



# Everyone Ready®

An online volunteer management staff development plan

FROM ENERGIZE

Volunteer management training...  
at your fingertips!



## INDIVIDUAL Membership

Everyone Ready® is a professional development program in volunteer management delivered via Online Seminars, electronic Self-Instruction Guides, interactive discussion boards, and other online resources. Get 12 new topics for every year of enrollment.

### ► **Build Your Career**

- Concrete, practical tools to help you lead volunteers and organize volunteer programs most effectively.
- Up-to-the-minute materials from the best trainers and experts in the field.
- Ways to be an effective in-house educator to the rest of the staff about working with volunteers.
- Opportunities to connect and share ideas with volunteer leaders around the world.
- Hours count toward CVA or ASDVS/AHVRP recertification.

### ► **Work on Your Time Schedule**

Online materials brought directly to your desktop, anywhere in the world, 24/7.

### ► **Save Time, Money, AND Travel**

A full year of learning priced more affordably than attending a single conference! And, cut your carbon footprint at the same time.

### Sample the

Online Seminars, Self-Instruction Guides, *e-Volunteerism* journal at

<http://www.energizeinc.com/everyoneready>

### Enroll at

<http://www.energizeinc.com/ERindividual>

### Comments from Participants

"It's the cornerstone of my professional development for working with volunteers."

"Easy to use, easy to understand, relevant. I especially appreciated the opportunity to see others' questions."

"I have the chance to participate in training from experts I would otherwise never be able to afford!"

"I learn in-depth about particular aspects of volunteering—sometimes in areas I've never considered."

"The seminars and self instruction guides have become valuable resources to expanding my program effectively."

"Everyone Ready provides me with up-to-date information and training tools...if I am looking for new ideas, I always check with the Everyone Ready program!"

"I am brand new to this field as well as my current organization and am grateful to have this resource to jumpstart my new position."

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## Individual Member Benefits:

- ▶ **You can be located anywhere** in the world! All materials are in English, but every effort is made to have a focus well beyond the US.
- ▶ **You start with two essential topics** that lay the foundation for the rest of the topics to come and which remain available to you as long as you retain your membership.
  - *Building the Foundation for Volunteer Involvement* Online Seminar
  - *Focus on the Volunteer Program Manager: A Task Analysis of the Role and its Significant Issues* Self-Instruction Guide
- ▶ **A new topic every month!** On the third Monday of every month, in alternating sequence, you will get **access for one month** each time to:
  - **6 (six) Online Training Seminars** combining Flash® media presentations, electronic handout packets
  - **6 (six) Electronic Self-Instruction Guides**, providing you with a participatory way to combine written information and exercises you can do at your desk.
  - **Plus**, for each topic, **there is an online Discussion Board** with the opportunity to **ask the trainer questions** specific to your situation.
- ▶ **Full access to *e-Volunteerism: The Electronic Journal of the Volunteer Community***—and its complete searchable Archive of past issues.
- ▶ **A 10% bookstore discount** on any purchase you make of the 80+ items in the Energize Online Bookstore all year round.

## Enrollment Fees

### Payment Options:

- 1) Save money and pay in full at the start of your enrollment for:
  - a. **1 Year: US\$495 per person**
  - b. **2 Years: US\$890 per person** (save 10%)
  - c. **3 Years: US\$1180 per person** (save 20%)
- 2) Or... sign up for a **\$99 TRIAL MEMBERSHIP** for two months, with automatic monthly credit card payments of \$49.00 thereafter. You may cancel the monthly billing at any time after the initial \$99 payment.

## More about *Everyone Ready*®

- ▶ **A year-round calendar of online seminars and electronic training materials** on basic and advanced volunteer management subjects. You may sign up at any point in the year, joining the cycle of topics in progress.
- ▶ **Respected Expertise** The content builds on the high-quality publications and presentations for which Energize is known, including our unequalled relationships with international trainers, authors, and consultants in the field, under the direction of *Susan J. Ellis* and *Betty B. Stallings*.
- ▶ **A 36-Topic Cycle** See the up-to-date list of the subjects covered in *Everyone Ready*, at <http://energizeinc.com/everyoneready/about/list-of-topics.html>. You can enroll in the full three-year plan of monthly materials, join for one or two years with the option to renew, or pay monthly after an initial two-month trial minimum charge.
- ▶ **24/7 Access to All Materials** Log in from any location. To view the seminars, it is best to have a broadband Internet connection.

**Enroll today at**

[www.energizeinc.com/ERindividual](http://www.energizeinc.com/ERindividual)

## Frequently-Asked Questions (FAQs)

For even more details than provided here, go to the online FAQs at <http://www.energizeinc.com/everoneready/about/faq-individual.html>

- **For what kind of learner is the content of Everyone Ready designed?**

If you are already a full-time volunteer program manager, but new to the role, *Everyone Ready* will be your starting point for developing the wide range of skills you will need.

