

DEPARTMENT	SESSIONS NAME	SESSION DESCRIPTIONS	DATE	VOLUNTEER INVITE	STAFF CONTACT
Development	Return to Activities (FUNDRAISING ONLY)	During this session, we will review the fundraising activities guidelines provided in SOPA's Return to Activities Plan. Since our approach to fundraising varies from the overall Return to Activities Plan, we will review our rationale, all guidelines provided, and the procedures to plan for and execute effective and impactful fundraising activities during the coming season.	Monday, August 17th - 7pm	MANAGER & FUNDRAISING COORDINATOR	Tim Kerrihard - tkerrihard@specialolympicspa.org / Amy Burns - aburns@specialolympicspa.org
Development	New fundraising state structure & processes	This session will explain the NEW structure of fundraising for Special Olympics Pennsylvania: how the state office is organized, Some new processes and resources related to how gifts are solicited, recorded, deposited, and acknowledged. It will explain how to find tools to steward your donors, as well: how to get lists of your donors, samples of different ways to thank and recognize your donors, and other resources to ensure donors remain engaged and continue to give.	Wednesday, September 2nd - 7pm	MANAGER & FUNDRAISING COORDINATOR	Tim Kerrihard - tkerrihard@specialolympicspa.org / Amy Burns - aburns@specialolympicspa.org
Development	2020-21 State Fundraising Events PLAN	The quarantine has challenged our organization this year but we've also learned alot! In this session, we will give an overview of state events for the 2020-21 program year, capitalizing on lessons learned and ensuring that our events can be successful regardless of the environment (in-person vs virtual).	Wednesday, September 23rd - 7pm	MANAGER & FUNDRAISING COORDINATOR	Tim Kerrihard - tkerrihard@specialolympicspa.org / Amy Burns - aburns@specialolympicspa.org
Marketing	When the Content Stops Flowing	We've never experienced anything like what happened during the COVID-19 Pandemic in our lifetimes. And even though the majority of the world stopped – including all Special Olympics events – we needed to feel connected more than ever. During this session, we'll uncover the best ways to make sure that our athletes and volunteers continue to feel close to the movement, even when events aren't happening. Additionally, we'll explore video conferencing offerings to help enhance our communications options in an increasingly digital world and also answer any social media questions you might have.	Wednesday, August 26, 2020	MANAGER, MANAGEMENT TEAM MEMBERS, & COACHES	Nicole Jones - njones@specialolympicspa.org
Finance	Budget 101:	Instruction on navigating and entering data into the Microix Budgeting module. Tips and tricks on how to document detail behind income and expense line items as well as how to share the budget among stakeholders prior to submission. This session will conclude with an overview of the timing of the 2021 budget preparation.	Wednesday, August 19th - 7pm	MANAGER & TREASURER	Susan Wyland - swyland@specialolympicspa.org / Dennis Durkin - ddurkin@specialolympicspa.org
Program	Vsys Training	There will be monthly Vsys training opportunities that are available to all Vsys users. Users of all experience levels can ask questions about how to manage their Local Program records. In this session, we will answer any questions about Vsys and data management, share best practices and review online resources available to you.	Tuesday, September 22nd - 7pm	MANAGER & DATABASE COORDIANTOR	Rita Schofield - rschofield@specialolympicspa.org
Competition	Unified Champion Schools – The Next Generation of Athletes	Within this session we will provide UCS 101 – a complete overview of the program, current offerings and growth strategy. We will also discuss how we can work together with the local programs to transition UCS athlete/partner into the community program. Questions can be directed to Michelle Boone.	Pre-Recorded Lunch & Learn.	MANAGER & COMPETITION COORDINATOR	Michelle Boone - mboone@specialolympicspa.org
Volunteer	Volunteer Tool Kit	Building a Volunteer Management Toolkit This session is designed to serve as a guide for volunteer management, but should not be considered exhaustive. As there is no "one size fits all" solution, we encourage you to seek a variety of volunteer management resources. This plan addresses several key volunteer categories and gives programs the ability to look closely at how they currently work with volunteers and how to make a plan for the future. (Carolyn)	Thursday, September 14th - 7pm	MANAGER & VOLUNTEER COORDIANTOR	Carolyn Kushner - ckushner@specialolympicspa.org
Field	Ready for Regionalization: How to Prepare Your Program	Set yourself up for success. Effective planning, preparation and communication are key to getting off on the right foot. In this session we will share what we have learned so far in the Greater Lehigh & Pocono Valley Region and provide you with resources and suggestions to get you and your teams ready to successfully transition from a local program to a region.	Thursday, October 8th - 7pm	MANAGER & MANAGEMENT TEAM MEMBERS	Gina Reid - greid@specialolympicspa.org