



Navy League of the United States

2300 Wilson Boulevard
Arlington, Virginia

Council Workshops

(rev 7/2007)

The workshops listed below have been developed to provide training to Navy League councils. Any workshop can be delivered locally by making a request of the Senior Director of Regional Activities, Bill Waylett. The following additional information should also be provided:

- **Estimated participation (attendees) – suggest 10-20 participants be scheduled**
- **Number of councils participating (more is better!)**
- **Proposed date(s) and location (an alternate date is recommended in case of scheduling conflicts)**

<u>Workshop Title</u>	<u>Length</u>	<u>Attendees</u>
Recruiting Community Affiliate Members	2 hours	Council Recruiting Team
Leadership in a Volunteer Organization	1 hour	Officers, Board Members
How to Run Effective Meetings	1 hour	Officers, Board Members
Effective Utilization of the Navy League Hiring Center	2 hours	All Navy Leaguers
Energizing Your Council	1 hour	Region, Area, Council Leaders
Grant Writing Workshop	3 hours	Grant Writing Team
Recruiting & Retaining Younger Members	1 hour	Officers, Board Members
Council Budgeting Workshop	1 hour	Officers, Board members
Council Event Planning	1 hour	Officers, Board Members
Council Fundraising	1 hour	Officers, Board Members
Council Tax-Exempt Status	1 hour	Officers, Board Members
Council Recruiting & Retention	2 hours	Region, Area, Council Leaders
Parliamentary Procedures	1 hour	Region, Area, Council Leaders
Council Financial Audits	1 hour	Council Board Members
New Council President	1 hour	President or President-Elect
Council Treasurer	1 hour	Treasurer or Treasurer-Elect
How to Make Presentations	1 hour	Region, Area, Council Leaders
Public Education	1 hour	Region, Area, Council Leaders
Event Planning in the Navy League	2 hours	Officers, Board Members
Grassroots Legislative Affairs Program	1 ¼ hour	Region, Area, Council Leaders
Online Community Familiarization	1 hour	All Navy Leaguers
Strategic Planning	4 hours	Region, Area, Council Leaders
Successful International Council Operations	1 hour	Region, Area, Council Leaders
Council Officer & Board Member Training	2 hours	Officers, Board Members