees is at your own expense and arrangements. Limited spots are available on a first come, first serve basis.

**International Volunteers:** International Affiliates and HOBY-Style Organizations may send attendees, age 21 or over (no exceptions), at a cost of \$1100 per person, subject to approval of the Director of International Programs and the Senior Director of Programs, which includes hotel (double occupancy for Thursday, Friday, and Saturday nights), meals (Friday breakfast and lunch; Saturday breakfast, lunch, and banquet; and Sunday brunch) and training materials. Travel is at your own expense and arrangements. Limited spots are available on a first come, first serve basis.

**TI Training Mini-Package:** This package is available to volunteers age 21 or over (no exceptions) who have served as a HOBY volunteer for 5 or more years. Volunteers, upon DNP approval, are welcome to join in for a day and a half of the HOBY Training Institute by attending the weekend sessions at a cost of \$210, which includes a hotel room for Saturday evening (double occupancy); Saturday breakfast, lunch and banquet; Sunday brunch; and training materials. Volunteers purchasing this package will be required to attend training sessions while at the Training Institute and may not be eligible to attend certain sessions that are mandatory for primary delegates from their site, due to space restrictions. Travel for attendees who opt for this package is at their own expense and arrangements. Limited spots are available on a first come, first serve basis. Contact Rose Santinir at [santinir@hoby.org](mailto:santinir@hoby.org) or 818-851-3980 Ext. 308 to register for this package.

**Format:** We will be offering topic-specific courses. Attendees will register for courses in advance and will be able to customize their curriculum by choosing courses to meet their specific education needs. Your DNP may adjust your course list if deemed necessary.

**Theme:** “A HOBY of ONE”

**Quote:** “Coming together is a beginning, keeping together is progress, working together is success.” Henry Ford

**Single Hotel Room Occupancy Upgrade:** \$60 per night for Thursday, Friday and Saturday nights. If you wish to upgrade your room to single occupancy, you will need to do so during your online registration.

**Additional Nights at Omni Houston Hotel:** \$55 per night + applicable taxes double occupancy per person, or \$110 + applicable taxes per night single occupancy. As a courtesy to our volunteers, HOBY has arranged for additional room nights at our low rate of \$110 + applicable taxes per night for those who wish to come in early or stay after TI is over. The room rate is available for 3 days prior to TI (August 8-10) or 3 days after TI (August 14-16), but a limited number of rooms are available. Many volunteers like the option of spending a couple of days in Houston before or after TI for a mini-vacation. Be sure to specify during your online registration if you have such plans. You will be responsible for finding your own roommates for the nights before and after TI if needed. You will be responsible for your extra room costs if you do not cancel 72 hours prior to the TI.

**Arrival Time:** You will want to arrive at the hotel no later than 7:30pm local time (Central time) on Thursday, August 11, 2011. Check-in is from 7:30 – 9:00pm in the 2<sup>nd</sup> Floor Concourse outside of the Regency Ballrooms. During check-in, there will be a Welcome Reception hosted by the Omni from 8:00 – 9:00pm. **A required opening session from 9:00-10:00pm will be held Thursday night for all HOBY Training Institute attendees.**

**Departure Time:** You will want to depart the hotel no earlier than 12:00pm local time (Central time) on Sunday, August 14, 2011, when the Regional meetings end. Please see the TI Schedule portion of this document for additional information.

**Deadline to Register:** You must complete the entire online registration process, including completing travel information and any payments, by FRIDAY, JULY 15, 2011, at midnight pacific time. Late registrations will not be accepted. Payments must be made online or checks mailed to Rose at 5556 Hwy 200, Hazen, ND 58545. Registration opens on Monday, June 6<sup>th</sup> at 8:00am pacific time at <https://www.regonline.com/2011HOBY>.

**Flight Information:** If you are flying, you may arrive at either William P. Hobby Airport (HOU) or George Bush Intercontinental Airport (IAH). When you complete the online registration process for TI you will be asked how you are arriving at TI (driving or flying) and for your departure and arrival dates, times, airline, and flight numbers. It is important for us to have this information for proper planning. You must complete travel information online by FRIDAY, July 15, 2011, at midnight pacific time.

**Airport Shuttle:** Attendees are responsible for arranging and purchasing shuttle or taxi service. Shuttle service may be arranged by calling Super Shuttle 713-523-8888 or you may make a reservation at [www.supershuttle.com](http://www.supershuttle.com). How to get to Super Shuttle when you land: **IAH** - After you claim your luggage, proceed to one of the SuperShuttle ticket counters, which are located at terminals A, B, C & D at the lower level baggage claim area. One way ticket is \$24 and round trip ticket is \$48. **HOU** - After you claim your luggage, proceed to the SuperShuttle ticket counter, which is located inside the baggage claim area on the lower level. One way ticket is \$23 and round trip ticket cost is \$46. Taxi service - You may choose to take a taxi if you wish, which will cost approximately \$45-\$50 one way. You may also choose to rent a car at your own expense.

