

The Great Big Book of Everything

(Example Sustainability Binder)

Dear _____,

Here is everything you will need to know about your service year.

- Blank
- Blank
- Blank
- Blank

The book is organized by topic.

Table of Contents

- About EMBARC/ RefugeeRISE
 - Contacts
 - Things about the clients
- Community Partners
- Calendar of the year
- Events
- Workshops
- How the database works
- Tips and Tricks for the Office
- Things about Des Moines
- Example
- Example
- Example

Calendar of the year:

(here's a brief example of a year calendar)

September: Members start

October: Orientation

November First in person training; AmeriCorps report due

December: Gather SMART Goals

Janurary: Host site visits

February: Refugee Day on the Hill; Volunteer Iowa

March: Second in-person training; member evaluations due

April: Recruit summer members

May: Recruit summer and year members

June: Summer members start: recruit; AmeriCorps report due; world Refugee Day

July: 3rd in-person training

August: Recruitment wrapping up

EXAMPLE OF AN EVENT:

Training on March 24th

Marshalltown, March 24th from 10-3 pm

Attendees: 45

Cost: \$600

Mileage: \$700

Other details etc.etc.etc.

Calendar for event:

Sept: planned out the year and included topics for this training

Dec.: Went through notes of last training and typed up results.

Feb-Mar: Plan out the training

Mar 1: book venue

Mar 10: finalize agenda

March 12: order catering

March 18 double check attendance

March 24 have event

March 27: Meghan and I met to summarize event.

Improvements for next year:

- Recommend starting earlier or need to bring in more outside orgs. Or etc. etc.
 - Include a recap of the event: what was good and what was bad?
 - Who were my contacts and partners?
-

Agenda of the event for members:

10:00—Doing this

12:00 -Eating

2:00 -Doing other things

Agenda for presenters

Overview of the day:

8:45- Meghan and Katie set up. (offer to let the marshalltown team to help.)

9:30 Coffee and snacks

10:00 Opener (new) specific details of what is going on..

Blah blah blah blah blah lblah Blah blah blah blah lblah

Blah blah blah blah blah lblah Blah blah blah blah lblah

10:30 Leadership component (new people)

Specific details of what is going on.

Blah blah blah blah blah lblah Blah blah blah blah lblah

--**Mini closer:** Blah blah blah blah lblah Blah blah blah blah lblah Blah blah blah blah lblah

Blah blah blah blah lblah Blah blah blah blah lblah Blah blah blah blah lblah

11:30 A workshop or member presentation or section on goals

Blah blah blah blah lblah Blah blah blah blah lblah **12:00 Lunch-** At your tables

1:00-2:00 Sustainability binders (with host sites) Specific details and who is doing what.

Blah blah blah blah lblah Blah blah blah blah lblah

-**Mini closer-** instructions

2:00-2:10 Break

2:10- 2:40 Member workshops Specific details and who is doing what.

2:40-3:00 Closing activities and evaluations and reminders

Specific details and who is doing what.

Things to bring and print:

- Stuff
 - Things
 - Gadgets
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Resources used for the training are located in the folder. EMBARC Drive> REfugeeRISE> Member training>>.....>.....