



**2018 HOBY Training Institute
Advance Booklet**

EMPOWER • LEAD • EXCEL

What: HOBY's 2018 Training Institute

When: Thursday, August 9, to Sunday, August 12, 2018 (4 days)

Where: Hyatt Regency Birmingham – The Wynfrey Hotel
1000 Riverchase Galleria
Birmingham, Alabama, USA, 35244
(205) 705-1234
<http://wynfrey.regency.hyatt.com/en/hotel/home.html>

Theme: One HOBY, together we GROW.

Who: Two attendees per U.S. site, age 21 or over (no exceptions), chosen by the affiliate, approved by the DNP, and paid for by HOBY International. Sites should work collaboratively with the DNP to determine the appropriate attendees and the necessary courses to take. Please consider:

- Your site's training needs
- Volunteers who have not attended TI in the past
- Volunteers taking on a new role
- Volunteers requiring more training
- Individuals in line for succession

Site leadership should review the course list, determine which courses are most needed, and then determine the appropriate people to attend.

Cost: The HOBY Training Institute is of no cost to U.S. affiliates (2 attendees per site) when rooming with another HOBY volunteer on Thursday, Friday, and Saturday nights. Thursday evening hors d'oeuvres; Friday breakfast and lunch; Saturday breakfast, lunch, and banquet dinner; and Sunday brunch are provided. See page 5 for travel allowance details.

Registration: Opens on June 5, and closes on July 15 at midnight. Visit <http://www.cvent.com/d/cgq2wt/4W> to register after reading this entire booklet.

Additional Attendees/Volunteers: Additional site volunteers, International Affiliates, and Organizational Partners age 21 or over (no exceptions) may attend at a cost of \$600 per person. They receive all the same meals and accommodations as regular attendees, but travel and arrangements are at the additional attendee's own expense. Spots are limited. Site volunteers are subject to the approval of the DNP, and International Affiliates and organizations are subject to the approval of the Chief International Program Officer, Cheryl Brenn at brennc@hoby.org.

Courses: Attendees register for courses in advance and customize their curriculum based on training needs. The DNP may adjust an attendee's course list if deemed necessary.

Training Materials: A training folder with limited information will be provided, but all presentation materials and handouts will be available in HOBY Online on August 1. Consider bringing your own electronic device (laptop or tablet) to view these materials during the sessions or print the necessary materials in advance to include in your training folder.

Roommates: TI attendees will be housed with a HOBY volunteer unless single occupancy or a specific roommate is requested. Roommate requests will be accepted during online registration.

Single Occupancy Upgrade: \$75 per night for Thursday, Friday, and Saturday. Upgrade to single occupancy during online registration.

Additional Nights: As a courtesy to volunteers, HOBY has arranged for additional nights at the discounted rate of \$125+ applicable taxes per night. The rate is available for 2 days prior (August 7-8) and 2 days after TI (August 13-14), but a limited number of rooms are available. Please include your plan to arrive early/depart late during online registration.

Attendees are responsible for finding roommates for the nights before/after TI, if needed. Attendees are also responsible for room costs if not cancelled 72 hours prior to arrival.

Arrival Time: Arrive at the hotel no later than 7:30pm local time (Central) on Thursday, August 9.

Departure Time: Depart the hotel no earlier than 12:00 noon local time (Central) on Sunday, August 12, when the Regional meetings end.

Flight Information: The Birmingham-Shuttlesworth International Airport (BHM) is the most convenient. Please include all flight departure and arrival information (dates, times, airline, and flight numbers) during online registration.

Airport Shuttle: A free shuttle service is available to and from the hotel and airport. Call the hotel directly at 205-705-1234 to reserve a shuttle, and tell them you are with HOBY. All shuttle reservations must be completed by July 17. The hotel will not accept calls for a shuttle on arrival/departure day.

Driving and Parking: Use this address on your driving app:

1000 Riverchase Galleria
Birmingham, Alabama 35244

The hotel offers valet parking service at \$18 per night and self-parking at \$12 per night. Both options provide guests with unlimited in and out privileges.

Hotel Amenities: Include full-service fitness center, heated swimming pool, restaurant and bar, gift shop, business center, and free high-speed internet access available in rooms and lobby. (Some fees apply.) More information is available at <http://wynfrey.regency.hyatt.com/en/hotel/our-hotel.html>.

Check-in Upon Arrival: Check-in at the hotel front desk anytime to receive a room assignment. A credit card will be required for incidentals.