**Driving and Parking:** Driving directions to the Omni Houston Hotel can be found on the hotel website at <http://www.omnihotels.com/FindAHotel/Houston/MapAndDirections.aspx>. There is complementary parking at the hotel if you are driving to TI and use the ramp behind the hotel for access to parking. There is also valet parking service at a charge for those who wish to use that – at your own expense.

**Roommate:** TI Attendees will be housed with another HOBY Volunteer. You may request your roommate during the online registration process. If you do not have a roommate request and do not wish to purchase a single room, another HOBY Volunteer will be assigned to share the hotel room with you.

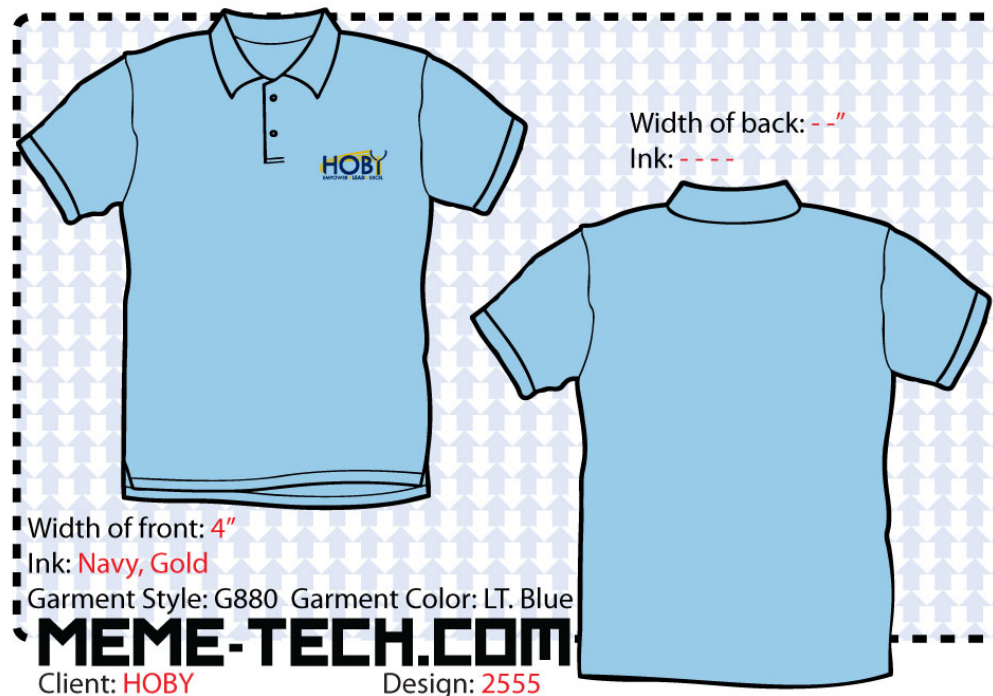
**Check-in Process on Arrival:** When you arrive at the hotel, go to the front desk at the Omni Houston Hotel and check in for your room assignment. The HOBY check-in desk, where you will receive your Training Institute Binder and information, will be located on the second floor, but will only be open from 7:30-9:00pm on Thursday, August 11. Late HOBY check-ins will need to stop in the HOBY Operations Room, also located on the second floor.

**Hotel Amenities:** The Omni Houston Hotel has such amenities as a full-service fitness center, outdoor swimming pool, restaurant and bar, gift shop, business center, and free high-speed internet access available in rooms and lobby. Some fees apply. For further information please visit the hotel website at <http://www.omnihotels.com/FindAHotel/Houston/HotelHighlights.aspx>.

**Spa Services:** The Mokara Spa awaits you at the Omni! HOBY Volunteers will receive a 15% discount on the costs of treatments in the spa. You must book your appointment, in advance, directly at 713-624-4876 and mention that you want the HOBY 15%, or inquire for any other special discounts during the booking project. To see what is available at the Mokara Spa go to <http://www.omnihotels.com/FindAHotel/Houston/Spa.aspx>. Spa appointments can be made before TI, after TI, before check-in on Thursday evening, or during your free evening on Friday. See the TI Schedule on page 13 for specific session times. *Walk-in appointments will NOT be eligible for the discounted price.*

**Attire:** Traveling to TI Thursday – HOBY T-shirt and pants, jeans or shorts; Friday Day –business casual; Friday night – as you wish; Saturday Day and Sunday – business casual; Saturday night (awards banquet) – cocktail attire. Business Casual will exclude jeans, shorts and t-shirts. *You may want to bring a sweater or jacket as the meeting rooms are well air-conditioned.*

**HOBY Polo Shirts:** During the Training Institute registration process orders will be taken for a HOBY polo shirt in Black or Carolina Blue. The shirt will have the HOBY logo and tagline embroidered on the front left chest. Shirt is a 50% cotton/50% polyester knit jersey and is available in both a men’s cut and women’s cut shirt. Sizes are gender specific. The cost per shirt is \$24 for sizes S-XL, and \$26 for 2XL and 3XL. Polo shirts will be available for pick-up at check-in.



