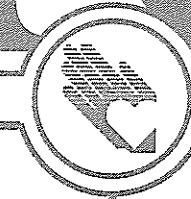


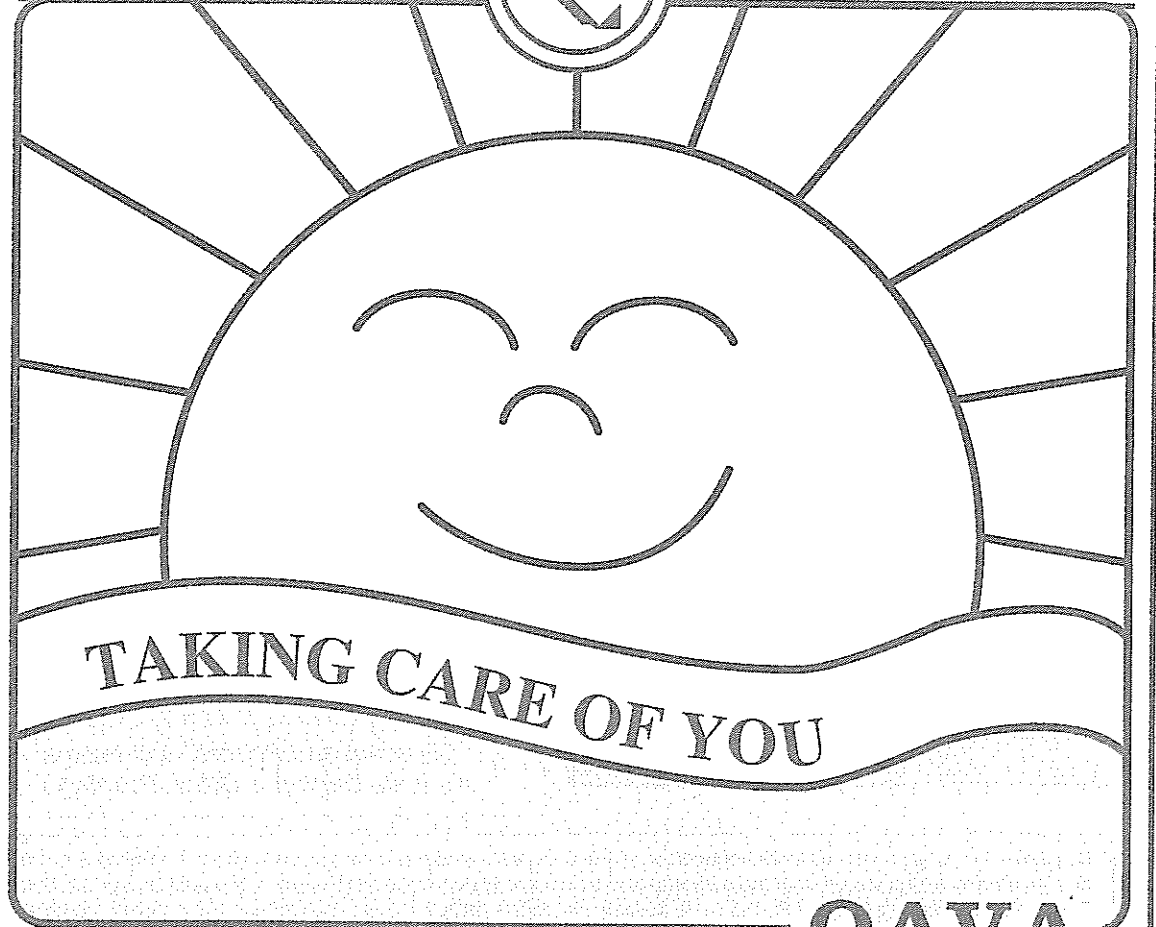
THE JOURNAL OF VOLUNTEER RESOURCES MANAGEMENT

VRM

SUMMER...1993



VOLUME...2.2



TAKING CARE OF YOU

OAVA

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EDITORIAL

We are being bombarded daily with admonitions and advice from TV, radio, newspaper, magazines and self-help books. It's a constant barrage of information to keep us up to date on all of the latest research conducted by scientists, academics and the medical profession on what we should be doing for our emotional, mental and physical well being.