Starting at 7:30pm on August 9, HOBY check-in opens on the second floor. Attendees receive the Training Institute Folder and may enjoy networking at a reception before the Regional Meetings begin at 8:30pm. Next day/late check-in will need to go to the HOBY Operations Room (Dorset) on the second floor between 7:00am and 8:30am on August 10.

Attire:

- Thursday: HOBY T-shirt and pants, jeans, or shorts.
- Friday Day: business casual
- Friday Night (night out): as you wish
- Saturday and Sunday: business casual
- Saturday Night (awards banquet): cocktail attire

Business casual excludes jeans, shorts and t-shirts. It is advised to bring a sweater or jacket as the meeting rooms are well air-conditioned.

Deadline to Register: July 15, 2018, at midnight, Pacific Time. Online registration, travel information, and payments must be completed by this time. Late registrations will not be accepted. Checks may be mailed to:

Rose Santini
PO Box 384
Hazen, ND 58545

HOBY Polo and T-shirts: During online registration, orders will be accepted for a HOBY polo shirt in navy blue and will be available for pick up at HOBY check-in. A Grey short sleeve t- shirt with the 2018 Training Institute theme will also be available for sale at check-in.

Item Pricing

- Women’s Navy Polo: XS-XL = \$25; 2XL = \$27; 3XL = \$29
- Men’s Navy Polo: S-XL = \$25; 2XL = \$27; 3XL = \$29; 4XL = \$31 and 5XL = \$33
- Grey short sleeve t-shirt (Unisex): S-XL = \$15; 2XL = \$17; 3XL - \$19 and 4XL = \$21
- HOBY lapel pins = \$2



Travel Allowance: HOBY International issues a travel reimbursement check at the conclusion of the Training Institute. This allowance is determined by airfare/travel rates based on geographic location. Participants are responsible for travel arrangements. No-shows will not receive a travel allowance. Any questions should be directed to the DNP.

Site	Travel Allowance
AK	\$725.00
AL	\$50.00
AR	\$375.00
AZ	\$375.00
CA C	\$475.00
CA LA	\$425.00
CA N	\$425.00
CA S	\$400.00
CO	\$450.00
CT	\$375.00
DC	\$375.00
DE	\$375.00
FL M	\$325.00
FL N	\$400.00
FL S	\$350.00
GA NW	\$225.00
GA SE	\$225.00
IA	\$425.00
ID	\$500.00
IL C/S	\$325.00
IL N	\$325.00
IN	\$325.00
KS	\$350.00

Site	Travel Allowance
KY	\$350.00
LA	\$350.00
MA	\$425.00
ME	\$400.00
MD	\$475.00
MI	\$350.00
MN	\$350.00
MO	\$375.00
MS	\$400.00
MT	\$625.00
NCE	\$325.00
NCW	\$350.00
ND	\$600.00
NE	\$425.00
NH	\$425.00
NJ	\$425.00
NM	\$400.00
NV	\$400.00
NY C	\$475.00
NY E	\$450.00
NY M	\$500.00
NY W	\$400.00
OH N	\$375.00

Site	Travel Allowance
OH S	\$350.00
OH SW	\$300.00
OH W	\$300.00
OK	\$400.00
OR	\$475.00
PA C	\$475.00
PA E	\$350.00
PA W	\$475.00
RI	\$425.00
SC	\$350.00
SD	\$550.00
TN	\$350.00
TX CA	\$375.00
TX FW	\$400.00
TX GC	\$375.00
TX N	\$375.00
UT	\$450.00
VA	\$425.00
VT	\$425.00
WA	\$450.00
WI	\$475.00
WV	\$475.00
WY	\$600.00

Guest Meal Package: A guest meal package for \$400 is available for purchase during online registration and includes all meals provided to attendees. This is for guest of attendees (e.g. family members who come to TI but are not participants).

Guest Awards Banquet Ticket: Awards banquet tickets for \$75 each are available for purchase during online registration. This is for attendees who would like for family members or friends to attend the awards banquet.

TI Group Photo: A 5"x7" print for \$10.00 and 8"x10" print for \$15 may be purchased in advance during online registration. Photos are mailed within one month following TI.

Photos from the Weekend: A CD for \$20 with all photos from the weekend will be available for purchase during online registration. The CD is mailed within one month following TI. In addition, all TI photos will be available online for purchase at <https://leannegompf-visualexpressions.smugmug.com/share/HOBYTI>.

Door Prizes/Baskets: Each site/state is encouraged to bring a basket/gift bag to showcase their state or site. Baskets/gifts are used for door prizes throughout the weekend. All attending volunteers are included in a drawing for a door prize.