\*Proof does not accurately represent size and placement of design on the shirt or final colors used. This is only intended as a conceptual model.

**The 2011 Training Institute T-shirt:** A TI T-shirt will be produced especially for TI attendees. You may order your t-shirt in advance of TI for \$12.00 for sizes S-XL, \$14.00 for 2XL and 3XL, and \$15.00 for sizes 4XL and 5XL during the online registration process. Your t-shirt will be ready for you to pick up at check-in at TI. Front of shirt has the TI HOBY Logo (on page 1 of this document) and HOBY underneath in a vertical digital camouflage pattern. Back of shirt reads, "If everyone is moving forward together then success takes care of itself" – Henry Ford. Ink colors are light blue, medium blue and gold on a navy shirt. The shirt is a 50% preshrunk cotton/50% polyester DryBlend fabric from Gildan.



\*Proof does not accurately represent size and placement of design on the shirt or final colors used. This is only intended as a conceptual model.

**Travel Allowance:** With the generous support of Southwest Airlines, HOBY International will be issuing travel vouchers for the 2011 Training Institute where airline service permits. Each volunteer using a voucher will be given a voucher code that they will use when booking their flight to cover the cost. Any additional baggage cost or expenses incurred due to flights changes will be the responsibility of the volunteer. We certainly understand that this program may not accommodate all travel needs. However, any exceptions to the voucher will need to be approved on a case by case basis with Rose Santini, Director of National Programs, at santinir@hoby.org. Once the voucher code is used and the flight booked all travel is final. Should you be unable to use the ticket, you will be responsible for reimbursing HOBY International for the amount of the voucher used. Those volunteers not in a Southwest Airlines service area will continue to receive a flight reimbursement check at the conclusion of the Training Institute. This allowance is determined by airfare rates based on geographic location. Participants are to make their own travel arrangements. No-shows will not receive a travel allowance. Any questions should be directed to your DNP.

<u>Site</u>	<u>Travel Allowance</u>	<u>Site</u>	<u>Travel Allowance</u>	<u>Site</u>	<u>Travel Allowance</u>
AK	\$700.00	KY	\$600.00	OH S	SW Voucher
AL	\$325.00	LA	SW Voucher	OH W	\$375.00
AR	\$600.00	MA	SW Voucher	OH-SW	SW Voucher
AZ	SW Voucher	ME	\$475.00	OK	SW Voucher
CA C	\$525.00	MD	SW Voucher	OR	\$350.00
CA LA	SW Voucher	MI	\$550.00	PA C	\$550.00
CA N	\$425.00	MN	SW Voucher	PA E	SW Voucher
CA S	\$425.00	MO	SW Voucher	PA W	SW Voucher
CO	SW Voucher	MS	SW Voucher	RI	SW Voucher
CT	SW Voucher	MT	\$525.00	SC	\$400.00
DC	SW Voucher	NC E	SW Voucher	SD	\$650.00
DE	SW Voucher	NC W	\$400.00	TN	SW Voucher
FL M	SW Voucher	ND	\$600.00	TX CA	SW Voucher
FL N	\$475.00	NE	SW Voucher	TX FW	SW Voucher
FL S	SW Voucher	NH	SW Voucher	TX GC	\$50.00
GA	\$325.00	NJ	SW Voucher	TX N	SW Voucher
HI	\$775.00	NM	\$650.00	UT	SW Voucher
IA	\$625.00	NV	SW Voucher	VA	\$525.00
ID	SW Voucher	NY C	\$375.00	VT	\$375.00
IL C/S	SW Voucher	NY E	SW Voucher	WA	SW Voucher
IL N	SW Voucher	NY M	SW Voucher	WI	\$575.00
IN	SW Voucher	NY W	SW Voucher	WV	\$525.00
KS	\$500.00	OH N	SW Voucher	WY	\$575.00
KCR	SW Voucher				

**Guest Meal Package:** Many volunteers like to bring their spouse or family members to TI with them. You may purchase a Guest Meal Package(s) for \$300 during the online registration process. The meal package includes all meals provided at TI (Fri. breakfast, lunch, snack, Sat. breakfast, lunch, snack, banquet, and Sun. brunch).

**Guest Awards Banquet Ticket:** Many volunteers like for their spouse or family to share in the awards banquet night. You may purchase an awards banquet ticket(s) for \$45 each in advance during the online registration process.

**TI Group Photo:** This year we will be taking a TI Group Photo at the Awards Banquet. Your photo order will be mailed to you within two weeks after TI. You may purchase your 5 x 7 copy in advance for \$8.00 or your 8x10 copy in advance for \$10 during the online registration process.

