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SPEAKERS' BUREAU TRAINING

The Basics of Giving a Speech

- ✓ Be passionate about the cause
- ✓ Speak slowly
- ✓ Know beforehand how much time you have been allotted for your speech and **STICK TO IT**. Time yourself before you give the speech – allow enough time for questions.

The Basics of IVCN

- ✓ The organization began in May 1996. Was begun with a grant from the Robert Wood Johnson Foundation and matching support from Pretera Center. Operated as a program of Pretera Center for the first 18 months, then became a separate non-profit entity in November, 1997.
- ✓ One of seven programs in West Virginia, one of over 600 across the country. Different programs have different names, but operate in basically the same manner.
- ✓ *Faith in Action* is a collaborative effort among faith communities – people of all faiths – to recruit and train individuals who provide non-medical, neighborly assistance to older adults and adults with disabilities.
- ✓ Services include transportation, light housekeeping, yard work, minor home repairs, respite, and visiting. All are provided regardless of income and free of charge.
- ✓ Serve Cabell County, northern Wayne County, Lawrence County, Ohio.
- ✓ Volunteers are flexible in choosing what they wish to do and how much time they can dedicate to their volunteer work.
- ✓ If appropriate, indicate that volunteers do not proselytize or evangelize to care receivers.
- ✓ All people have gifts and talents to bring, no matter age or physical ability
- ✓ Youngest volunteer is 16, oldest is 85 – several volunteers are also care recipients. We have volunteers who have mobility problems, Parkinson's Disease, are cancer survivors, etc.
- ✓ Persons receiving assistance are **CARE RECEIVERS** not clients.
- ✓ Keep track of numbers of volunteers, volunteer hours, number of persons served.
- ✓ Keep track of upcoming training sessions.
- ✓ Tell them where funding comes from – how they can support through their time and/or dollars.

Compensation – If you are given an honorarium for your speaking engagement, we hope that you will donate that back to your local *Faith in Action* program.

Speaking before religious groups (i.e. men's or women's groups in congregations, during a service or dinner):

- ✓ Okay to quote scripture, or some other appropriate material for that particular faith
- ✓ Focus on the individual's call to serve

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- ✓ Focus on how this program enhances a congregation's outreach in the community, as well as helping them meet the needs of their members.
- ✓ Talk about how we are called to use our gifts and talents in the community – to go beyond ourselves.
- ✓ Talk about this program in terms of ministry
- ✓ Meeting the needs of the community by pooling resources

Speaking before civic groups, non-religious entities (i.e. Rotary, Kiwanis, Lion's Club)

- ✓ Businesses can exhibit their belief and support of community service by donating money, in-kind services, or giving their employees time off to volunteer.
- ✓ *Faith in Action* helps employees of businesses by providing peace of mind when these individuals are at work. Older family members are transported to medical appointments, have visitors, etc. This eliminates a lot of stress and time off for the employee who may have to deal with transportation issues, etc.
- ✓ Use the word ministry if comfortable using it in this context – avoid using the word agency – use organization, program, etc.

Other Ideas

- ✓ Focus on the fact that we work with other agencies in the area (Hospice, CONTACT, social services and health care agencies) – we make referrals, we get referrals.
- ✓ Volunteers allow care receivers to maintain a level of independence and stay in their homes longer. We strive to improve their quality of life, keep them from being isolated and ward off depression.
- ✓ *Faith in Action* builds community through encouraging individuals to serve their community, as well as pulling the socially isolated and oftentimes forgotten individuals back into the community. We restore faith in community.
- ✓ Tell stories
- ✓ Pull in your own experiences, stories, quotes you've heard that seem to connect with this program.

Story 1 (example of working with another volunteer organization, and how something simple for the volunteer can mean the equivalent of manna from heaven for the care receiver!)

Learned of a woman who had Parkinson's and very poor eyesight who was caring for her husband who was dying of cancer. Due to exorbitant medical bills, they had sold their washer and dryer. She was having to go to the Laundromat but could barely lift the clothing, couldn't see to put in the change and became very frustrated and exhausted each time she would go. Hospice had a volunteer in the home twice a week, but the volunteer was not allowed to wash the clothes at the Laundromat. Turns out we had a volunteer about ½ mile away from this couple. Once a week, the volunteer would go pick up their laundry, take it home, wash, dry and fold their clothes.

Story 2 (example of working with businesses and pooling resources)

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A homebound woman on a very limited income – hot water tank began leaking. We had a volunteer go out and stabilize the situation, but it was obvious that she needed a new hot water tank. But, she was going to have to make the decision to either pay for the tank and a plumber, and not get her medication that month, or go without the hot water tank. *Faith in Action* was able to locate a hot water tank from a local business for half the regular price, found a plumber who would do the work after hours for a minimal amount of money. Then, we spoke with two clergy who donated money out of their discretionary funds to pay for the hot water tank and the plumber. She got a new hot water tank installed, and was able to buy her medication that month as well.

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