BASIC ADMINISTRATION OF VOLUNTEERS
Mar. 3,10,17, Tues., 9am-12:30pm
Phases of volunteer administration: development, operational, consolidation.
Volunteer Clearing House of D.C. (638-2664) $50

VOLUNTARY SECTOR VS. GOVERNMENT FUNDING
Mar. 13-14, Mon.-Tues.
How to improve government and voluntary sector relationships and a review of research findings in government funding. Center for Responsive Governance (223-2400) Marvin Center, G.W.U. $75

FEDERAL YOUTH EMPLOYMENT
Mar. 16-17, Mon.-Tues., 9:15am-5pm
An overview of CETA and the status of youth employment legislation.
National Youth Work Alliance (785-0764)
Carnegie Endowment for International Peace Center, 11 Dupont Center NW, 8th floor $150 supportive
$125 alliance affil.

URBAN ECONOMIC POLICY AND THEORY
Mar.17-Apr.28, Tuesdays,
Individual research projects involving urban economic policy. U.D.C.-Division of Continuing Education, 929 E St. NW room 725 (724-4212) $21

TIME MANAGEMENT
Mar. 18, Wed., 8-9:30pm
How you can accomplish more work in less time at job and in personal life. Open University (966-9606)
3333 Conn. Ave. NW $8

ACSW PREPARATORY COURSE
Mar.19-Apr. 16, Thursdays, 5:30-7:30

GRANT WRITING WORKSHOP
Mar. 19-20, Thurs.-Fri.
How to improve skills to produce a grant-winning proposal. Catholic U., Division of Continuing Education, Caldwell Hall, 650 Michigan Ave., NE (635-5256) $195

INTEGRATING APPROACHES TO FAMILY THERAPY, Mar. 19-20, Thurs.-Fri. 9am-4pm
Problems, possibilities and potentials in the 80's. National Catholic School of Social Service, Catholic U. (635-5678) $65

PUBLIC YOUTH POLICY MAKING
Mar. 19-20, Thurs-Fri, 9:15am-5pm
Techniques to improve governmental advocacy for youth programs. National Youth Work Alliance (785-0764)
Brookings Institute, 1775 Mass. Ave., NW, room 200 supporting $150
affiliate $125

THE PSYCHOLOGY OF SURVIVAL-6th CONF.
Mar. 21-22, Sat-Sun.
How human relationships can reduce stress and alter illness. Saint Francis Center, Georgetown U. Medical Center Auditorium (625-7424) $60

HOLISTIC FUND RAISING TECHNIQUES IN PUBLIC WELFARE AGENCIES
Mar 21, 28, Apr 4, 11, Sat. mornings, 9am-noon
A study of public welfare interests in relation to private welfare resource potential and charitable motivation. UMd. (454-4712) $75

PROGRAM PLANNING AND EVALUATION
Mar 23, 25, 27, M,W,F, 5:30-8:30pm
Apr 13, 15, M,W, 9am-noon
A focus of needs assessment, organizational skills and methods of external/internal evaluation.
UD.C., Div. of Continuing Educat., 4200 Conn. Ave., NW (724-4212) $32.00
FIFTH SCIENTIFIC MEETING
Apr 2-4, Thurs-Sat.
A sharing of interests in group experiences involving people of varied occupations. A.R. Rice Institute, 1610 New Hampshire Ave., NW, meeting held at Washington Hotel 15th and Penna. Ave., NW $75 (232-1463)

CHEAP TYPESETTING
April 4, Saturday
How and where to get typesetting at half price by participating in work yourself. Open University (966-9606) 3333 Conn. Ave., NW $7

THE LITTLEST LEARNERS
April 4, Saturday, 9am-12:30pm
Developmental needs of the child from birth to age three. Chesapeake Montessori Society, Farrell School, 7009 Wilson Lane, Bethesda (362-1956) or (229-3033) $7.50

"SPEAK OUT ON CITY BUDGET CUTS"
April 4, Saturday, 10:00am.
Make your feelings known to members of Congressional committees regarding budget cuts. For more info. call the Gray Panthers (347-9541)

BOARD/STAFF MANAGEMENT WORKSHOP
April 5-8, Sun-Wed.
Workshop series on how to utilize board and staff to best advantage—decisively and economically. National Boardsmanship Institute, (479-4000) Capitol Holiday Inn, 550 C St. NW $150

MOVING AHEAD IN AGING
April 6, Monday, 9am-5pm
Conference to inform practitioners on policy developments and how to apply new techniques within their agencies. D.C. Providers Council for Services to the Aging, Washington Hospital Center-Nursing School Auditorium, 110 Irving St., NW (483-6409) or (347-9893) registration deadline April 1 $32

EFFECTIVE WRITING FOR MANAGERS
April 7, 9, Tues, Thurs, 9am-noon
Applying principles for effective communications in writing. D.C., Div. of Continuing Educ., 724 9th St., NW, #600, registration deadline March 25 (724-4212)

"YOU VS. LETTERS OF CREDIT"
April 7, Tuesday, 1:30 pm
Seminar presented by Bernadine Martin of the American Indian National Bank, 1701 Penna. Ave., NW, contact Barbara Hughes for reservations (965-4460) $15

EASTERN REGIONAL CONFERENCE
April 10-12, Fri-Sun.
An experimental approach to education: getting back to one's roots. Chesapeake Montessori Society, Sheraton Hotel, Silver Spring (362-1956) or (229-3033) members $60 non-members $65 1 day fee from $10-$45

DIVORCE/RE-MARRIAGE IMPACTS ON SOCIETY
April 13-14, Mon-Tues, 9am-5pm
Forum on divorce/re-marriage as it affects a spectrum of socio-economic backgrounds. Groome Center, Wesley Theological Seminary, 4400 Mass. Ave., NW $115 includes lunch

INTRODUCTION TO ORGANIZATION DEVELOPMENT
April 23-24, Thurs-Fri.
A study to reacquaint managers with the theory of organization change by sampling varied techniques of organization development. Georgetown U.—Professional Development Program, (625-3315) $190

CITIZEN ACTION FOR A CHANGING WORLD
June 7-11, Sun-Thurs.
New perspectives in social/political trends, opportunity for interaction with governmental decision-makers. National Center for Citizen Involvement, Yale University, New Haven, Conn., (467-5560) $180 per day $55

THERMOFAX MACHINE
For barter or to give away, courtesy of the Emmanuel Service for the Aging, a Thermo Fax Copy Machine in unknown condition. Small enough to be lifted and stored on top of a desk. Feel free to stop by the office and take a look.