If you're an experienced leader of volunteers, you will probably approach the material a bit differently than a new leader. Since we produce all of the Self-Instruction Guides and Online Seminars exclusively for our members, you will undoubtedly find many new ideas to spark your interest. Take your learning to the next level with the following suggestions:

- Post questions or comments to the discussion boards and get the current trainer to help you on whatever level you need and even explore your particular setting (e.g., hospice, museums, animal sheltering). Each of these experts welcomes thought-provoking exchange, so take the initiative! You have the option of posting anonymously.
- Delve into the additional resources we give you as a starting point...and continue your research.

Engage others in your organization (or other individuals enrolled in *Everyone Ready*) in some in-depth discussion (or debate!) about any of the points raised on any topic during the year.

If managing volunteers is only part of your job, you may not have had any formal training in how to be successful with this quite complex task. *Everyone Ready* introduces you to the many topics and issues involved in being successful with volunteers, and it provides motivation and structure to continue your learning while managing all the other parts of your job.

- **Will Everyone Ready be relevant to my setting or type of organization?**

The basic principles of successful volunteer management are applicable to any type of volunteer engagement. The resources in this program have been field-tested with organizations including social/human services, literacy, animal protection, emergency services, healthcare – even the military! Naturally, any single seminar or guide will be of great interest to some and of less interest to others but, cumulatively, the monthly cycle of materials has proven relevant to all our members so far. And, you can always ask the featured trainer a question specific to your setting.

The resources we provide are meant as a *catalyst* for learning. You will benefit the most when you give yourself the opportunity to think about the points raised, reflect on your own philosophy and values of volunteerism, and talk with others about how to apply the information to your setting and situation.

- **What about continuing professional education credit?**

*Everyone Ready* Online Seminars and Self-Instruction Guides are eligible ways to earn Professional Development Units (PDUs) toward recertification for the Certified in Volunteer Administration (CVA) (<http://www.cvacert.org>) credential.

For those in healthcare, "documentation of content hours" may count towards recertification under AHVRP (formerly known as ASDVS) (<http://www.ahvrp.org>). Other credentialing organizations may also accept *Everyone Ready* contact hours as credits towards continuing education requirements, so check with your credentialing organization to see if they qualify.

Each Online Seminar and Guide is worth 1.5 contact hours. A certificate of completion is available after you complete an evaluation survey.

- **How can I find time to make best use of Everyone Ready resources?**

We understand how busy you are. That is why we do everything we can to provide you resources in bite-sized chunks – long enough to provide useful information, but short enough to do in 30 minute intervals. For example, the Online Seminars are always presented in three parts of about 20 minutes each and you can view them all at once or come back as many times as you need to finish the content. That is the beauty of having online materials accessible to you for a month, 24/7.

We also help your time management by establishing a routine:

- You can mark your calendar for the change to a new topic and resource on the 3<sup>rd</sup> Monday of every month.
- Energize will send you 2 e-mails per month, one on the 3<sup>rd</sup> Monday announcing the new topic and another as a reminder when 2 weeks are left for you to participate in the current training opportunity.
- All featured resources include information about and links to additional related resources, including *e-Volunteerism* journal articles and books from the Energize Online Bookstore (in which you now have a year-round 10% discount **per purchase!**).
- You can sign up to receive an e-mail when new postings are made to the discussion board with that month's expert trainer so that you are alerted to new exchanges.

We encourage you to form a learning team of a few people with whom you can schedule time to do the training and discuss it. When you are doing the work with others, you have greater incentive to schedule the time each month.

- **How do I enroll?**

Since this is an individual enrollment, with all benefits provided electronically, you enroll online at <http://www.energizeinc.com/ERindividual>. This assures that you set up your own account with the all the correct information as you want it to show in your record. If you need assistance, contact us at [info@energizeinc.com](mailto:info@energizeinc.com).

You may pay the cost of membership by credit card – we accept Visa, MasterCard, American Express, and Discover.

If you prefer paying by personal check, an international money order, or need to request payment through your organization's accounting office, you may select the payment option of generating an invoice and then postal mail a check (all the instructions are provided on screen as you finalize your purchase). The monthly payment option is only available for credit card payments.

Once you have enrolled and paid, we will welcome you to the program with an e-mail and confirm your activation date. We will also send further details about the program.

Once your enrollment has been confirmed, you will have immediate access to the two introductory essential topics (*which will remain available to you as long as you retain your membership*):

- The Online Seminar, *Building the Foundation For Volunteer Involvement*
- The Self-Instruction Guide, *Focus on the Volunteer Program Manager: A Task Analysis of the Role and Its Significant Issues*

Since new topics are released on the 3<sup>rd</sup> Monday of each month, you will have access to the very next feature the 3<sup>rd</sup> Monday following your enrollment.