Suggested gift items include: t-shirt, mug, food, candy, or item unique or representative of your state. Bring the basket (identified with the name of the site, person responsible for bringing the basket, and address) to the TI Operations Room (Dorset) upon arrival.

If bringing a basket, please contact Jay Barnhart in advance at jaybarnhart@gmail.com so we may account for all arriving baskets.

HOBY Store: HOBY sells a few items during TI. No site is allowed to sell their merchandise without the approval of Rose Santini prior to TI. Contact santinir@hoby.org.

Leadership In Action (LIA) Photo Presentation: Photos and video montages of affiliate Leadership In Action projects are shared during the Training Institute.

REQUIRED: Each site must submit high-resolution photos (approx. 2MB in size for each photo) of (1) the Seminar's large group photo and (2) photos of Ambassadors doing the service project.

Scanned photos should be a DPI of 300 or higher. Identify photos by using this naming convention:

Group Photo: *[SeminarName]GroupPhoto_[SeminarYear].jpeg*
For example: ohiosouthgroupphoto_2013.jpeg

L4S Photos: *[SeminarName]L4S_[SeminarYear].jpeg*
For example: ohiosouthL4S_01.jpeg; ohiosouthL4S_02.jpeg

OPTIONAL: A 30–45 second video of students participating in the service project. Video file must be an m4v or .mov file, and most videos from smart phones can be used. Please do not upload complete seminar highlight videos or students doing cheers.

Photos, videos, and LIA reports must be uploaded into the LIA Dropbox AND ActiveCollab by July 31.

LIA Dropbox Information:

www.dropbox.com

Login: HOBYLIA@gmail.com

Password: outstanding

The LIA Project Form/Report can be found in HOBY Online and helps us accurately caption photos.

Pre-TI Call: Each DNP will be holding a Pre-TI call which is required for all TI Attendees. DNPs will reach out to attendees after the July 15 registration deadline with information about the call date and time.

Evening in Birmingham: Friday evening is open for exploration of the city. Several dining and entertainment opportunities are within walking distance of the hotel. Visit <http://wynfrey.regency.hyatt.com/en/hotel/activities.html> for more information. It is recommended to make dinner and entertainment reservations in advance.

Things to Do:

- The [Riverchase Galleria](#) is conveniently connected to the Wynfrey Hotel. Many restaurants are located inside the Galleria and more are within walking distance. Other shopping/dining hotspots in the area include [Colonial Brookwood Village](#) and [The Summit](#).
- [Moss Rock Preserve](#) – A beautiful 349-acre nature preserve with nearly 12 miles of hiking footpaths and access to Boulder Field, a favorite among rock climbers. Free admission and open sunrise to sunset.
- [Five Points South](#) – One of Birmingham's first streetcar suburbs and now a premier culinary and entertainment district that is home to 42 restaurants, 7 bars, and 32 retailers.
- [The Color Tunnel](#) – Once an abandoned underpass (18th Street), artist Bill FitzGibbons transformed this tunnel, with his installation *LightRails*, into a bright corridor with thousands of colorful LED lights.
- [The Birmingham Escape Game](#) – A fun and challenging real-life adventure for groups of 2-8 people. Teams work together finding clues and solving puzzles to escape from a locked room within 60 minutes.
- [Railroad Park](#) – 19-acre downtown greenspace situated along 1st Avenue S between 14th and 18th Streets that celebrates the industrial and artistic heritage of the Magic City. Several short walking trails open until 11 pm daily.

All attendees are responsible for transportation on Friday evening. Coordinate with other volunteers or contact the Wynfrey Hotel to ensure a safe return.

Packing List:

- Items for sharing table
- Door prize/Basket/Gift bag
- Laptop/Tablet
- Sweater or jacket for the sessions