Are we feeling guilty? Confused? How can we confidently and unequivocally give direction and support to others when we have this nagging, hazy awareness that we should know more, as well as be doing more of the "right things"? Is this just more of the "truth will set you free -- but first it will make you miserable" message?

In this issue we have tried to condense a little of the current headline screamers and pinpoint what is truly relevant for most people. We then focus on your unique professional day to day experiences.

So does this mean that our realm of responsibility is continuing, like a pebble dropped in a pool of water, to widen unendingly and relentlessly? By implication, we are well aware of the hidden message that tells us to put into practice all of this wonderful new knowledge. We must then share it and encourage it's use in the lives of all whom we come into contact with. Now, just finding enough time in the day isn't enough anymore. Our new challenge is finding enough energy to keep working -- and relaxing -- and playing!

In our main article, Karen Faith talks to us about "change processes" which means that we must not become stuck in our comfortable, familiar routine.

What is clear is that we cannot achieve any of our goals without learning to have fun, lighten up, and develop trust and interdependence on the job and at home. Only then will we begin to feel refreshed, creative and motivated.

By learning to become healthier, more confident, caring, responsible and creative, all of our goals and dreams can be realized. If we think of the problems and demands on our lives as a wake-up call, there are many positive and productive options waiting to be discovered.

So put your feet up, turn the music on low, empty your head of old ideas, sit back and discover this issue of VRM and **take care of yourself -- we all approve!**



Chris Jarvis is a member of the
Journal of Volunteer Resources Management Editorial Team.

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"I DESERVE THE BEST FOR MYSELF"

by Grace King

When is the last time you really thought about you? Yes, wonderful, important you!

Managers of volunteer resources are always looking at the best in others, looking for opportunities to build and capitalize on their strengths and abilities. We are in the business of caring and nurturing others. We are so busy connecting, recruiting, building, creating, developing and praising others that we do not give ourselves the care and credit we need and deserve. How do we change? Deadlines are to be met, there are so many things to work into a day. We sacrifice ourselves and do not take the time to refocus and to recharge our batteries.

Old habits are hard to break. It is a mammoth task to change ourselves, almost like trying to swallow an elephant. Well! How do you swallow an elephant? One bite at a time. That is exactly how you go about change. Bite off a little, chew on it, then swallow!

Your attitude is the key to managing your life and whatever changes you may wish to make. YOU are the most important factor in your life. BELIEVE IT! To change our attitude we must change our way of thinking. To change our way of thinking we must become more familiar with our old thinking. Read the following anonymous passage aloud.

I'm Special

"I'm special. In all the world there's nobody

like me. Since the beginning of time, there has never been another person like me. Nobody has my smile. Nobody has my eyes, my nose, my hair, my voice. I'm special. No one can be found who has my handwriting. Nobody anywhere has my tastes - for food or music or art. No one sees things just as I do. In all of time there's been no one who laughs like me, no one who cries like me. And what makes me laugh and cry will never provoke identical laughter and tears from anybody else, ever.

No one reacts to any situation just as I would react.

I'm special.

I'm the only one in all of creation who has my set of abilities. Oh, there will always be somebody who is better at one of the things that I am good at, but no one in the universe can reach the quality of my combination of talents, ideas, abilities, and feelings. Like a room full of musical instruments, some may excel alone, but none can match the symphony sound when all are played together. I'm a symphony!

Through all of eternity no one will ever look, talk, walk, think or do like me. I'm special! I'm rare!"

And in rarity there is great value. I need not attempt to imitate others. I will accept - yes celebrate - my differences. I am beginning to see that God made me for a very special purpose. He must have a job for me that no one else can do as well as I. Out of all the billions of applicants only one is qualified,

only one has the combination of what it takes. **That one is me. Because ... I'm special.**

Change your attitude towards yourself. You could lose everything you own - money, wealth, position, health, family, friends, everything - but nobody can take away your choice of attitude. It is not what life does to you, it is what you do with life.

