

## Products for the Professional

- One-of-a-kind publications to help you on the job
- Tools to enhance your status in your organization
- Connect with AVA members around the world

### New from AVA!

#### DIRECTORY OF CONSULTANTS & TRAINERS

Experience and research show that outside trainers and consultants can bring valuable resources to organizations of all sizes. But how do you find trainers and consultants with expertise in volunteer resources management and topics related to it? AVA has made the search easier with its new Directory of Consultants & Trainers. Updated annually, this directory provides

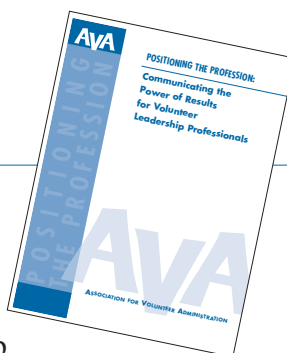
one-page listings of over 40 trainers and/or consultants. The listings highlight clients, areas of expertise and contact information.

Publisher: Association for Volunteer Administration  
43 pages in three-ring binder; 2001  
\$15.00 US AVA member  
\$19.50 US non-member



#### POSITIONING THE PROFESSION: Communicating the Power of Results for Volunteer Leadership Professionals

Do you often find yourself justifying the value of the work you do? Do decision makers in your organization question the merit of having a trained professional in your position? Use this publication to help communicate how your expertise and leadership enables volunteers to be successful and support your organization and community. Specific key messages for management, boards of directors, funders and practitioners can be tailored for your use. Assess your skills by completing the "Inventory of Personal Competency." Practical suggestions and exercises are provided to help you lead discussions about "re-positioning" the profession of volunteer resources management in your organization.



Publisher: Association for Volunteer Administration.  
Editor: Nora Silver, Ph.D. 28-page booklet; 1999  
\$7.00 US AVA member  
\$10.00 US non-member

#### Microsoft PowerPoint Presentation

Diskette includes 14 slides and notes to use in presenting the materials.

\$2.00 US AVA member  
\$3.00 US non-member

#### Key Points for Overheads

Set of full-sized, printed originals to photocopy as overhead transparencies.

\$3.00 US AVA member  
\$4.00 US non-member

## PRODUCTS

### Professional Ethics Training Kit

NEW

Kit works well for stand-alone sessions on ethics and can be used as a model to facilitate an organization's decision making process. Kit includes: AVA ethics publication; a short video of Michael Josephson, an international expert on ethics; a Power Point presentation on disk as well as training notes, handouts, and case studies. Can be adapted for a session of 90 minutes or up to 6 hours. To ensure quality presentations, AVA requires trainers to submit the following with their order:

- Name, address, phone number, and e-mail address
- A brief training biography
- Two training references with telephone and e-mail

Publisher: Association for Volunteer Administration  
Three-ring binder; 50 pages, 2001  
\$50.00 US AVA members  
\$65.00 US non-members

### Professional Ethics in Volunteer Administration

Written in an easy-to-apply format with instructions on how and when to use this guide, core values charts with corresponding ethical principles and program components. Includes a worksheet to assist in assessing ethical dilemmas. Helpful tool for anyone who faces challenges in a variety of situations involving volunteers. Valuable supplement to volunteer administration coursework.

Publisher: Association for Volunteer Administration  
15-page booklet; 4th Edition, 1999  
\$7.00 US AVA members  
\$10.00 US non-members

### Professional Ethics Mini-Poster

A code of ethics is like a badge of honor! Display yours in a space-saving 8" by 11" poster format (21 cm by 28 cm). Framed in acrylic. Can be mounted with magnet or Velcro.

\$10.50 US AVA members  
\$15.00 US non-members

### The Journal of Volunteer Administration

This applied journal keeps you up to date on current research and trends in volunteer resources management. Showcases successful models and projects you can use in your organization. Provides ideas for career development and a better understanding of the field of volunteer resources management.

Publisher: Association for Volunteer Administration  
Quarterly. ISSN 0733-6535

Annual subscription for AVA members:  
\$40.00 US (United States); \$45.00 US (Canada and Mexico);  
\$55.00 US (all other countries)  
Annual subscription for non-members:  
\$45.00 US (United States); \$50.00 US (Canada and Mexico);  
\$60.00 US (all other countries)

### Portrait of a Profession: Volunteer Administration

What does an administrator of volunteer resources do? What other job titles are used? In what settings do these administrators work? How has the Association for Volunteer Administration played a role in the development of this profession? Find the answers in this publication. Also outlines key values and skills that are important for a volunteer administrator to have – great source for developing questions when hiring staff! A must-have for new volunteer resources managers and a great educational tool to use with supervisors, colleagues, and board members.

