



A 3 SUMMER WORKSHOPS

JUNE–SEPTEMBER 2010

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JOIN THE CAPITAL AREA FOOD BANK'S 30-IN-30!

Thirty years ago, the Capital Area Food Bank was founded in the hopes that there would soon no longer be a need for food assistance. Unfortunately, hunger issues are on the rise – but the food bank continues to respond. In our 30th year, we are committed to distributing 30 million pounds of food to the community – with half of that in fresh produce. This effort is a significant undertaking and requires clear and open communication with our partner organizations. In order to open up the channels of communication, the Capital Area Food Bank will be conducting one-on-one needs assessments with its partner agencies.

If you are interested in sharing your needs and shaping the direction of the food bank, please e-mail aaa@capitalareafoodbank.org or call Kristin Boehne at 202-526-5344 x294 to schedule your interview.

WORKSHOP HIGHLIGHTS



Take advantage of your CAFB membership and access two new sources for training:

Center for Nonprofit Advancement

CNPA offers a wide variety of high-level workshops, ranging from strategic planning to fundraising. See page 6 for current workshop listings.

Restaurant Association of Metropolitan Washington

RAMW offers their reduced rate for trainings to partner agencies – 3 times per month—in a variety of settings. See page 3 for current training dates.

*Partner agencies of the Capital Area Food Bank have access to CNPA and RAMW trainings at their discounted member rates.

A3 HAS A NEW WEBSITE!

Check out A3's new website:

<http://www.CapitalAreaFoodBank.org/a3>

Online registration available, as well as resources and funding announcements!

INTRODUCTORY 101 CLASSES

Pantry 101

Are you just starting a pantry, thinking of starting a pantry, or looking for a few new pantry tips? Attend this introductory workshop to learn all the basics needed to create and sustain a successful emergency food pantry. You'll learn all of the fundamentals involved in running an effective program: how to organize your shelves, distribute food efficiently, receive clients, manage volunteers, and more. This is a must-attend workshop for anyone new to the trade and a good refresher for pantry veterans.

Offered 10am-12pm on the following dates:

May 24—NOVA June 28— DC July 26—DC August 23—NOVA
September 27—DC



Shopping 101

Learn how to order food bank products online at Shopping 101. Required for all new shoppers, this training will demonstrate the online ordering process and will explain how to submit the Quarterly Service Reports. Invoicing issues will also be discussed.

Please bring a letter from executive director, stating any additions or changes to the authorized shopper list. Each program may have up to four authorized shoppers – all of whom must attend a Shopping 101 training before they are added to the authorized shoppers list.

Offered 10am-12pm, at both DC and NOVA facilities, on the following dates:

June 7 July 5 August 2 September 6
June 21 July 19 August 16 September 20

Membership 101

10am-12pm, at both DC and NOVA facilities

Come learn about all of the programs and services provided by the Capital Area Food Bank! A brief overview of all programs will be provided, as well as details about the membership application process. This training is a good opportunity to meet other food program directors, as well as have all your questions about hunger and food distribution answered. This training is required of all pastors/executive directors of programs applying to be a partner agency of the food bank.

Offered 10am-12pm, at both DC and NOVA facilities, on the following dates:

June 14 July 12 August 9 September 13

Locations for 101 courses:

DC: 645 Taylor Street, NE
Washington, DC 20017

NOVA: 6833 Hill Park Drive
Lorton, VA 22079

“I didn’t know anything about food stamps. I am very excited about the information given today.”

-Participant from *It’s a SNAP* workshop

FOOD RESOURCES

Finding Food in Your Community

Demand is up yet food resources seem to be down. How can your feeding program cope? Attend this workshop to find out how to increase your food donations by building relationships with community businesses. Led by the Minister Patricia Jefferson, Director of Jericho’s Center of Hope Ministry, this workshop will help you identify your food needs, pinpoint potential stumbling blocks to approaching businesses for partnership, and build long-lasting relationships with community partners.

Tuesday, June 1st, 10:00am-12:00pm

Jericho Christian Training College
8601 Jericho City Drive
Landover, MD 20785



FOOD SAFETY

Everyday ServSafe

This workshop will review basic ServSafe food safety principles and apply them in practical ways that are relevant to a food pantry or soup kitchen. Through interactive activities, Director of Nutrition Jodi Balis will provide a practical overview of personal hygiene, safe food handling, proper cooking temperatures, and cleaning and sanitizing. Agencies will identify how these ServSafe principles fit into everyday operations within their food distribution program. The workshop will also address ways to train volunteers and staff to ensure that food safety practices are being followed. Participants will walk away with tools needed to implement food safety policies and enforce procedures.

Wednesday, June 30th 1pm-3pm

Food & Friends
219 Riggs Road, NE
Washington, DC 20011



Note: This class does NOT result in ServSafe certification. Certification courses are now held with the Restaurant Association of Metropolitan Washington (see below for upcoming training dates.)

ServSafe Certification via the Restaurant Association of Metropolitan Washington



*CAFB partner agencies receive the discounted rate for RAMW’s ServSafe courses

English training & certification

*One-day training; Wednesdays, 9am-5pm.