Where do you begin? I have heard some people say "I need more time," but that is impossible. No matter how we measure it, there will always be 24 hours in a day - 168 hours in a week - 720 hours in a month - 8,760 in a year. Time is unchanging. We cannot change others, and rarely can we change systems. We can change our thinking, learn new ideas and patterns, and change how we manage time.

It is imperative to know ourselves intimately to ensure that the personal time we set aside addresses our needs. You must begin by doing a self-discovery, a time set aside to ponder personal goals, long and short term. Ask yourself;
 "What do I want to accomplish in my lifetime?"
 "What really matters to me?"
 "What am I doing about it?"

If you had 24 hours to live what would you do? Why wait if it is that important? What do you want to do that you never have time for? Why not slot time in your calendar now? Planning a calendar is a personal responsibility. Just as you plan for others, you must plan for yourself. Do not let anyone rob you of that time. Without personal goals, we lack direction and fulfil other people's goals but not our own.

My favourite pastime is art. I put away my paints and materials for over ten years thinking that I did not have the time. Then I decided to take some control of my time. **Monday evening now belongs to me!** No meetings, phone calls or family. I retreat to the spare bedroom with "Art" and paint my little heart out. Sometimes I crawl up on the bed and read. It is my time. Prime time. Life is not a dress rehearsal. If you are doing things that you do not want to - STOP! Learn to say no.

Almost everything we buy comes with "directions for care" - what are your "care" instructions? When you listen to your heart, your mind and your body, what do they tell you? How are you keeping them healthy? Eating properly, getting exercise and drinking plenty of water are vital to good health. We must make ourselves a priority. Above all else, take the time to pray. It is a well-spring of strength.

Celebrate, by doing things that you want to do! Be spontaneous, surprise yourself and others. Get out of your rut. Get out your daytimer and block off the time you need to recharge and take charge of your life. If you don't do it, no one else will. "I am not an expert at taking care of myself, however, I'm learning. Life is a process of trial and error and I have learned through experience that I count and I deserve my best for myself."

Grace King is the Co-ordinator of Community Services for the Victoria County Association for Community Living in Lindsay, Ontario.



LOOKING AHEAD

- October 1-3, 1993** **2nd European Workshop on Volunteer Action**
 Novotel - Namur, Belgium
 For more information contact:
 Miryam Delgado, VOLONTEUROPE
 CSV, 237 Pentonville Road, London N1 9NJ, UK
 Telephone: (44-71) 278-6601 Fax: (44-71) 837-9621
- October 6-9, 1993** **Association for Volunteer Administration (AVA)**
International Conference on Volunteer Administration
 Theme: "Polish Your Potential"
 Excelsior Hotel and Statehouse Convention Centre
 Little Rock, Arkansas
 For more information phone: Sarah Kegerreis
 Telephone: (214) 256-6452 Ext. 2639
- November 1-3, 1993** **Older Adult Centers Association Conference**
 Theme: "The Time of Your Life"
 Kitchener, Ontario
 For more information write or phone:
 Bev Aikenhead, Manager, Seniors Programs
 Kitchener Parks and Recreation Department
 22 Frederick Street, 8th Floor, Kitchener, Ontario, N2G 4G7
 Telephone: (519) 741-2227 Fax: (519) 741-2222
- November 7-8, 1993** **Focus '93**
 Theme: "Volunteerism in Canada: Today and Tomorrow"
 Stage West Hotel, Mississauga, Ontario
 For more information, contact: Lorraine Street
 Volunteer Ontario
 2 Dunbloor Road, Suite 203, Etobicoke, Ontario, M9A 2E4
 Tel.: (416) 236-0588 Fax: (416) 236-0590

