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| logo_forms | Wisconsin Department of Public Instruction**CONTINUING EDUCATION ACTIVITY REPORT**PI-2453 (Rev. 09-11) | **INSTRUCTIONS:** Complete and submit annually to your library system validator along with the Annual Summation of Continuing Education Activities, Form PI-2454. Refer to the *Certification Manual for Wisconsin Public Library Directors* for assistance. |
| Name *Last, First, Middle*      |
| Mailing Address *Street / PO Box, City, State, ZIP*      |
|  | I. CONTINUING EDUCATION ACTIVITY DESCRIPTION |  |
| Title of ProgramBest Practices in Volunteer Management |
| Description of ProgramHave you found yourself coordinating the efforts of unpaid library volunteers? Would you like to start using volunteers to help provide services in your library? Can you “fire” a volunteer? Many libraries would be unable to provide such excellent services to the public without volunteers. Working with volunteers can be tricky, though. What are the best ways to communicate with them? What if they aren’t a good fit for your organization? How can you recruit them? Learn some tips and best practices in this webinar.  |
| Relationship of Program to Present Position or Career Advancement  |
| Activity Dates | Location | Number of Contact Hours |
| From *Mo./Day/Yr.*10/6/2021 | To *Mo./Day/Yr.*10/6/2021 | online | Technology *If any*      | Total1.0 |
| Provider *If applicable*WVLS, NWLS, SWLS |
| Category *Check one, attach written summary if applicable*[ ]  A. Credit Continuing Education *Attach formal documentation from the sponsoring agency.*[x]  B. Noncredit Continuing Education[ ]  C. Self-directed Continuing Education |
|  | II. SIGNATURE |  |
| **I HEREBY CERTIFY** that the information provided is true and correct to the best of my knowledge. |
| Signature of Participant⮚ | Date Signed *Mo./Day/Yr.* |