Available training dates:

May 5, 19, 26

June 2, 9, 30

July 7, 21, 28

August 4, 18, 25

Spanish training & certification

*Two-day training in Spanish

June 14 & 15

Attendance required both days—Monday & Tuesday
(9am- 5pm)

Location for all ServSafe Certification courses: Restaurant Association Metropolitan Washington
1200 17th Street NW, Suite 110
Washington, DC 20036

Check out A3’s new website for online registration and further resources! <http://www.CapitalAreaFoodBank.org/a3>

TECHNOLOGY

Microsoft Excel: Beyond the Basics

Are you looking to expand your skills in Microsoft Excel? Perhaps you have created a few spreadsheets on your own but you are looking for more functionality. Join Maryanne Anthony from the Maryland Umbrella Group to learn how to move data, create formulas, and sort results. Additionally, participants will learn to update their spreadsheets with professional formatting. *This workshop is best suited for individuals who are comfortable with basic computer applications and have a basic knowledge of Microsoft Excel.*



Tuesday, June 22nd, 6:30-8:30pm

Tuesday, August 31st, 12:30-2:30pm

Martin Luther King Jr. Memorial Library (Computer Lab—Room #311—3rd floor)

901 G St. NW, Washington, DC 20001

NUTRITION EDUCATION

The Nutritious \$16 Food Bag

What foods can be purchased with \$16, the minimum food stamp allotment? Come to this session to find out. Join Jodi Balis, Director of Nutrition Education, to learn how to utilize teaching tools for an interactive workshop that will introduce the food bank's key nutrition messages about healthy eating on a budget and stretching food resources. In addition, participants will learn specific talking points to use with their clients and will use a "\$16 Bag" display to practice communicating about how to stretch their food dollars.



Thursday, July 22nd, 11am-1pm

George Mason Regional Library (in the George Mason Meeting Room)
7001 Little River Turnpike
Annandale, VA 22003

ADVOCACY

Face Hunger: An Interactive Workshop

What is it *really* like to be hungry in the DC area? Find out at Face Hunger, an interactive role play where participants take on the identity of an individual seeking SNAP/Food Stamps with the challenge to obtain healthy and nutritious food to feed their family. Participants will explore 1. hunger statistics in their local community, 2. the difficulties people face when applying for federal programs, 3. who in your community suffers from hunger, and 4. how you can become an advocate on behalf of individuals that utilize SNAP. **This workshop is an excellent way to educate your board, president, pastor, etc. on the important role your organization plays in the local food system. Remember the 50 pound incentive for each pre-registered leader that you bring! →**

August 4th, 10am-12pm

Harvest Temple Church of God

6608 Wilkins Place

Forestville, MD 20747

Bring your Executive Director, Pastor, or Board Member to an A3 workshop, and 50 pounds of food will be credited to your account! Advanced registration is required.

ORGANIZATIONAL DEVELOPMENT

Consultant Opportunity: How to Do an Elevator Speech

Have you ever had to describe the work you do to a potential donor or volunteer—and been left tongue-tied? Sign up for a one-on-one consulting slot with Caroline Lake, a marketing professional who has worked with organizations like Merrill Lynch, Pfizer, and Johnson and Johnson, and learn how to get your message across in a concise, engaging way. Participants will have 30 minutes to work with the consultant and, if desired, will walk away with a video of themselves doing their elevator speech. Sign up now, as slots are limited!

Thursday, July 15th, 6:30-8:30pm

Location TBD



Emergency Planning: Continuity of Operations

Join Greater DC Cares for a workshop that focuses on emergency planning. Participants will learn the necessary tools that will equip their nonprofits to be prepared for an unexpected emergency or disaster.

Thursday, September 16th, 1-3pm

The Meyer Foundation

1250 Connecticut Avenue, NW Suite 800

Washington, DC 20036

Managing Volunteers for Large Holiday Distributions

Do you want to organize a special holiday food distribution but are not sure where to start? Come to this workshop to learn how to incorporate volunteers into large projects from the Capital Area Food Bank's Director of Volunteer Programs, Mary Knighton-Brenner. In addition, a panel of agencies with robust holiday programs will share the tricks of the trade. Lastly, participants will be among the first to learn of the contents of CAFB's 2010 Holiday Box. Be among the first to order your holiday boxes after attending this workshop!

Wednesday, September 29th, 1pm-3pm

Capital Area Food Bank

645 Taylor Street NE

Washington, DC 20017

"This workshop helped me realize the importance of starting somewhere- take the first step!"

-Participant comment from A3 Strategic Planning workshop

CENTER FOR NONPROFIT ADVANCEMENT COURSES

Writing Letters of Intent

Faculty: Norma Palmatier, Principal, Palmatier Proposal

Basic | For development staff

Ever despair over how to describe your organization's goals and needs in just one page? Your letter of intent (LOI) could make all the difference. Review a letter of intent provided by instructor. Feedback will be shared. Bring five copies of a recent Letter of Intent.

