There are two workshop tracks. Track 1 is suggested for officers and board members. Track 2 is for leaders and those who directly serve clients: case managers, case supervisors, and construction staff. These are not rigid classifications and participants may attend any classes they choose. It’s fine to alternate between tracks. Snacks and drinks will be available between sessions.

| **Time** | **Track 1** | **Track 2** |
| --- | --- | --- |
| 8:00 | Doors open | |
| 8:30-9:00 | Continental breakfast | |
| 9:00-9:45 | **Outreach and Reaching Out to Smaller Populations**  Find and contact survivors with unmet needs. What to do when intake slows to a trickle. This session is suggested for leaders.  **Panel: Jon Wallace (UCC), Larry Marks (NC VOAD), Greenville Disability Advocate *Walnut 104*** | **Resources for LTRGs and Case Managers**  Identifying referrals that can help your clients. This session is suggested for those with client contact.  **Cassandra Campbell (Robeson County Disaster Recovery Committee), Melody Prevatte (Columbus County LTRG) *Walnut 101*** |
| 10:00-10:45 | **Recruiting for the LTRG Board and Committees**  How to find and recruit the right people. Keeping your LTRG alive after recovery is complete. This session is suggested for leaders.  **George Strunk (NC VOAD) *Walnut 104*** | **Making best use of FEMA Routine Use Data**  Learn what’s included in FEMA data and how to request and use it. This session is suggested for leaders and those with client contact.  **Louis Carrow (FEMA), Faye Stone (FEMA) *Walnut 101*** |
| 11:00-11:45 | **Recruiting Outside Rebuild Groups**  Get volunteer groups to help with rebuilding. Discuss planning for volunteer teams, recruitment ideas, liability and safety issues, and how to managing lodging and donations. Please feel free to bring examples of forms to share or for review. Celebration: let teams know they are appreciated so they tell others and return. This session is suggested for leaders.  **Amy Lytle (HandsOn Western NC) *Walnut 104*** | **LTRG Workflow Process**  Trace the steps of a case from intake to closure. This session is suggested for leaders and those with client contact.  **John Robinson (NC VOAD) *Walnut 101*** |
| 12:00-1:00 | Lunch | |

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| **Time** | **Track 1** | **Track 2** |
| 1:00-1:45 | **Housing Outside Rebuild Groups**  Learn what you need to provide for outside groups. This session is suggested for leaders.  **Lynette Williams (PC USA) *Walnut 104*** | **Case Review (Unmet Needs) Committee Best Practices**  Make sure cases are handled on an equal basis. Engage partners to assist. Triage cases to help the neediest first. This session is for leaders and those with client contact.  **Larry Marks (NC VOAD) John Robinson (NC VOAD) *Walnut 101*** |
| 2:00-2:45 | Growing Resources for your Organizaon - Financial and other Resources – free materials etc, in kind  service  Growing Resources for your Organizaon - Financial and other Resources – free materials etc, in kind  service  **Growing Resources for your Organization**  Get financial and other resources, free materials, in kind services from local, regional, and national sources. This session is suggested for leaders.  **John Robinson (NC VOAD) *Walnut 104*** | **CAN Best Practices**  How to make CAN work for you. Input and export techniques and best use techniques will be discussed and your questions will be answered. Get reports that tell your story. This session is for leaders and those with client contact.  **Tracie Brown (American Red Cross) *Walnut 101*** |
| 3:00-3:45 | **Marketing your Program**  Who are your stakeholders – how to grow them and keep them. Clients including outreach to diverse populations, community wide, govt., donors, etc. This session is suggested for leaders.  **Ivonne Anton (Cumberland Disaster Recovery Coalition)**  **Larry Marks (NC VOAD) *Walnut 101*** | **Construction Management**  Skills:   * Working with Case Managers * Estimating jobs * Identifying deferred maintenance * Working with local authorities * Getting materials on site * Matching skills of outside groups to jobs * Ensuring safety on the job * Engaging licensed trades where required   This session is suggested for leaders and those with client contact.  **Ann Huffman (NC Conf. UMC), Tommy Gilbert (NC Conf. UMC) *Walnut 104*** |
| 4:00-5:00 | **Roundtable discussion**  This is the place to ask questions about your concerns and share your successes.  **Moderators: John Robinson, Ann Huffman, Larry Marks, George Strunk *Walnut 101*** | |