- November 18-20, 1993** **Provincial Recreational Association of Nova Scotia Conference**
 Theme: "Partnerships for Progress"
 For more information contact: Jean Robinson-Dexter
 Telephone: (902) 425-1128
- December 5, 1993** **International Volunteer Day**
- February 23-24, 1994** **Leading The Way**
 A Training Institute
 Westin Hotel, Ottawa, Ontario
 For more information contact:
 Marilyn Box, Institute Coordinator
 Volunteer Centre Ottawa-Carleton
 307-256 King Edward Avenue, Ottawa, Ontario, K1N 7M1
 Telephone: (613) 789-4876 Fax: (613) 789-3691
- April 10-12, 1994** **Canadian Association for Gift Planners**
 For more information contact Conference Chair:
 John Hochstadt, University of Toronto
 21 King's College Circle, Toronto, Ontario. M5S 1A1
 Telephone: (416) 978-3846 Fax: (416) 978-3958
- May 24-27, 1994** **OAVA/OADHVS Conference**
 Connections '94
 YMCA Geneva Park, Orillia, Ontario
 For more information contact: Barb Mealing
 Telephone: (705) 737-5443

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In order to meet your needs, we would appreciate receiving your requests for future themes. Address all correspondence to:

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"TAKE CARE!"

by Karen Faith

Managers of Volunteer Resources, like other professionals in the human service occupations, are caring for others as part of their daily routine by affirming, motivating and retraining. It may be difficult for many managers of volunteer resources to give wholeheartedly at the office, but it is hazardous for them to continue to give to others when they find themselves "running on empty." The demands of volunteer resources management these days are further complicated by an unstable economic environment which is adversely affecting the funding of human services. All of these variables then create a modern day prescription for occupational stress or burn-out. It is therefore essential for those who manage people and run programmes to maintain a healthy self-care perspective.

Burn-out has been defined as "...a psychological process, brought about by unrelieved work stress, that results in emotional exhaustion, depersonalization, and feelings of decreased accomplishment." (Matteson and Ivancevich, 1987) The experience of burn-out is not a sudden event in a person's life. It is usually a gradual process that if left unaddressed can result in some severe physical, emotional and psychological symptoms. How can people responsibly prevent burn-out when so few of us are educated about occupational stress and burn-out or the self-care needed to help?

"PRENEZ GARDE"

par Karen Faith

Les gestionnaires de ressources bénévoles, comme tous les gens de métier oeuvrant dans le domaine des services humains, s'occupent de personnes sur une base journalière en les aidant à s'affirmer, se motiver et se recycler. Plusieurs gestionnaires de ressources bénévoles peuvent trouver difficile de se donner à cent pourcent au bureau, et il est dangereux pour ces derniers de continuer à se donner lorsqu'ils se sentent vidés. L'instabilité de l'économie, qui nuit aux subventions des services humains, contribue à compliquer les exigences de la gestion des ressources bénévoles. Tous ces éléments constituent une prescription moderne qui mène au stress ou au brûlement dû au travail. Il devient donc essentiel que les gestionnaires de personnes et de programmes n'oublient pas de prendre soin d'eux-mêmes.

Le brûlement se définit de la façon suivante "... un processus psychologique, provoqué par un stress continu au travail, qui mène à un épuisement émotif, à la dépersonnalisation et au sentiment d'accomplir moins." (Matteson et Ivancevich, 1987). Le brûlement n'arrive pas d'un coup sec dans la vie d'une personne. C'est habituellement un processus graduel qui produit des symptômes physiques, émotifs, et psychologiques assez sévères si l'on ne s'en occupe pas. Comment est-il possible de prévenir le brûlement lorsque si peu d'entre nous sommes renseignés sur le stress et le brûlement dû au travail ou sur les soins de soi-même qui peuvent aider?

De nos jours, on parle beaucoup de bonne forme physique et d'alimentation saine. Il est

We hear a lot about fitness and good nutrition these days and it is easy to assume that 20 minutes of aerobic exercise three times per week and following a balanced diet should satisfy self-care requirements. These activities in fact do promote wellness and help to reduce stress. However, self-care is broader than that.