**TI CD and Website with all Photos from the Weekend:** A CD with all photos from the weekend will be available for order for \$15.00. The CD will be mailed to you within three weeks after TI. You may purchase your CD in advance during the online registration process. We will be posting all TI photos online at <http://www.shutterfly.com/pro/visualexpressions/HOBYTI2011>. Individual photos may be purchased through this website with prices and sizes ranging from \$1.50 for a 4x6 print to \$39.00 for a 20x30 print, plus shipping and handling. Additionally, digital photos of your affiliate site during the awards ceremony will be made available as well for \$4.

**Door Prizes/Baskets:** Each site/state is encouraged to bring a basket/gift bag to showcase your state or site. These baskets/gifts will be used for door prizes throughout the Training Institute. All of the names of volunteers attending the Training Institute will be put in a basket to draw for a door prize. Some of the items that people have put in the baskets are: t-shirt, a mug, food, candy or whatever you wish. Please be sure to tag your basket with the name of the site, person responsible for bringing the basket and address. If you are bringing a basket, please contact Ryan Spry at [ryan@alabamahoby.org](mailto:ryan@alabamahoby.org) so that we will know how many to expect. You should drop your basket off in the TI Operations Room when you arrive.

**Sharing Table:** We will have a sharing table at TI for you to bring items from your site to share with others. Items that you may want to consider bringing to share include: program books, pins, activity description sheets, best practice summaries, awards ideas, left-over T-shirts, fundraising ideas, or just about anything great about your site that you would like to share with others.

**T-Shirt Contest:** Each site is welcome to bring a t-shirt from their seminar to be on display for voting for the best t-shirt design. Attendees will be able to vote for each t-shirt design (\$.25/vote) throughout the Training Institute and the winning design will be announced on Saturday night at the Awards Banquet. Proceeds from the contest will go to benefit a local charity.

**Leadership for Service Photo Presentation:** A photo montage of affiliate Leadership for Service projects will be shared during the Training Institute. Last year's photo presentation can be viewed at <http://www.youtube.com/hoby#p/a/u/0/RuChric0uMM> . Several sites were not represented last year because they missed the submission deadline or did not submit their site's photographs. It is wonderful to see what others sites are doing, so don't miss out on seeing your site "up in lights".

We are asking each site to submit 5 high resolution photos - your Seminar Site Group Photo and 4 additional photos of your Ambassadors doing their service project(s). If you are scanning photos please use a DPI of 300 or higher. CLEARLY identify your photos by renaming them as follows.

Example:   ohiosouthgroup\_2011.jpeg  
              ohiosouthL4S\_01.jpeg  
              ohiosouthL4S\_02.jpeg  
              ohiosouthL4S\_03.jpeg  
              ohiosouthL4S\_04.jpeg

Additionally you may submit one 30 second video (must be an mp4 file).

All files can be added to the L4S dropbox.

Go to [www.dropbox.com](http://www.dropbox.com), sign in using:

Login email: [HOBYL4S@gmail.com](mailto:HOBYL4S@gmail.com)

Password: HOBY2011

You will find a L4S Photo and Video File and a L4S Document File. Please see the required information below to be included in a Summary Word Document for your site. Open the appropriate folder and then click on upload. It is really easy. If you need assistance, please call LeAnne Gompf at 419-560-0351. Photos and video go into the photo and video file, and L4S Summary Word Document in the Document file. Include the following information in your Summary Word Document: Name of HOBY Site, Contact person name and phone number, Service project names/organizations, photo # with caption text for that photo.

**Service Project Donation Drive:** Attendees are encouraged to bring new or gently used children's books for the local Children's Hospital in Houston. Contributing volunteers may drop-off the books during check-in or at the operations room on Friday, August 12. Books collected from TI attendees for the Children's Hospital will be delivered following TI.

**Evening Out in Houston:** Friday evening is your time to explore Houston. There are dining and entertainment opportunities within walking distance of the hotel. There is a list of local attractions posted on the Omni Houston Hotel website <http://www.omnihotels.com/FindAHotel/Houston/LocalInformation/ThingsToDo.aspx> . You may want to make dinner and entertainment reservations in advance.

- **Shopping:** Shoppers will enjoy The Galleria - <http://www.simon.com/mall/default.aspx?ID=805>, Uptown Park <http://www.uptownparkhouston.com/fw/main/Home-395.html> , and River Oaks Shopping - <http://www.riveroaksshoppingcenter.com> to name a few.
- **Movie Night:** There are several movie theatres in/around the Omni Houston Hotel. If a movie night and dinner is in the plans for you, consider the Edwards Greenway Palace 24, an upscale movie theatre with restaurants on site. To learn more: [http://www.fandango.com/edwardsgreenwaypalace24\\_aanzg/theaterpage](http://www.fandango.com/edwardsgreenwaypalace24_aanzg/theaterpage)
- **Kemah on the Boardwalk:** If you have transportation and are willing to venture out into Houston, then you may want to journey to Kemah on the Boardwalk. Located in Kemah, Texas, the boardwalk offers dining, fun, and games for a one-stop-shop evening night out. <http://kemahboardwalk.com/>
- **Galveston Beach and The Strand:** If you have the desire to explore, eat, and shop than an evening Galveston Island trip may be for you. Galveston Island is 55 miles south of the hotel. You can enjoy a walk on the beach as well as visit the many shops, restaurants and experience all that island life has to offer. <http://www.galveston.com/default.asp>
- **Dance, socialize, sing, and have fun:** Located at I-10 and Silber, Drink Houston sports an all in one club environment. Located less than 3 miles from the hotel, Drink Houston sports a huge dance bar, 70's-80's-90's retro dance club, karaoke and an ultra cool Latin lounge. To learn more: <http://www.drinkhouston.com/index.htm>