TI Schedule

Subject to change up to the start of the Training Institute

Thursday, August 09, 2018			
1:00pm	2:00pm	Avon	DNP/Program Staff Meeting
2:00pm	3:30pm	Avon	RPD Meetings with DNPs
3:30pm	5:00pm	Avon	FOP Meeting
5:15pm	6:30pm	Yorkshire	Core Team/Trainer Dinner and Orientation
6:30pm	7:00pm	Prefunction area	Set up for Check-in
7:00pm	8:30pm	Prefunction area	Attendee Check-in
7:00pm	8:30pm	Wynfrey C	Attendee Welcome Reception by Wynfrey
8:30pm	9:25pm	Wynfrey D	Regional Meeting - H
		Yorkshire	Regional Meeting - O
		Riverchase A	Regional Meeting - B
		Riverchase B	Regional Meeting - Y
Friday, August 10, 2018			
7:30am	8:30am	Dorset	Late Check-in
7:30am	8:30am	Wynfrey C	Breakfast (Buffet - American Breakfast)
8:30am	9:15am	Wynfrey AB	Opening Session: Welcome, Intros, Icebreaker, Goals, Changes for 2018-2019
9:30am	10:00am	Wynfrey AB	HOBY: Leadership in Action 2018
10:00am	11:30am		Session 1 (90 minutes)
	A	Wynfrey D	Seminar Recruitment and Ambassador Relations
	B	Riverchase A	Understanding your Corporate Board: By-laws, Charters, and Building a Corporate Board
	C	Riverchase B	HOBY Through the Phases
	D	Yorkshire	Developing Your Resume, Bio, and LinkedIn Profile
11:40am	1:00pm	Wynfrey C	Lunch: State of the Organization Report with Javier LaFianza
1:10pm	2:00pm		Session 2
	A	Wynfrey D	Building Your Fundraising Committee and Making the Most of your Diverse Revenue
	B	Riverchase A	Developing Your Alumni Association
	C	Riverchase B	Keeping Things Flowing: Seminar Operations
	D	Yorkshire	HOBY History
2:10pm	3:00pm		Session 3
	A	Wynfrey D	Creating Effective Marketing Tools and Public Relations
	B	Riverchase A	Recruiting and Retaining Volunteers
	C	Riverchase B	Corporate Compliance for Corporate Boards
	D	Yorkshire	Working with Colleges and Universities to Plan Your Seminar

3:00pm	3:50pm	Wynfrey A	Snacks & Facilitated Group Meeting #1 (13 rounds of 10)
		Wynfrey E	Snacks & Facilitated Group Meeting #1 (9 rounds of 10)
		Hampshire	Snacks & Facilitated Group Meeting #1 (2 rounds of 10)
		Essex	Snacks & Facilitated Group Meeting #1 (3 rounds of 10)
3:50pm	5:20pm		Session 4 (90 minutes)
	A	Wynfrey D	Managing Risk and Liability
	B	Riverchase A	Soliciting Corporate and Retail Organizations for Grants and GIK
	C	Riverchase B	Using HOBY Technology
	D	Yorkshire	HOBY: Conducting Yourself in an All-Inclusive Organization
5:30pm	6:30pm	Wynfrey D	Regional Meeting – H
		Yorkshire	Regional Meeting – O
		Riverchase A	Regional Meeting – B
		Riverchase B	Regional Meeting – Y
6:30pm			Free Night!
Saturday, August 11, 2018			
7:00am	8:00am	Wynfrey C	Breakfast/Best Practices Sharing/CEO-BOT Chair Chat Time
8:10am	9:00am		Session 5
	A	Wynfrey D	Training and Managing Your Volunteer Team
	B	Yorkshire	Making the Most of Your Alumni Association
	C	Riverchase A	Working with Phi Sigma Pi and other Cooperating and Service Organizations
	D	Riverchase B	Introduction to Formstack
9:10am	10:00am		Session 6
	A	Wynfrey D	How to Run a Quality Program on a Shoe String Budget
	B	Riverchase A	Sexual Harassment and Working with Youth in Today's Environment
	C	Riverchase B	How to Get Alumni and Parents Involved
	D	Yorkshire	Understanding HOBY National Programs: ALA, WLC,
10:10am	11:50am		Session 7 (90 minutes)
	A	Wynfrey D	Leadership In Action and Leadership 4 Service
	B	Riverchase A	Community Reinvestment Act
	C	Riverchase B	Advanced Formstack
	D	Yorkshire	HOBY: Conducting Yourself in an All-Inclusive Organization
12:00pm	1:00pm	Wynfrey C	Lunch
1:10pm	2:00pm		Session 8
	A	Wynfrey D	Training Your Seminar and CLeW Facilitators
	B	Riverchase B	Building a Better CLeW
	C	Riverchase B	Developing the Right Succession Plan
	D	Yorkshire	Sexual Harassment and Working with Youth in Today's Environment

