

**Fort George G. Meade
Volunteer Records Management Training
For
ORGANIZATION
POINTS OF CONTACT
(OPOC)**

When: 16 June 2010

Where: ACS

Time: 0900-1000

Who: Anyone supervising or recruiting volunteers



You will learn how to:

- **Prepare job descriptions**
- **Register volunteers in Volunteer Management System**
- **Motivate Your Volunteers**
- **Rules and Regulations that govern volunteer service**

For more information contact:

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