



PNOC Administration Trainings

Revised: 3/4/08

DATE	DAY	SESSION	PRESENTERS	Required Participants	TIME	LOCATION
3/20	Thur	Organizational Structure	Baklai Temengil & Sera Sato	President & Secretary <i>all other members welcome</i>	11:30am - 12:30pm	TBA
		PNOC and NF's roles & responsibilities				
3/25	Tue	Solidarity Programs/Funding Sources	Baklai Temengil & Sera Sato	Treasurer	11:30am - 12:30pm	PNOC Conf. Rm.
3/27	Thur	1. Planning & Preparing a Budget	Sera Sato & Bonnie Ngirailild	Treasurer + one member	5:30pm - 6:30pm	TBA
		2. Budget: Submission Procedures & Approval Process			6:45pm - 7:30pm	
		3. Financial Reports			7:40pm - 8:40pm	
4/1	Tue	Facilities Management	Topps Sungino & Baklai Temengil	at least one member	11:30am - 12:30pm	PNOC Conf. Rm.
4/3	Thur	Letter Writing & Reporting	TBA	Secretary	11:30am - 12:30pm	TBA
4/17	Thur	Development Plans / Calendar of Events	All SDO's	at least two members	5:30pm - 8:30pm	TBA
4/22	Tue	Managing Volunteers		at least one member	11:30am - 12:30pm	PNOC Conf. Rm.
4/24	Thur	Competition Formats: Round Robin, Brackets, etc.		at least one member	11:30am - 12:30pm	PNOC Conf. Rm.
		1. Flyers/Announcements - Using Publisher	Jubilee Kuartei & Peoria Koshiba	Secretary	5:30pm - 6:30pm	TBA
		2. Websites			6:40pm - 8:30pm	
		Marketing & Fundraising			11:30am - 12:30pm	TBA

Notes:

1. Lunch and drinks will be provided for all sessions from 11:30am - 12:30pm.
2. Light Dinner and drinks will be provided on all sessions that take place after work.
3. All training sessions are open to all federation members.
4. Important: Some sessions require the attendance of at least one or two members or a specific Officer/board member.