2:10pm	3:40pm		Session 9 (90 minutes)
	A	Wynfrey D	Managing Risk and Liability
	B	Riverchase A	Effectively Leading your Team through Technology and Maximizing Social Media Tools
	C	Yorkshire	Giving and Receiving Effective Feedback-Volunteer Edition
3:40pm	4:30pm		
		Wynfrey A	Snacks & Facilitated Group Meeting #2 (13 rounds of 10)
		Wynfrey E	Snacks & Facilitated Group Meeting #2 (9 rounds of 10)
		Hampshire	Snacks & Facilitated Group Meeting #2 (2 rounds of 10)
		Essex	Snacks & Facilitated Group Meeting #2 (3 rounds of 10)
4:30pm	6:00pm		
		Wynfrey D	Regional Meeting – H
		Yorkshire	Regional Meeting – O
		Riverchase A	Regional Meeting – B
6:00pm	7:30pm	Riverchase B	Regional Meeting – Y
6:30pm	7:30pm		Prep for Banquet
7:30pm	10:00pm	Prefunction Area	Cocktail Hour
		Wynfrey ABC	Awards Banquet
Sunday, August 12, 2018			
8:00am	8:50am		Session 10
	A	Yorkshire	Conflict Resolution
	B	Riverchase A	How to Create a Meaningful Seminar Assessment
	C	Riverchase B	Special Events and Seminar-Based Fundraising
9:00am	9:50am		Round Table Sessions
	A	Riverchase A	Leadership Seminar Volunteers
	B	Riverchase B	Leadership Seminar Chair
	C	Wynfrey D	Corporate Board
	D	Yorkshire	CLeW, Alumni
10:00am	10:50am	Wynfrey C	Brunch and Closing Session
11:00am	12:00pm	Wynfrey D	Regional Meeting - H
		Yorkshire	Regional Meeting - O
		Riverchase A	Regional Meeting - B
		Riverchase B	Regional Meeting - Y
12:00pm	2:00pm	Dorset	Clean Up Begins/Core Team Wrap Up Meeting
	2:00pm		Core Team/Ops Staff Departs

Course List and Descriptions:

Register for courses in advance during online registration. Maximum attendance per course is 72 people. It is recommend that only one person per site attend each course. Coordinate your course selections with other TI attendees from your site.

Several courses require one person per site to attend – plan accordingly. Attendees are expected to attend courses for which they registered. There is no course switching at TI. Once a course is filled, it is closed. There will be no waiting list. All materials and handouts will be available in HOBY Online on August 1.

Blue sessions are 50 minutes long.

Gold sessions are 90 minutes long.

(Initials in parentheses in the description indicate the target audience)

SESSION 1

Course Title	Description
(A) Seminar Recruitment and Ambassador Relations	This course will discuss ambassador recruitment guidelines, 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. (LSC, DR)
(B) Understanding your Corporate Board: By-laws, Charters, and Building a Corporate Board	This course covers an overview of the Affiliation Agreement, creating, amending, and following your 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 and how your corporate board interacts/manages the Leadership Seminar Committee. (CP)
(C) 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 to the Leadership In Action activities (a more detailed focus on Leadership In Action can be found in Leadership In Action and Leadership 4 Service) In this course attendees will learn how to deliver the phase introduction modules. Participants will have an opportunity to work on a program outline utilizing the curriculum. (All)
(D) Developing your Resume, Bio, and LinkedIn Profile	In this professional development session, you will learn how to incorporate your HOBY experience into your resume, write a professional bio, and develop a professional LinkedIn profile. (All)

SESSION 2

Course Title	Description
(A) Building Your Fundraising Committee and Making the Most of your Diverse Revenue	In this course we 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 revenue and take advantage of all fundraising strategies and options. Learn about the options for fundraising accounting and receipting along with matching gift programs for scholarships. Best practices from successful sites will also be shared during this foundational course with great information for new CPs and LSCs. (DF, CP, LSC)
(B) Developing Your Alumni Association	Now that you have developed your Alumni Association, learn how to make it active and effective. This course will discuss best practices on HOBY involvement and leadership opportunities for your alumni. (Alumni)
(C) Keeping Things Flowing: Seminar Operations	Transportation, food service, facilities, and real time support will all be discussed in this course. This course will discuss how to manage and control these elements to ensure a successful seminar. It is recommended for you to bring a copy of your site's program book to work on your own operations task list and timeline. (LSC, DO)
(D) HOBY History	Learn about the decades of HOBY history, founding philosophies, major milestones, and the changes to the organization and its programs over the years that bring us to the present day. (All)

SESSION 3

Course Title	Description
(A) Creating Effective Marketing Tools and Public Relations	Program books, brochures, annual reports, and your website can all be used as effective marketing tools if designed well and used effectively. Learn how use HOBY's Branding and Design Guidelines to improve your communications and results. This course will also offer tools and ideas on securing media coverage for your HOBY event including how to pitch a story to TV, newspapers and radio. Participants will receive samples and ideas and discuss best practices from successful sites. (DPR, CP, LSC, CLeW)
(B) Recruiting and Retaining Volunteers	This course will provide ideas and resources for recruiting and selecting your volunteers and a how-to guide to provide a welcoming environment to new volunteers. 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. (LSC, DS)
(C) Corporate Compliance for Corporate Boards	This course will discuss all areas of corporate compliance including Affiliation Agreements, 501(c)3 status including IRS 990 tax filing requirements, taxes and exemptions, corporate standing, charitable registration, annual reports, cash controls and background checks. (CP, LSC)
(D) Working with Colleges and Universities to Plan Your Seminar	This course will discuss 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. (LSC, CP, DO)