Thursday, May 20th, 9:30 am – 11:30 am

Center for Nonprofit Advancement, 1666 K Street, NW, Suite 440, Washington, DC 20006

Registration: \$49 for Center members and CAFB partner agencies; \$89 for non-members

Facilitating Meetings That Work

Faculty: Valerie Graff, Valerie Graff Associates

Meetings are the primary way work occurs; making meetings work as well as possible is essential. Participants will cover the basics of meetings preparation and the role of the facilitator. At the end of the workshop, participants will be able to use one or more techniques to improve their meetings.

Wednesday, June 9th, 9:30- 11:30 am

Center for Nonprofit Advancement, 1666 K Street, NW, Suite 440, Washington, DC 20006

Registration: \$49 for Center members and CAFB partner agencies; \$89 for non-members

Strategic Planning using Balance Scorecard Method

Faculty: Elizabeth Scott, President, Brighter Strategies, LLC

Intermediate | For executive director, board members and managers

Course Objective | Create a balanced scorecard for your organization in order to create a better strategic plan

This session will cover the basic principles behind Kaplan and Norton's Balanced Scorecard methodology and its application for the not-for-profit sector. Discussion will focus on the benefits of implementing a balanced scorecard approach to an organization's strategic planning processes. Learn how to achieve long-term organizational sustainability!

Wednesday, June 30th, 1:30 pm – 3:30 pm

Center for Nonprofit Advancement, 1666 K Street, NW, Suite 440, Washington, DC 20006

Registration: \$49 for Center members and CAFB partner agencies; \$89 for non-members

Major Giving– Building a Sustainable Fundraising Program

Faculty: R. Scott Lyons, Major Giving Specialist, Living Legacies

Basic | For development directors and development staff

Course Objective | Create a plan to start and manage a successful major giving program

This session will help organizations large and small develop major giving programs. Presenter Scott Lyons oversaw a project that did this for 111 PBS stations. Drawing on project web resources (www.majorgivingnow.org/), this session will show participants how to start and manage a successful major giving program, while also giving them knowledge and skills that will make them more valuable to current and future employers.

Thursday, July 29th, 9:30 – 11:30 am

Center for Nonprofit Advancement, 1666 K Street, NW, Suite 440, Washington, DC 20006

Registration: \$49 for Center members and CAFB partner agencies; \$89 for non-members

“The classes were informative. I learned a lot, got good sound advice, and really enjoyed the classes’ presentations and experts.”

- Participant from 2010 Garden Series



A3 SUMMER WORKSHOP REGISTRATION FORM

Name:		
Agency:		
Mailing Address:		
City:	State	Zip
Phone:		Fax:
Email:		

Check the workshop or series you are registering for:

Pantry 101: June 28 (DC) July 26 (DC) August 23 (NOVA) September 27 (DC)

Shopping 101: June 7 June 21 July 5 July 19 August 2 August 16
 September 6 September 20

Membership 101: June 14 July 12 August 9 September 13

Finding Food in Your Community: June 1 **Microsoft Excel: Beyond the Basics:** June 22 August 31

Everyday ServSafe: June 30 **How to do to an Elevator Speech:** July 15

Nutritious \$16 Food Bag: July 22 **Face Hunger:** August 4

Emergency Planning September 16

Managing Volunteers for Holidays: September 29

- Register for Center for Nonprofit Advancement workshops:
<http://www.nonprofitadvancement.org> (under Professional Development & Events)
- Register for ServSafe certification courses through RAMW either with 1) paper insert or 2) online:
<http://www.ramwtraining.org> (Click on ServSafe logo, then scroll down and click on CAFB logo.)

Remember that if you bring a member of your leadership (Executive Director, Pastor, Board Member) to a training, we'll add 50 pounds of food to your account—for free! (Shopping 101/Membership 101 not included.)

Please register your guest and note which classes he/she will be attending:

1. _____	_____	_____
Guest's name	Position (ie, CEO)	Workshop
2. _____	_____	_____
Guest's name	Position (ie, CEO)	Workshop

A3 is on the web!

<http://www.CapitalAreaFoodBank.org/a3>

POSTAGE

**CAPITAL AREA FOOD
BANK**

645 Taylor St NE

Washington, DC 20017

Phone: 202-526-5344

Fax: 202-529-1767

E-mail: aaa@capitalareafoodbank.org

ADDRESS LABEL



SEE INSIDE FOR A3'S 2010 SUMMER WORKSHOPS!



WHAT IS THE AGENCY ACHIEVEMENT ACADEMY?



**"Turning Knowledge
Into Action!"**

The Agency Achievement Academy (A3) is a unique training program designed to take feeding programs to the next level – whatever that may be. Over 40 free workshops teach both new and old feeding programs the skills to increase their capacity – whether that means implementing a new food distribution model, conducting a cooking demonstration, or strengthening your board's fundraising skills. Check out the workshops inside, and visit A3's new website!

Check out A3's new website for online registration and further resources! <http://www.CapitalAreaFoodBank.org/a3>