- **Can I sign up at any time of the year?**

Yes! You may join at any time. You will start with immediate access to the two essential introductory topics. Then, on the next 3<sup>rd</sup> Monday of the month, you will have access to the newest feature being

released. You will join the sequence of topics in progress and therefore will be able to access whatever seminar or guide is currently “live” on the site for that month.

- ***Do I have to sign up for all three years of the 36-topic cycle?***

No, although we do give you a discount for committing to one, two or all three years when you first enroll. Membership options and costs are:

- US\$495 for 1 year
- US\$890 for two years
- US\$1,180 for three years
- US\$99 for a trial membership, automatic monthly credit card payments thereafter (\$49.00) (You may cancel the monthly billing at any time after the initial \$99 payment.)

- ***What does the \$99 trial membership include?***

The trial membership gives you a complete test-run of the *Everyone Ready* program benefits including:

- The two (2) introductory topics (available throughout your membership):
  - *Building the Foundation for Volunteer Involvement*, Online Seminar
  - *Focus on the Volunteer Program Manager: A Task Analysis of the Role and Its Significant Issues*, Self-Instruction Guide
- Two (2) featured topics, an Online Seminar and a Self-Instruction Guide, each available for one month
- Full access to the *e-Volunteerism* online journal and its archives
- A 10% discount in the Energize Online Bookstore for as long as you remain a member.

- ***Am I required to continue a monthly payment membership after the \$99 Trial Membership?***

No. You may cancel monthly credit card billing at any time after the initial \$99 payment by logging into your account and selecting “Cancel.”

Please feel free to contact us at [everyoneREADY@energizeinc.com](mailto:everyoneREADY@energizeinc.com) with any questions.

- ***When Does My Membership Expire?***

- 1-year memberships remain in effect until you have received 12 feature topics (in addition to the introductory materials)
- 2-year memberships remain in effect until you have received 24 feature topics (in addition to the introductory materials)
- 3-year memberships remain in effect until you have received 36 feature topics (in addition to the introductory materials)
- Monthly credit card payment memberships are ongoing and may be cancelled at any time after the initial \$99 trial membership payment by logging into your account and selecting “Cancel.”

- ***Can I share any of the materials with others in my organization?***

Your enrollment will be tied to your unique e-mail address and password, and is intended for access by you only. However, you may do the following with your individual membership:

- Invite a few colleagues within your organization to sit at your desk with you as you watch an Online Seminar on your computer and discuss how it relates to your setting.
- Print out up to 5 copies of the Self-Instruction Guides to share in-house with others.

This flexibility recognizes how many of our colleagues work in single-site, grassroots organizations with few paid staff.

However, we offer **organizational memberships** for agencies wishing to train many staff and leadership volunteers. In the organization membership, any and every person in the organization's network can access the materials directly from his or her own computer through a Main Page reached through that organization's password-protected intranet or Web site. For more information about organizational memberships, contact us at [everyoneready@energizeinc.com](mailto:everyoneready@energizeinc.com).

- ***Is there a discount for multiple individual subscriptions?***

Yes! Here is the breakdown:

- 1 - 4 enrollments = US\$495 each
- 5 - 10 enrollments = US\$445 each
- 11 - 15 enrollments = US\$395 each
- 16 - 20 enrollments = US\$370 each

For organizations with 21-75 learners, it's smarter to sign up for the "Small Organization" plan under which up to 75 potential participants can have access for the single rate of \$7,500 and will receive the full benefits of an organizational membership.

To arrange for multiple individual memberships or to inquire about organizational memberships, please e-mail: [everyoneready@energizeinc.com](mailto:everyoneready@energizeinc.com).

- ***What if I am already a subscriber to e-Volunteerism?***

If you are already a subscriber to *e-Volunteerism*, we will gladly credit the prorated value of the remainder of your subscription period to the cost of your *Everyone Ready* membership. Please contact us directly ([info@energizeinc.com](mailto:info@energizeinc.com)) if you are eligible for this credit so that we can process the transaction with you.

- ***What are the technical requirements and support?***

*Everyone Ready* has been pilot tested with a wide range of hardware, operating systems, and Internet connections. You can log in on any type of computer, from any location. However, to view the Online Seminars and to avoid lengthy download times for the PDFs, it is best to have a broadband Internet connection.

We provide full online instructions for accessing all materials. We also respond quickly to questions or problems related to our site (we cannot provide technical support for issues related to your hardware). We are available Monday to Friday, 9 a.m. – 5 p.m. U.S. Eastern time, by e-mail or telephone.

- ***What are the topics covered by the program?***

To see the up-to-date list of the 36 monthly topics go to:

<http://energizeinc.com/everyoneready/about/list-of-topics.html>