**Special Note:** All HOBY TI attendees will be responsible for their own transportation for the Friday evening night out. Be sure to coordinate with other volunteers or contact the Omni Hotel in advance of planning your Houston evening adventure.

### **Meet the 2011 HOBY Training Institute Team:**

TI Chair – David Mulvihill – Illinois - Region B. David is a 1991 HOBY Alumni and has been a volunteer with HOBY Illinois since 2003, serving as a Director of Operations, Leadership Seminar Co-Chair, and Corporate Board President. He currently serves as Board of Advisors Chair for HOBY Illinois and as a member of HOBY International's Field Operations and Program Committee, where he serves as the Alumni Development Subcommittee Chair. David is Assistant General Counsel for Bank of America.

TI Vice Chair – Sonya McKay – District of Columbia - Region B. Sonya is a 1993 Illinois North Alumni who has been a volunteer for 7 years with the Washington D.C. HOBY affiliate. She recently completed two successful terms as Corporate Board President, growing her site by 50% and adding four CleWs to the program year. Sonya is currently employed as a Host/Moderator with the Newseum in Washington, D.C.

TI Operations Director – Ryan Spry – Alabama - Region Y. Ryan has been a volunteer with Alabama HOBY since 2004, serving as Leadership Seminar Chairman for the past two years. He currently serves as Corporate Board President and has also served as a group facilitator during his time with HOBY.

TI Photographer – LeAnne Gompf - Ohio - Region B. LeAnne is the Director of Video and Photography for Ohio South. Her HOBY involvement started as a Facilitator nine years ago. She is a member of Kiwanis and was dispatched from her club to check out HOBY! She was hooked after just one weekend! Two of her children are now HOBY alumni and both have been forever changed by the experience! She has been a hobbyist in Photography for decades and feels that her best contribution to HOBY is in creating a “visual” memory of the HOBY experience.

Core Team Member – Jason Pike - Alabama -- Region Y. Jason has been a volunteer with HOBY for the past 16 years. He has served in numerous key volunteer positions including LSC, Operations Director, and Corporate Board President for the Alabama Leadership Seminar. Jason is currently serving as a Regional Project Director for Region Y.

Host Committee Lead – Texas Gulf Coast HOBY - Region Y. The local Texas Gulf Coast HOBY volunteers will be helping with TI activities before, during and after the Training Institute. The help of the local team is an important aspect of making sure things run smoothly for all participants.

TI Staff Curriculum Lead – Vicki Ferrence Ray - Senior Director of National Programs - Region B. Vicki will coordinate the TI curriculum model, training schedule, trainer selection, training development, and materials. Vicki is 1989 alumna from PA-C and has held numerous volunteer positions during her 15 years as a HOBY volunteer. Vicki has been on staff with HOBY International for seven years.

TI Staff Operations Lead – Rose Santini - Director of National Programs - Region Y. Rose will coordinate TI registration, facility requirements, travel arrangements, and general operations in support of the curriculum team. Rose has been with HOBY since 1998 and has been an Alumni Advisor, Co-Leadership Seminar Chair, Corporate Board President, District Director, and TI Operations Chair. Rose has been on staff for seven years. Although HOBY is her biggest hobby, she also enjoys spending time with her family, reading, gardening, and crocheting.

**TI Schedule:** Below is the planned TI Schedule for your reference. This is subject to change up to the start of the Training Institute.

<b>Thursday, August 11, 2011</b>		
<b>Start Time</b>	<b>End Time</b>	<b>Event</b>
7:30pm	9:00pm	Check-in
8:00pm	9:00pm	Attendee Welcome Reception by Omni
9:00pm	10:00pm	Facilitated Group Meeting #1/Orientation
<b>Friday, August 12, 2011</b>		
<b>Start Time</b>	<b>End Time</b>	<b>Event</b>
7:30am	8:30am	Late Check-in
7:30am	8:30am	Breakfast (Buffet - American Breakfast)/CEO-BOT Chair Chat Time
8:30am	9:15am	Opening Session- Theme Video, Welcome, Intros, Icebreaker, Goals, Changes for 2011-2012, Binder Content Review
9:15am	10:45am	Keynote Speaker
<b>11:00am</b>	<b>12:30pm</b>	<b>Session 1</b>
	A	<i>HOBYS 101</i>
	B	<i>HOBYS 202</i>
12:30pm	1:30pm	Lunch/State of HOBY Address
<b>1:40pm</b>	<b>2:30pm</b>	<b>Session 2</b>
	A	<i>Social Change Model of Leadership &amp; Leadership Seminar Methodology (MANDATORY for 1 person per site to attend)</i>
	B	Recruiting Volunteers
	C	Building Your Fundraising Committee and Diversifying Your Revenue
<b>2:40pm</b>	<b>4:20pm</b>	<b>Session 3</b>
	A	<i>Getting Organized: ByLaws, Charters, and Building a Corporate Board</i>
	B	<i>Managing Risk and Liability (MANDATORY for 1 person per site to attend)</i>
	C	<i>Building a Better CleW</i>