SESSION 4

Course Title	Description
(A) Managing Risk and Liability	All HOBY activities have some level of risk. This course will discuss 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. MANDATORY FOR EVERYONE TO ATTEND ONE OFFERING OF THIS COURSE. (All)
(B) Soliciting Corporate and Retail Organizations for Grants and GIK	This course will demystify how to apply for monetary support from local businesses and national corporations. Fundraising through applications to programs like Wal-Mart Community Grants, applying for small grants from other retailers and gift cards solicitation to other big box and grocery stores will be covered. (CP, LSC, DF)
(C) Using HOBY Technology	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 the HOBY website as well as HOBY Online and a demonstration of all the tools available online for use by all key volunteers. This course also introduces ActiveCollab 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. (All)
(D) HOBY: Conducting Yourself in an All-Inclusive Organization	This training will help you lead your site's volunteers to conduct an affiliate's understanding of fair and professional conduct and how it directly relates to and furthers the HOBY mission. ONE PERSON FROM EACH SITE MUST ATTEND ONE OF TWO SESSIONS. (All)

SESSION 5

Course Title	Description
(A) Training and Managing Your Volunteer Team	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. (CP, LSC, DS, CLeW)
(B) Making the Most of Your Alumni Association	Now that you have developed your Alumni Association, learn how to make it active and effective. This course will discuss best practices on HOBY involvement and leadership opportunities for your alumni. (Alumni)
(C) Working with Phi Sigma Pi and Other Cooperating and Service Organizations	This course covers the opportunities available to HOBY affiliates through our partnership with Phi Sigma Pi. This will lead to other discussions 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 Leadership In Action projects, training, check-in, etc. (LSC, CP, DF)
(D) Introduction to FormStack	Move your pre-seminar materials and other documentation and data into the 21st century by going digital. The course will teach a basic understanding of using Formstack as well as best data-sharing practices. (LSC, DR, DO)

SESSION 6

Course Title	Description
(A) How to Run a Quality Program on a Shoe String Budget	This course will discuss 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. (DF, LSC, CP)
(B) Sexual Harassment and Working with Youth in Today's Environment	This course will cover HOBY policies and best practices for working with youth to mitigate incidences of sexual harassment. Participants will discuss risk management scenarios, and share lessons learned. MANDATORY FOR EVERYONE TO ATTEND ONE OFFERING OF THIS COURSE. (All)
(C) How to get Alumni, Parents and Non-HOBY People Involved in your Seminar	This course will give you new tools and ideas to get Alumni, Parents and Non-HOBY people involved in your Seminar and information to help make them donors. Learn how to cultivate donor support for your local HOBY affiliate. Participants will learn how to: identify donor prospects, engage HOBY Parents who have the ability to donate, open conversations with potential individual and parent donors, build a committee to yield the individual donor support you need. Additionally, we will hear about new and evolving best practices from seminars. (Alumni)
(D) Understanding HOBY National Programs: ALA, WLC	Learn about the HOBY continuum beyond the State Leadership Seminars. This course will explain the different programs, volunteer opportunities, and ways that local seminars can support and benefit from encouraging participation in these programs. (All)

SESSION 7

Course Title	Description
(A) Leadership In Action and Leadership 4 Service	The course will discuss the required and optional Leadership-In-Action programming elements, risk and safety issues during service projects, programming materials. We will then discuss the Leadership 4 Service (L4S) process and best practices of L4S will also be shared as well as ideas and suggestions for maintaining commitment from your Alumni. Information systems and resources for alumni, hours, requirements and definitions, and awards will be covered. Participants will also learn the ideal L4S timeline for the year. This course is a natural continuation of HOBY through the Phases. MANDATORY FOR ONE PERSON PER SITE TO ATTEND. (All)
(B) Community Reinvestment Act	There are thousands of dollars available to fund HOBY seminars from banks and credit unions if you just know how to get it. This course discusses how to seek funds from banks and credit unions using CRA, a federal requirement for financial institutions to invest in low income communities. Learn how to determine if the school qualifies for CRA funding through HOBY. Learn to identify which banks and credit unions to approach and how. (CP, DF)
(C) Advanced Formstack	This course will go in-depth on advance topics such as integrating form data collection with Google Docs and PayPal as well as thinking about ways to use FormStack to optimize and facilitate your operations before, during and after your seminar. (LSC, DR, DO)
(D) HOBY: Conducting Yourself in an All-Inclusive Organization	This training will help you lead your seminar in an inclusive manner and encourage an affiliate culture consistent with HOBY's mission. Topics covered include an introduction to intersectional identities, racial unconscious bias, LGBTQ-affirming policies, and supporting ambassadors with disabilities. ONE PERSON FROM EACH SITE MUST ATTEND. (All)

