



PROGRAM DIRECTOR
& VOLUNTEER TRAINING
Co-Hosted by:
Main Street Guymon



Developing a Fundraising Plan, Volunteer Development, and Grant Writing Workshop

AGENDA

Tuesday, November 6th

- 1:00 p.m. Welcome and Introductions
Location: Guymon Public Library, 1718 N. Oklahoma Street, Guymon, OK
- 1:30 p.m. Funding Revitalization – The Basics to Raising More money
- Why do we need funding?
 - What is our message/mission?
 - How will we tell people about our organization/purpose?
 - What are we fundraising for?
- 2:15 p.m. The Fundraising Plan
- Fundraising Roles – It's everyone's job to raise funds for downtown.
 - Sources of Funds
 - City/Town Support
 - Annual Campaigns/Memberships
- 3:00 p.m. Break
- 3:15 p.m. Continued Sources of Funding
- Special Event Income
 - Merchandise Sales
 - Earned Income
 - Grants
 - Fundraising Events
 - Special Assessment Districts
- 4:45 p.m. Q and A
- 5:00 p.m. Adjourn for the day
- 6:00 p.m. Reception at Pickle Creek, followed by dinner
Location for reception and dinner: 822 NE 6th Street, Guymon, OK
- 6:30 p.m. Pangea Dinner

Wednesday, November 7th

- 8:30 a.m. Coffee & Conversation and Roundtables
- 9:30 a.m. Help Wanted:
Developing Effective Volunteer Recruitment
- Volunteer trends
 - Taking ownership
 - Steps before recruitment begins
 - Why people volunteer
 - Diverse volunteer base
- 10:15 a.m. Break
- 10:30 a.m. Volunteer Recruitment Continues
- Volunteer recruitment and management
 - Where do we find volunteers?
 - Work plans and volunteer development
 - Keeping good volunteers
- 11:30 a.m. Workshop Adjourns
- 11:30 a.m. Downtown Poker and Progressive Lunch
- 1:30 p.m. Grant Writing (Melyn Johnson)
- 3:00 p.m. Introduction of Veteran's Banners Program (a fund raiser)
- 3:05 p.m. Break
- 3:20 p.m. Grant Writing
- 5:00 p.m. Adjourn
- 6:30 p.m. Mexican Reception with Alma Folklorica Dancers

Thursday, November 8th

- 8:30 a.m. Coffee & Conversation
- 9:00 a.m. Welcome to Guymon
- 9:10 a.m. Grant Writing
- 11:30 a.m. Main Street Awards
- 12:00 p.m. Adjourn