Friday, August 12, 2011 - Continued		
Start Time	End Time	Event
4:20pm	5:20pm	Snacks & Facilitated Group Meeting #2
5:30pm	6:30pm	Regional Meeting #1
6:30pm	???	Free Night!
Saturday, August 13, 2011		
Start Time	End Time	Event
7:00am	8:00am	Best Practices Sharing Breakfast/CEO-BOT Chair Chat Time
<b>8:10am</b>	<b>9:00am</b>	<b>Session 4</b>
	A	<i>How to Hold a Seminar on a Shoestring Budget</i>
	B	<i>Grant Research and Writing</i>
	C	<i>Maintaining, Managing and Training Volunteers</i>
<b>9:10am</b>	<b>10:00am</b>	<b>Session 5</b>
	A	<i>Training Your Seminar and CLeW Facilitators</i>
	B	<i>HOBY Through the Phases</i>
	C	<i>Public Relations: Getting HOBY's Good News in the News</i>
<b>10:10am</b>	<b>11:50am</b>	<b>Session 6</b>
	A	<i>Corporate Compliance for Corporate Boards</i>
	B	<i>Developing and Maximizing Your Alumni</i>
	C	<i>Seminar Recruitment and Ambassador Relations</i>
12:00pm	1:10pm	Lunch/BOT Strategic Plan Presentation
<b>1:20pm</b>	<b>2:10pm</b>	<b>Session 7</b>
	A	<i>Corporate Solicitation and Fundraising</i>
	B	<i>Special Events and Seminar-Based Fundraising</i>
	C	<i>Creating a Meaningful L4S Project (MANDATORY for 1 person per site to attend)</i>
<b>2:20pm</b>	<b>3:10pm</b>	<b>Session 8</b>
	A	<i>Optional National Curriculum Topic: HOBY Takes the Lead on Bullying</i>
	B	<i>Working with Colleges and Universities to Plan Your Seminar</i>
	C	<i>Using HOBY Online and web2Project</i>
Saturday, August 13, 2011 - Continued		

Start Time	End Time	Event
3:10pm	4:00pm	Snacks & Facilitated Group Meeting #3
<b>4:10pm</b>	<b>5:00pm</b>	<b>Session 9</b>
	A	<i>Working with Cooperating and Service Organizations</i>
	B	<i>Non-Profit Finance: Making the Most of Your Money</i>
	C	<i>Effectively Leading your Team through Technology and Maximizing Social Media Tools</i>
5:10pm	6:00pm	Regional Meeting #2
6:00pm	7:30pm	Prep for Banquet
6:30pm	7:30pm	Cocktail Hour
7:30pm	???	Awards Banquet
<b>Sunday, August 14, 2011</b>		
Start Time	End Time	Event
<b>8:00am</b>	<b>8:50am</b>	<b>Session 10</b>
	A	<i>Developing the Right Succession Plan</i>
	B	<i>Keeping Things Flowing: Seminar Operations</i>
	C	<i>Creating Effective Marketing Tools</i>
<b>9:00am</b>	<b>9:50am</b>	<b>Round Table Sessions</b>
	A	<i>Leadership Seminar</i>
	B	<i>Corporate Board</i>
	C	<i>Alumni &amp; CleW</i>
10:00am	10:50am	Brunch/Closing Session
11:00am	Noon	Regional Meetings #3
Noon		Homeward Bound!

**Course List and Descriptions:** Below is a chart of all of the planned courses for TI with course title, description, session length and intended audience for your reference.

Maximum course attendance is 72 people per course. We recommend that only one person per site attend each course. You must register for courses in advance (first come first serve) via the online registration process. You will want to coordinate your course selections with the other TI attendees from your site. PLEASE NOTE that there are two courses that require one person per site to attend. Once you are registered for your courses, you are expected to attend those courses. Once a course is filled, it will close; there will be no waiting list, and no course switching.

Materials will be provided to attendees at TI for the courses that they actually attend. And all materials will be available on HOBY Online for all courses.