SESSION 8

Course Title	Description
(A) Training Your Seminar and CLeW Facilitators	A "Train the Trainer" session, this course will discuss the 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. All of this information has been updated by the FOP so this is a must for sites who offer CLeWs! (CLeW, DS, LSC)
(B) Building a Better CLeW	This course will explain the basics of Community Leadership Workshops or CLeWs. You will learn CLeW programing requirements and how to use CLeWs to feed your seminar registrations, grow HOBY Alumni, enhance HOBY name recognition, and recruit CLeW volunteers. (CLeW, CP)
(C) Developing the Right Succession Plan	This course will discuss 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. ONE PERSON FROM EACH SITE MUST ATTEND. (CP, LSC)
(D) Sexual Harassment and Working with Youth in Today's Environment	This course will cover HOBY policies and best practices for working with youth to mitigate incidences of sexual harassment. Participants will discuss risk management scenarios, and share lessons learned. MANDATORY FOR EVERYONE TO ATTEND ONE OFFERING OF THIS COURSE. (All)

SESSION 9

Course Title	Description
(A) Managing Risk and Liability	All HOBY activities have some level of risk. This course will discuss 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. MANDATORY FOR EVERYONE TO ATTEND ONE OFFERING OF THIS COURSE. (All)
(B) Effectively Leading your Team through Technology and Maximizing Social Media Tools	This course will provide participants with information on different low cost or free technological tools to increase awareness and visibility of your HOBY seminar site. Best practices will be shared in website development, email communications and platforms, conference calling options, and social media options and practices on Facebook, Twitter and Instagram. (CP, LSC, DPR)
(C) Giving and Receiving Effective Feedback-Volunteer Edition	To deliver the best programs possible, it is critical that we practice the skills needed to effectively coach our volunteers to high levels of performance. This course is designed to reinforce the importance of giving positive feedback and take the anxiety out of giving constructive feedback. We will explore the importance of feedback and coaching; practice the skills needed to prepare for and deliver effective feedback; and share additional ways we can create a feedback culture within our HOBY programs. (All)

SESSION 10

<p>(A) Conflict Resolution</p>	<p>HOBY volunteers are some of the most committed people to the organization they volunteer for. As such, conflicts among volunteers will occasionally occur. This course will explore the possible conflicts that might arise and techniques on how to approach and work toward resolving those conflicts. (All)</p>
<p>(B) How to Create a Meaningful Seminar Assessment</p>	<p>Assessment is one of the most important actions you will take at your Seminar. Using a provided template, we will examine how to design an assessment tool to give you useful information to improve your seminar for the following year. We will discuss the importance of moving from questions that read – “Did you like this speaker?” to “What did you learn from this speaker?” We will review the several methods that can be used to collect the information. Finally, we will explore how to run analysis on the data so the useful information can be applied. (LSC, DP)</p>
<p>(C) Special Events and Seminar-Based Fundraising</p>	<p>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 in addition to new online options such as GoFundMe, SNAP! and crowdsourcing. (CP, LSC, DO, DF)</p>

THROUGHOUT

<p>HOBY Facilitated Groups</p>	<p>All participants will be split into groups of similar positions/locations/site size for discussion. The exact configuration of these groups will be decided after the registrations are received. (All)</p>
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OPTIONAL READING: MEET THE 2018 HOBY TRAINING INSTITUTE TEAM

TI Chair: Sydney Clifton, Region B

Sydney has been a HOBY Maine volunteer since 2007. She has held most volunteer roles, including Corporate Board President and Leadership Seminar Chair in Maine. Sydney has also been a TI volunteer and Regional Project Director for Region B for many years. Sydney works as a Learning Specialist for Martin's Point Health Care in Portland, Maine, and is currently pursuing her Master's Degree in Leadership Studies at the University of Southern Maine. HOBY is a family affair for Sydney as both her husband Steve and daughter Megan volunteer with HOBY Maine.