According to Nancy and Donald Tubesing there are actually six categories by which personal wellness is to be measured. These categories are: physical well-being, mental well-being, emotional well-being, social well-being, spiritual well-being, and lifestyle. In order for one to explore self-care practices comprehensively, all six categories must be examined.

Aside from the need for good nutrition and exercise, there are many considerations one must give to one's physical self-care programme. Lue Coffey-Lewis suggests that people develop a better understanding of their bodies. He encourages them to assess the amount of ease they feel within themselves. Bringing a consciousness to one's body can help people identify symptoms earlier and better, to become more able to discern a need for change. It is also helpful for individuals to be informed about the natural process of aging. Things like changes in nutritional requirement, normal distribution of fat and weight gain, changes in sexual response, and physical stamina are just a few examples. Better information can help people prepare for the demand and changes experienced because of the aging process.

donc facile de conclure que 20 minutes d'exercice aérobique trois fois par semaine, ainsi qu'un régime alimentaire équilibré sont suffisants pour prendre soin de soi-même. En effet, ces activités contribuent au bien-être et aident à réduire le stress. Toutefois, le soin de soi-même englobe plus que ces deux éléments.

Selon Nancy et Donald Tubesing, le bien-être personnel se mesure par six catégories. Celles-ci sont: le bien-être physique, le bien-être psychologique, le bien-être émotif, le bien-être social, le bien-être spirituel, et le style de vie. Pour faire un examen en profondeur de sa façon de prendre soin de soi-même, il faut inclure les six catégories.

En plus du besoin d'exercice et d'une alimentation saine, le programme de soins physiques comprend plusieurs autres préoccupations. Lu Coffey-Lewis suggère que les gens apprennent à mieux comprendre leur corps. Il les encourage à évaluer le niveau d'aise qu'ils ressentent à l'intérieur. En étant conscient de son corps, il est possible d'identifier des symptômes avec plus de facilité et plus tôt, et d'être ainsi en mesure de déceler le besoin de faire des changements. Il peut également être utile de connaître le processus naturel de vieillissement. Citons comme exemples les changements dans les besoins d'alimentation, la distribution normale du gras et l'augmentation du poids, les changements dans les réactions sexuelles, et la vigueur physique. Des meilleurs renseignements peuvent aider les gens à se préparer aux demandes et aux changements qui se produisent en vieillissant.

Not enough attention is placed on mental self-care. Whereas people cannot easily deny physical pain, mental anguish is often shoved to the back burner until it is so intense it can no longer be ignored. Staying in touch with one's state of mental stress can help avert a crisis. Self-care in this area may involve meditation, journal writing, or counselling. Often people who feel bored or unmotivated in their lives do not have enough intellectual learning projects and change processes through their lives, (Tough, 1971). Creative expression and learning that is enjoyable and stimulating to the individual is important to mental and emotional self-care.

Feelings which are ignored or repressed can contribute to relationship and personal difficulties. Addressing and attending to our emotional health means that we must have some means of identifying and expressing feelings either to friends, family, or health professionals. Occupational caregivers frequently dispense emotional caregiving to others and do not find it easy to ask others to listen, to care, or to help. Yet developing this ability is important in maintaining emotional self-care.

At one time, independence and autonomy were thought to be measures of personal health and success. However, when asked what constitutes psychological health, Sigmund Freud responded that it should be measured

On n'accorde pas suffisamment d'attention au bien-être psychologique. Alors qu'il est difficile de nier la douleur physique, l'angoisse psychologique est souvent repoussée à l'arrière-plan jusqu'à ce qu'elle devienne si intense qu'on ne puisse l'ignorer. En restant conscient de son état de stress psychologique, il est possible d'éviter une crise. La méditation, la tenue de journaux, et le counselling sont des façons de prendre soin de son état psychologique. Souvent, les gens qui s'ennuient ou qui manquent de motivation n'ont pas assez de défi intellectuel. Des études ont démontré que les gens entreprennent d'eux-mêmes des projets et des processus de changement tout au long de leur vie (Tough, 71). L'expression créative de soi-même ainsi que l'apprentissage que l'individu peut trouver agréables et stimulants, sont des façons importantes de soigner son état psychologique et émotif.