Session Title	Description	Duration	Audience
Building a Better CLeW	This course will highlight ideas for improving (or starting) your CLeW program. The requirements as well as optional ideas will be covered. You will learn how to use CLeWs to feed your seminar registrations, grow HOBY Alumni, enhance name recognition, recruit volunteers, etc.	2	CLeW, CP
Building your Fundraising Committee and Diversifying Your Revenue	In this course you will discuss how to build a fundraising team to work with your Director of Fundraising, divide and conquer the fundraising work, and create a fundraising plan to diversify your revenues and take advantage of all fundraising strategies and options.	1	DF, CP, LSC, AA
Corporate Compliance for Corporate Boards	In this course, you will discuss all areas of corporate compliance including affiliation and 501(c)3 status <u>including IRS 990 tax filing requirements</u> , taxes and exemptions, corporate standing, charitable registration, annual reports, and background checks.	2	CP
Corporate Solicitation and Fundraising	During this course, you will learn strategies for finding and approaching businesses (large and small) and corporations for donations. Participants will have an opportunity to share best practices. Templates and samples will be provided.	1	DF, LSC, CP
Creating a Meaningful L4S Project <b>(MANDATORY)</b>	The course will include an overview of the required and optional elements, risk and safety issues during projects, and materials provided by HOBY for L4S Programming. Best practices of L4S will also be shared as well as ideas and suggestions for maintaining commitment from your Alumni. The L4S hours logging system for alumni will also be covered. <b><u>IT IS MANDATORY FOR ONE PERSON PER SITE TO ATTEND.</u></b>	1	AA, LSC, CLeW, DP

Session Title	Description	Duration	Audience
Creating Effective Marketing Tools	Program books, brochures, annual reports, and your website can all be used as effective marketing tools if designed well and used effectively. Learn how to brand HOBY and use it to your advantage.	1	DPR, CP, LSC, CLeW
Developing and Maximizing Your Alumni	HOBY Alumni are our greatest resource. This course will teach you how to involve them in all aspects of your HOBY program, continue their leadership development and keep them involved in HOBY for life. This course also includes ideas for Alumni Activities planning.	2	AA, CLeW, LSC, CP
Developing the Right Succession Plan	Learn how to develop an actionable succession plan for your HOBY affiliate using a structured process that includes proper preparation, setting the right tone, building the plan, getting buy in, and implementing the plan.	1	CP, CP Members
Effectively Leading your Team through Technology and Maximizing Social Media Tools	Through this session, participants will gain information on different technological tools to enhance their HOBY planning. Best practices will be shared in website development, utilizing online donation sites, mass emailing, Skype, conference calling options, Facebook, Twitter, YouTube and other technology that can aid in HOBY efforts. Special emphasis will be placed on tools that are inexpensive or free.	1	All
Getting Organized: ByLaws, Charters, and Building a Corporate Board	This course covers affiliation initiation including creating, amending, and following corporate by-laws for Corporate Boards as well as creating a charter for an Alumni Association. Topics also include how to build and expand your corporate board to meet the recommended corporate board composition.	2	AA, CP
Grant Research and Writing	This course discusses techniques for finding and completing grant applications for your HOBY program. Receive hints for how to help fit HOBY into the requirements for educational, community development and youth development opportunities.	1	CP, DF
HOBY 101	HOBY 101 will cover "HOBY Alphabet Soup", and will provide a great introduction to the HOBY organization. Those new to HOBY and/or new to TI are encouraged to attend. The course serves as a great model for ways to train your new volunteers on the basics of HOBY and inform you how you can get the most out of your TI experience.	1.5	All
HOBY 202	So you know your "ABCs" and your "1, 2, 3's", now what? This course will cover HOBY basics beyond the local site level, including information about regional and national volunteer opportunities, and further ways to strengthen your site. This course is designed for veteran local volunteers or those who have attended TI before.	1.5	All

Session Title	Description	Duration	Audience
HOBY Through the Phases	This course discusses all HOBY program requirements and options for a seminar including curriculum guides and activities for the three leadership phases and a brief introduction for the L4S activities. In this course students will learn how to deliver the phase introduction modules. Participants will have the opportunity to draft a program schedule utilizing the curriculum.	1	All
Keeping Things Flowing: Seminar Operations	Transportation, food service, facilities, and real time support will all be discussed in this course. You will learn how to manage and control these elements to ensure a successful seminar.	1	LSC, DO, CLeW
Training, Managing and Maintaining Volunteers	This course will discuss how to train, maintain and manage your team once it has been developed. Topics will include how to effectively provide training, delegate tasks and motivate your committee. We will discuss strategies for recognition, retention, and building a succession plan to keep your site healthy well into the future.	1	All
Managing Risk and Liability <b>(MANDATORY)</b>	All HOBY activities have some level of risk. Learn how to mitigate this risk and stay within HOBY policy during this course. Participants will review HOBY policies, discuss risk management scenarios, and share lessons learned. <b><u>IT IS MANDATORY FOR ONE PERSON PER SITE TO ATTEND.</u></b>	2	All
How to Run a Seminar on a Shoestring Budget	Learn how to maximize your budget and Gift in Kind List for your Seminar, CLeW, or Alumni Association. Find out how you can get the most out of each dollar. Learn how to make the difficult choices for the seminar in tough economic times, and know what elements are required and what is optional.	1	All
Non-Profit Finance: Making the Most of Your Money	This class covers basic non-profit finance techniques and rules that will cover money management, banking, accounting, investing, and financial statements and audits.	1	CP, LSC, DF
Public Relations: Getting HOBY's Good News in the News	This course offers ideas on securing media coverage for your HOBY event. Various types of media including TV, newspapers, radio, and newsletters will be discussed. Participants will receive samples and ideas regarding press releases.	1	DPR, AA, LSC, CP

