



# 2008 – 2009 Training Program Offerings

Keep Texas Beautiful is excited to offer a variety of free trainings aimed to help you strengthen and grow your programs and organization. Visit [www.ktb.org](http://www.ktb.org) to learn more specifics about programs during 2008-2009, to find updates on specific dates and locations, and to register.

Consider hosting a training in your city. It's easy, fun, and a great opportunity to highlight your affiliate! Please contact Hester Bloom at [hester@ktb.org](mailto:hester@ktb.org) or 1-800-CLEAN-TX to learn more about being a host community.

TRAINING	FOCUS	RECOMMENDED FOR	DATES/LOCATION
<b>Introduction to Keep Texas Beautiful/ Guide to Affiliate Coordination</b>	<ul style="list-style-type: none"> <li>Welcome and Introduction</li> <li>Who and what is Keep Texas Beautiful?</li> <li>Keep America Beautiful and the Behavior-Based Approach</li> <li>Organizational Check-up</li> <li>Fundraising</li> <li>Programs Overview</li> </ul>	<ul style="list-style-type: none"> <li>New KTB coordinators</li> <li>Board Members</li> <li>Community Leaders</li> <li>Volunteers</li> </ul>	Oct 22-23 - <i>Austin</i> Oct 29 - <i>Midland</i> Jan 14 - <i>Fort Worth</i> Jan 21 - <i>SugarLand</i>
<b>Volunteer Management</b>	<ul style="list-style-type: none"> <li>Identifying ways volunteers can help your program</li> <li>Targeting and recruiting</li> <li>Retaining volunteers –</li> <li>Recognition, recognition, recognition</li> </ul>	<ul style="list-style-type: none"> <li>KTB Coordinators</li> <li>Board Members</li> <li>Community leaders</li> </ul>	Nov 18 - <i>Terrell</i> Jan 20-21 - <i>Grapevine</i> Feb 25-26 - <i>Lufkin</i>
<b>Understanding KTB Programs</b>	<ul style="list-style-type: none"> <li>Overview, how-to's, and best practices</li> <li>Working with TxDOT Adopt-a-Highway coordinators</li> <li>Overview of SEP funding &amp; Green Events</li> </ul>	<ul style="list-style-type: none"> <li>KTB Coordinators</li> <li>Board Members</li> <li>Community volunteers</li> </ul>	Jan 7-8 - <i>Victoria</i> Jan 20-21 - <i>Grapevine</i>
<b>Awards Training</b>	<ul style="list-style-type: none"> <li>Planning and organizing award applications</li> <li>Understanding the judging process</li> <li>Review of changes to the GCAA and KTB award applications process</li> </ul>	<ul style="list-style-type: none"> <li>KTB Coordinators</li> <li>Board Members</li> <li>Community leaders</li> <li>Anyone considering submitting an awards application</li> </ul>	Oct 22-23 - <i>Austin</i> Oct 29 - <i>Midland</i> Nov 18 - <i>Terrell</i> Jan 7-8 - <i>Victoria</i> Jan 14 - <i>Fort Worth</i> Jan 21 - <i>SugarLand</i>
<b>Basic Board Development</b>	<ul style="list-style-type: none"> <li>Roles &amp; responsibilities of board members</li> <li>Recruiting board members</li> <li>Evaluating the board</li> <li>Committees</li> <li>Governance – best practices</li> </ul>	<ul style="list-style-type: none"> <li>KTB Coordinators</li> <li>Board Members</li> <li>Community leaders</li> </ul>	Jan 7-8 - <i>Victoria</i> Jan 20-21 - <i>Grapevine</i> Feb 25-26 - <i>Lufkin</i>
<b>Fundraising</b>	<ul style="list-style-type: none"> <li>Raising Money – not easy but simple</li> <li>Where to start</li> <li>Cultivating major givers</li> <li>Special events</li> <li>Recognition</li> </ul>	<ul style="list-style-type: none"> <li>KTB Coordinators</li> <li>Board Members</li> <li>Community leaders</li> <li>Volunteers</li> </ul>	Jan 20-21 - <i>Grapevine</i> Feb 25-26 - <i>Lufkin</i>



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