Des sentiments qu'on ignore ou qu'on réprime peuvent contribuer à des difficultés personnelles et dans ses relations avec les autres. Pour être en mesure de s'occuper de sa santé émotive, il faut disposer de moyens d'identifier et d'exprimer ses sentiments à ses amis, à sa famille ou à des gens du métier de la santé. Les personnes dont le métier consiste à prendre soin des autres, s'occupent souvent de l'état de santé émotif d'autres personnes et trouvent difficile de demander de l'aide, des soins ou qu'on leur prête l'oreille. Néanmoins, pour pouvoir prendre soin de sa santé émotive, il est important de développer cette habileté.

Déjà, le degré d'indépendance et d'autonomie d'un individu servait à mesurer son succès et sa santé personnelle. Cependant, Sigmund Freud, en réponse à la demande de définir la santé psychologique, affirma que celle-ci se mesure par l'habileté d'aimer et de travailler. La plupart des

by one's ability to love and to work. Most humans need intimacy, friendship and sexual expression in order to achieve well-being. We need to be interdependent with others in a healthy way. People can determine the health of their relationships if what they are giving and doing for others is being returned in a way that suggests they are cared for and valued.

Spirituality embraces more than just an affiliation with an organized religious group. It involves the individual searching for hope, meaning, faith and values in life. In this way, spiritual self-care may be more of a journey than a destination. Through discovery and creative expression of our inner sense of spirituality, we are addressing an important component to our overall self-care.

Finally, lifestyle often governs how free we are to explore and practice self-care. It is not only necessary to develop good healthy boundaries around work and play. Both must be seen as important to the health and well-being of the individual. Self-care requires us to make our health and well-being a main priority and we cannot effectively do this if lifestyle is not adapted accordingly.

Managers of volunteer resources usually have busy and fulfilling lives. They perform an important role in our society. Developing and maintaining a comprehensive self-care regime can enhance and contribute to the quality of their lives. Giving care to others is noble, but taking care of oneself is essential.

personnes ont besoin d'intimité, d'amitié, et d'expression sexuelle, pour atteindre un état de bien-être. Nous avons besoin d'être solidaires les uns avec les autres d'une façon saine. Il est possible d'évaluer le niveau de santé de ses relations si les efforts que fait une personne pour s'occuper des autres lui sont rendus d'une façon qui suggère qu'on l'apprécie et qu'on l'aime.

La spiritualité va au delà d'une affiliation à un groupe religieux organisé. Elle implique aussi la recherche de l'espoir, du sens de la vie, de la foi et des valeurs de la vie. Le soin spirituel devient ainsi un cheminement plutôt qu'une destination. La découverte et l'expression créative de notre sens intérieur de spiritualité nous permet d'adresser une partie importante de notre régime de soin de soi-même.

Enfin, notre style de vie peut imposer des limites sur notre capacité à explorer et à pratiquer des façons de prendre soin de nous-même. Il ne suffit pas d'établir un équilibre sain entre le travail et le divertissement. Il faut reconnaître l'importance des deux à la santé et au bien-être de l'individu. Pour bien prendre soin de soi-même, la santé et le bien-être doivent devenir une priorité. Il est difficile d'accomplir ceci si le style de vie ne s'y prête pas bien.

Les gestionnaires de ressources de bénévoles mènent habituellement des vies occupées et satisfaisantes. Ces personnes accomplissent un rôle important au sein de la société. Le développement et le maintien d'un régime complet de soin de soi-même peuvent augmenter et contribuer à la qualité de leur vie. Il est noble de prodiguer des soins aux autres, mais il est essentiel de prendre soin de soi-même.