Session Title	Description	Duration	Audience
Recruiting Volunteers	This course will provide ideas and resources for recruiting and selecting your volunteers, and providing a welcoming environment for new people to the CULTure. Material will include a review of committee roles and responsibilities and how to match the right volunteer to the role. Annual Volunteer Application enhancements will also be discussed.	1	All
Seminar Recruitment and Ambassador Relations	This course will include recruitment guidelines and programs, a timeline for recruiting and communicating with schools and Ambassadors, and training on how to use HOBY Online and the online registration system for recruitment. Participants will be provided with templates for communications and ideas for handling challenging situations and increasing diversity.	2	LSC, DR
Social Change Model of Leadership & Leadership Seminar Methodology (MANDATORY)	This course will cover the methodology behind the HOBY curriculum, including the requirements for the Leadership for Service curriculum at the HOBY seminar to move L4S projects beyond community service and into meaningful service-learning projects. Focus will be on the theory to provide a good foundation for designing an impactful HOBY experience through activities. <b><u>IT IS MANDATORY FOR ONE PERSON PER SITE TO ATTEND.</u></b>	1	All
Optional National Curriculum Topic: HOBY Takes the Lead on Bullying	As developed through the strategic planning process, HOBY has adopted bullying as a national issue to encourage our Ambassadors to address. This course will introduce this National Topic for the year for optional use (with approval of your DNP) at Seminar, CLeW, and Alumni Programs. Learn how to incorporate this topic into your program within the existing program requirements parameters. Suggested outcomes, speaker/panel topics, activities, and group time discussion guide will be presented for use. As of this printing, HOBY is still exploring which National Organizations would make the best partners for this initiative, but a partner organization announcement is expected at the Training Institute.	1	All
Special Events and Seminar-Based Fundraising	This course will offer strategies for keeping fundraising events fun and profitable without draining your volunteer pool or your bank account. Special events could include: Leadership Circle Events, awards banquets, golf tournaments, fun runs and much more. Seminar-based fundraising opportunities such as College Options, HOBY Reverb, HOBY Store, closing banquets, photo/DVD sales, etc. will also be covered.	1	LSC, DF, CP

Session Title	Description	Duration	Audience
Training Your Seminar and CLeW Facilitators	A "Train the Trainer" session, this course will cover the new HOBY Facilitator Manual. Participants will review the policies and items that need to be covered in facilitator training, as well as learn how to teach effective facilitation skills.	1	LSC, CLeW, AA
Using HOBY Online and web2Project	This course is for new volunteers, volunteers without experience with these electronic tools, and those wanting more assistance with these electronic tools. This course will provide a tour of HOBY Online and a demonstration of all the tools available online for use by all key volunteers. This course also introduces web2Project and explains the minimum mandatory requirements for use by LSCs and optional use by CPs. The course will include a demonstration of the application and an overview of the advanced features of the application.	1	All
Working with Colleges and Universities to Plan Your Seminar	This course will provide information on how to effectively partner with colleges and universities in seminar planning. Participants will learn methods of negotiating with institutions of higher education regarding housing, meals, and other gifts in kind. The course will also discuss issues related to establishing contracts with the institutions and involving the admissions office, as well as HOBY's College Scholarship Program.	1	CP, LSC
Working with Cooperating and Service Organizations	This course covers techniques for identifying and involving cooperating and service organizations in your program including the corporate board, seminar, CLeW and Alumni activities. Topics will include how to approach groups for sponsorships and volunteers and how to team on service or special projects including L4S projects, training, check-in, etc.	1	All
Roundtable: Alumni & CLeW	This session will wrap-up various topics related to Alumni and CLeW activities, and provide for final best practices sharing.	1	AA, CLeW
Roundtable: Corporate Board	This session will wrap-up various topics related to the Corporate Board, and provide for final best practices sharing.	1	CP, CBM
Roundtable: Leadership Seminar	This session will wrap-up various topics related to the Leadership Seminar, and provide for final best practices sharing.	1	LSC, DR, DO, DP

Session Title	Description	Duration	Audience
Facilitated Groups	All participants will be split into groups of similar positions/locations/challenges/site size. The exact configuration of these groups will be decided after the registrations are received.	1	All