



## **ASSOCIATION 101 CUSTOMIZED PROGRAMMING (*HOUSE CALLS*)**

Where We Bring the Program to You!

### **What is a House Call?**

An Association Forum House Call delivers high-quality educational programming exclusively to your staff, on your schedule. This customizable program is scalable to fit the needs of all organizations, both large and small. Benefits of an Association Forum House Call include:

- On-location training at your organization on the date and time that fits your needs
- 15-20% discount on standard member registration rates
- Expert facilitators leading each program
- Customization options to fit your organization's needs

### **What is Association 101?**

- The Association 101 program provides a solid and comprehensive understanding of the fundamental components of the association industry including, volunteer leadership, professional staff roles and association career opportunities.

A sample agenda might include:

#### **Module 1: Associations Overview**

- Define associations
- Clarify association types
- Discuss tax classifications
- Understand association foundations
- Explore the impact of international associations

#### **Module 2: Governance and Budget**

- Discuss association governance and purpose
- Discuss association governing bodies
- Group activity: governance
- Clarify the role of the board vs. role of staff
- Understand association budgets
- Group activity: budgeting

#### **Module 3: Communication and Volunteer Management**

- Discuss working with volunteers
- Understand the volunteer/staff partnership and define best practices
- Explore multi-generational communication challenges
- Group activity: communication

#### **Module 4: Career Development**

- Discuss association careers
- Understand professional development opportunities
- Discuss the CAE credential
- Understand Association Forum's role in your career and professional development

### What is the program duration?

- The typical Association 101 program lasts 6 hours, but can be adjusted based on the needs of the program host

### How many attendees can participate?

- There is no minimum or maximum number of attendees that can participate

### What is included?

- Association Forum will provide the facilitators, materials for the group activities, printed handouts for each attendee, and onsite support for the day of the program.
- The host organization typically provides the meeting space with basic AV setup (projector, screen, laptop and 2 microphones, if needed) and any food and beverage for program participants. The event can also be held at Association Forum's offices in downtown Chicago, if desired.

### What are the program fees?

- The registration rate for Association Forum members is \$379 per person. As part of the House Call program, Association Forum is pleased to offer the following discounts:

Attendees	Discount
15-20	15% (\$322)
21+	20% (\$303)

For additional information and scheduling availability, please contact our Learning team at [education@associationforum.org](mailto:education@associationforum.org)

**We look forward to scheduling your next Association 101 House Call!**