Tough, Allen. *Adult Learning Project*. Toronto: Ontario Institute for Studies in Education, 1971.

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Matteson, M.T. and Ivancevich, J.M. *Controlling Work Stress*. San Francisco: Jossey-Bass, 1987.

Karen E. Faith, B.S.W., M.Ed., C.S.W. was trained as a family therapist at Sacred Heart Family and Child Centre in Toronto. Karen has a particular interest in promoting personal growth and wellness using relaxation, creative writing, and guided mental imagery techniques with clients. She has created and facilitated many group programmes for both the public and professionals ranging from family life and self-care to working with survivors of abuse. Karen has taught as a part-time faculty member for York University School of Social Work and Seneca College.

Tough, Allen. *Adult Learning Project*. Toronto: Ontario Institute for Studies in Education, 1971.

Tubesing, Nancy Long and Donald A. *Structured Exercises in Wellness Promotion, Vol. 1*. Duluth: Whole Person Press, 1983.

Coffey-Lewis, Lue. *Be Restored to Health*. Toronto: Bestsellers, 1982.

Matteson, M.T. and Ivancevich, J.M. *Controlling Work Stress*. San Francisco: Jossey-Bass, 1987.

Karen E. Faith, B.S.W., M.Ed., C.S.W. a été formée comme thérapeute de famille au Sacred Heart Family and Child Centre à Toronto. Karen s'intéresse en particulier à promouvoir le développement personnel et le bien-être au moyen de la relaxation, de la rédaction créative, et des techniques guidées d'images mentales avec des clients. Elle a créé et facilité plusieurs programmes de groupes à l'intention du public et des professionnels, qui s'étendent de la vie familiale et du soin de soi-même, au travail avec les rescapés d'abus. Karen a servi de membre de faculté à temps partiel à la "York University School of Social Work", et au "Seneca College".

ITEMS OF INTEREST

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Vineyard, Sue. *Taking Care of Yourself So You Can Take Care of Others*. Downers Grove, Illinois: Heritage Arts Publishing, 1989.

Vineyard, Sue. *Care for The Care Giver*. (audio cassette) Downers Grove, Illinois: Heritage Arts Publishing, 1989.

Waymire, Judith V. *Coping or Collapsing, Dealing with Stress*. Carp, Ontario: Johnstone Training and Consultation, 1993.

Where to get Resources:

Anyone interested in acquiring these resources can call (613) 256-5516 for a list of distributors. Any distributor wishing to be included on the list is invited to send their resource and price list to the JVRM.



BOOK REPORT

By Ruth Demeter

"LEISURE, INTEGRATION AND COMMUNITY"

By Peggy Hutchison and Judith McGill

Most of us probably have a very clear idea of what and where our community is, because we are all involved with a group of caring, active people - volunteers. However, there are some of us who work with people who are labelled, and recognize the unique struggles that they face in participating in the community.


Peggy Hutchison and Judith McGill have over a quartercentury of combined experience in human services and leisure integration. Together they have written a resource book "that provides a Canadian perspective on leisure and integration for...community organizations and for others who are facilitating integrated leisure opportunities."

As a manager of volunteer services who, among other tasks is trying to provide opportunities for friendship and recreation for

clients of the agency, I found the book especially inspiring. It encourages everyone to try new techniques, and expand their own leisure experiences to include individuals who have been labelled. Many concrete and innovative suggestions are given, especially in the stories of individuals who have achieved some integration successes.

I encourage anyone who organizes group events, works with individuals who are disadvantaged or handicapped, or wants to enhance their own community, to read this book and take its advice to heart.

Ruth Demeter is an active community volunteer, and the Volunteer Coordinator at the Dufferin Association for Community Living.



LETTER TO THE EDITOR


Dear Journal Editors:

I want to tell you how much I enjoyed your [Winter] issue (late as it was). It was not too late to be on target for recognition!

In fact, I have been carrying the Journal around with me. It has been most useful.