Publisher: Association for Volunteer Administration  
14-page booklet; 3rd Edition, 1999  
\$7.00 US AVA members  
\$10.00 US non-member

### For AVA Members Only

#### AVA Member Pin

Show your commitment to your profession and your professional association by wearing an AVA member pin. Gold-tone oval pin with AVA logo; tie tack fastener. Looks great on suit lapel or sweatshirt – whenever you want to be recognized as a member of the international professional membership organization for people who manage volunteer resources.

\$6.00 US AVA members ONLY

**Some AVA publications are available at discounted bulk rates. Contact the AVA office for more information.**

# ORDER FORM

**AVA Members save 30%!**

**If you're not sure whether you're a member, call us at 804-346-2266.**

☐ I am a member of AVA

☐ I would like to become a member of AVA – Sign me up now!  
(see below)

Item	Member Price	Non-member Price	Quantity	Total
AVA Member Pin	\$ 6.00 US	N/A		
Professional Ethics Training Kit	\$50.00 US	\$65.00 US		
Professional Ethics Poster	\$10.50 US	\$15.00 US		
Professional Ethics in Volunteer Administration	\$ 7.00 US	\$10.00 US		
Positioning the Profession booklet	\$ 7.00 US	\$10.00 US		
Positioning the Profession PowerPoint presentation	\$ 2.00 US	\$ 3.00 US		
Positioning the Profession Overhead Masters	\$ 3.00 US	\$ 4.00 US		
Portrait of a Profession: Volunteer Administration	\$ 7.00 US	\$10.00 US		
The Journal of Volunteer Administration (see description for applicable price)				
Directory of Consultants & Trainers	\$15.00 US	\$19.50 US		
Certified in Volunteer Administration Candidate Handbook	Free	Free		
Subtotal				\$ US
<input type="checkbox"/> Sign me up! I want to become an AVA member and save on the items above. Plus receive the many other benefits of membership.				
Annual Membership	(\$50.00 US)			
Annual Membership + Annual subscription to The Journal of Volunteer Administration	(\$85.00 US)			
Renew for Two Membership for 2 consecutive years	(\$95.00 US)			
Total				\$ US

## Payment Information

☐ Check payable to AVA in U.S. dollars enclosed.

☐ VISA ☐ MasterCard ☐ American Express

Card number \_\_\_\_\_

Expiration date \_\_\_\_\_

Signature \_\_\_\_\_

## Please mail or fax order form to:

Association for Volunteer Administration  
P.O. Box 32092  
Richmond, VA 23294  
FAX: 804-346-3318

## Ship Order To

Name \_\_\_\_\_

FIRST

MIDDLE

LAST

Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State/Province \_\_\_\_\_ Zip/Postal code \_\_\_\_\_

Country \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

**Questions? Call 804-346-2266**

SAVE \$5

SAVE \$5

## AVA Membership

### *You Deserve the Benefits*

Join the Association for Volunteer Administration, the international professional organization dedicated to enhancing the competence of its members and strengthening the profession of volunteer resources management.

#### **Benefits:**

- Six issues of "AVA Member Briefing" newsletter and special member mailings
- Discounts on International Conference on Volunteer Administration fees, AVA products, certification fees
- Discount coupons from vendors/businesses related to the profession
- Certificate of membership
- Eligibility to participate in AVA Awards Program
- Regularly updated web site with "Members Only" section
- Free resources to help you on the job
- Professional credentialing program to enhance your status and career
- Consultation and referrals by phone or e-mail
- Advocacy for your profession worldwide

## AVA Works for You

The Association for Volunteer Administration's mission is to enhance the competence of its members and strengthen the profession of volunteer resources management worldwide.

Founded in 1960, AVA now has over 2,000 members in 16 countries. Members are paid and unpaid leaders of volunteer efforts in a variety of public, nonprofit and for-profit organizations. Members include directors of volunteers, volunteer coordinators, agency executives, educators, researchers, consultants, trainers, students and corporate volunteer program managers.

AVA provides information about research and best practices in a quarterly journal, advocates for the profession of volunteer resources management, offers networking opportunities and high quality training at an annual international conference, supports local networks of volunteer management professionals and recognizes excellence in the field through a credentialing program and an annual awards program.

## Earn the international mark of Excellence!



AVA offers a professional credentialing program for individuals who manage volunteer resources. Newly revised, the program follows the model used for credentialing in other professions. Those who earn the credential are entitled to use "CVA" after their names – a distinction that demonstrates their competence and skills as volunteer administrators.

The first step in the process is to request a free "Certified in Volunteer Administration Candidate Handbook," which covers all the details of the process and includes a registration form. AVA members receive a discount on the registration fee.

The credentialing program has two parts:

- A multiple choice exam offered two times per year
- A portfolio consisting of a Philosophy Statement and Management Narrative

Candidates have two years to complete the program.

**For complete information, request a copy of the free handbook by using the order form in this catalog or contact the AVA office.**

Make plans to attend the  
**2002 International Conference  
on Volunteer Administration**  
in Denver, Colorado USA,  
October 9-12, 2002.

# AVA