TI Vice-Chair: Megan Sip, Region B

Megan has been a HOBY Texas-Gulf Coast volunteer since 2005. She has held many volunteer roles in TX-GC, including Facilitator, Director of Programs, and Alumni Advisor, and is currently the Corporate Board President. Megan has a Bachelor's and Master's degree in engineering and works at NASA on the Exploration Program. She is currently working on a Strategic Management and Innovation certification through the Copenhagen Business School. This is her first volunteer role outside of TX-GC, and she's excited to represent the region.

TI Curriculum Team Member: Holly Marks, Indiana, Region O

Holly is a 1990 HOBY Illinois-Central alumna. She has been involved with HOBY Indiana for 12 years where she is the current Leadership Seminar Chairperson and Recruitment Director. At TI, she has served as Operations Director, Trainer, and a participant. She is proud to be a part of the inaugural Advanced Leadership Academy in 2013. Holly has recruited her husband to volunteer on a local and national level as well. She is excited to serve as a TI Curriculum Team Member and trainer again and hopes to provide confidence to OUTSTANDING volunteers who execute HOBY programs in their communities.

TI Curriculum Team Member: Nicole Willey, Idaho, Region H

Nicole, known as Niki by her HOBY kids, is a 2003 HOBY Idaho alumna. She has held various roles within HOBY Idaho throughout the years and is currently Director of Staff and Vice Chair. She loves encouraging people in their endeavors and bringing a smile to all she meets. Niki is a registered nurse in Idaho.

TI Operations Co-Director: Jay Barnhart, Arkansas, Region Y

Jay is a 2006 HOBY alumnus and has been serving HOBY in several roles, including as Regional Project Director for Region Y. In 2019, he will serve as Leadership Seminar Chair for HOBY Arkansas. Jay graduated from Ole Mississippi in 2011 and from University of Mississippi School of Pharmacy in 2017. He is currently a Pharmacy Manager for Walgreens. Jay resides in Jackson, MS.

TI Operations Co-Director: Ashley Duchesneau, Tennessee, Region Y

Ashley is a 2004 HOBY Florida-Mid alumna and has served in several volunteer roles at various HOBY Seminars ever since. Most recently, she has served at HOBY New Mexico as a Facilitator, Director of Recruitment, Director of Programs and LSC since 2016. She has also served as a Regional Project Director for Region Y. Ashley received her Bachelor's Degree in Journalism & Communications from the Palm Beach Atlantic University in 2010 and currently works at Nissan North America Headquarters as a Planner for the Field Training Academy.

TI Operations Team Member: Shelley Laviana, New York, Region B

Shelley was introduced to HOBY in 2002 by a co-worker. She has been volunteering with New York-East ever since and is currently serving on the seminar planning committee and the NY Corporate Board. She has held numerous volunteer positions at various HOBY programs, including HOBY OK, WLC, TI, and International Programs. She was honored as HOBY's 2013 Volunteer of the Year. Shelley is a Regulatory Compliance Manager for Anthem, Inc. in NY.

TI Operations Assistant: Megan Clifton, Maine, Region B

Megan is a 2012 HOBY Maine Alumna but has been volunteering behind-the-scenes in operations with her mother Sydney since 2010. In 2017, she officially stepped into the role as Director of Operations for the HOBY Maine Seminar. Megan will be graduating in December of 2018 from the University of Maine at Farmington with a degree in Community Health and a minor in Nutrition Education.

TI Photographer: LeAnne Gompf, Ohio, Region O

LeAnne is the Seminar Co-LSC 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.

TI Host Committee Team Lead: Katie Burns, Alabama, Region Y

Katie has been a HOBY Alabama volunteer since 2008. She has held most volunteer roles, including Director of Programs and Leadership Seminar Chair. Katie is currently serves as the HOBY Alabama Corporate Board Secretary and TI Host Team Chair. She received her MBA from Samford University and currently works in Marketing and Events in Birmingham, Alabama. Katie and her husband, Joseph, have one child, Wyatt, and reside in Birmingham.

TI Staff Operations Lead: Rose Santini, Director of National Programs, Region Y

Rose has been with HOBY since 1998 and has served as an Alumni Advisor, Co-Leadership Seminar Chair, Corporate Board President, District Director, and TI Operations Chair. She manages TI registration, facility requirements, travel arrangements, and general operations in support of the curriculum team. Rose has been on staff for 13 years.

TI Staff Curriculum Lead: Vicki Ferrence Ray, Chief National Programs Officer

Vicki is 1989 alumna from PA-Central and has held numerous volunteer positions during her 15 years as a HOBY volunteer. At TI, she manages the training curriculum and brings the curriculum and operation teams together to produce an OUTSTANDING TI. Vicki has been on staff for 13 years.