Thanks to all of you,

Judy Flow
Coordinator, Volunteer Services
CAS of York Region (Ontario)



WHIT & WHIMSEY

Chuckle Up!

Lynne J. Savage

In my view, laughter is the most affordable, most accessible and the most effective form of stress relief!

We heed the safety message - BUCKLE UP! Well, my life saving advice for survival in this stress filled society is ... CHUCKLE UP!

The following pieces have been written especially for this issue.

RECIPE FOR RELAXATION

1. Find a cozy chair.
Note: Do NOT choose a hammock as your bed of repose. Families have been known to overthrow stressful swingers!
2. Sit on it! ... (the chair, that is.)
3. Stretch out and prop those shoeless, sockless feet on an ottoman.
Note: This *Otto* fellow allows us to *bare* our *soles*! He must be *well-heeled* by now!
4. In your weakest, most pitiful voice, ask someone to bring you a soothing drink.
Note: Sympathy. Seek sympathy!
5. Play your favourite cassette.
Note: Do NOT ask friends or family to *hum* a melody ... *hum* leads to *drum* ... *drummers* use *sticks* ... *drums* ... *sticks*

... Wait a minute! *Drumsticks* ... turkey legs ... ice cream treats! Forget the music! Bring on the food!

6. Clear your mind of all things. (Just like at work when your mind goes *blank!*)
7. Close your eyes and slowly, peacefully...drift away to relaxation...


Do NOT stir. Do NOT simmer. Sprinkle with delight!

Pass this recipe on to a friend!

LYNNE'S LESSON IN LAUGHTER

Laugh with a loved one, giggle with a girlfriend, howl with a helper, snicker with a senior, cackle with a councillor, bellow with a boss, chortle with a client, snort with a supervisor, guffaw with a graduate, roar with a relative, crow with a confidant, whinny with a worker, smirk with a secretary, grin with a grandparent, chuckle with a child.

Lynne J. Savage is a speaker and writer specializing in humour. She works from her Fern Avenue home in Niagara Falls, Ontario.



JOURNAL OF VOLUNTEER RESOURCES MANAGEMENT

Editorial Process and Guidelines for Authors

Objective

The Journal of Volunteer Resources Management is intended:

1. to serve as a credible source of information on the management of volunteers in Canada;
2. to provide a forum for the exchange of ideas and to encourage networking among managers of volunteers;
3. to provide a professional development tool for managers of volunteers;
4. to recognize and encourage Canadian talent in the field of Management of Volunteers;
5. to include in each issue at least two articles that will consider different views of a specific and predetermined theme.

Target Audience

The Journal's intended audience includes managers of volunteers, educators, media and funders of not-for-profit organizations across the country.

Submissions

All manuscripts will be accepted either on diskette or on typed, double spaced pages. Submissions should be written according to "The Canadian Style - A Guide to Writing and Editing" - Secretary of State, Dundurn Press.

External reviewers may be engaged to review content if deemed advisable by the committee.

The revised draft is edited for clarity and consistency by the Editorial Team.

The edited version is returned to the author for acceptance along with an approval form for signature.

The signed form is to be returned to the Editorial Team within a week along with any suggestions for final revisions.

Format and Style

Authors are asked to respect the following word counts:

	<u>Words</u>	<u>Pages</u>
Lead Article	2000	5-6
Secondary Article	700-800	2-3
Book Review	150	1

The lead article will look at the topic in some depth and will normally require the author to conduct research into current trends and perspectives on the subject.

The secondary article will adopt a more practical approach, including personal experiences and opinions.

DEADLINES FOR SUBMISSION AND THEMES

<u>Issue</u>	<u>Deadline</u>	<u>Theme</u>
<i>Fall '93</i>	articles due on the 24th of August	Negotiation
<i>Winter '94</i>	articles due on the 24th of October	Marketing
<i>Spring '94</i>	articles due on the 24th of February	Youth
<i>Summer '94</i>	articles due on the 24th of May	Corporate Volunteerism

