

PAC Tips

February 2011

Upcoming Events:

2/21/2011 - Final 2010 (December) Reports will be distributed. Please submit any corrections/updates to your PAC Associate immediately.

3/4/2011 - 2010 4th Quarter 65/35% Projects/Fundraising reports will be distributed.

3/21/2011 - January and February monthly reports will be distributed to unit Presidents and Treasurers.

3/31/2011 - 2011 Budgets for Chapters/Councils/Clubs are due to Sara Huffman at the PAC. General Ledger Coding training is helpful to complete a 2011 budget. [A budget training class is being offered to further assist pioneers while completing the budget template.](#)

Training Updates:

- Make-up sessions and Budget Training sessions will be held during the month of March.

Reminders:

- Please review the Budget Template memo included in this PAC Tips as well as register for a Budget Training class during the month of March.
- If the distribution list for your Chapter is changing please be sure and send an updated list to your PAC associate.
- Please send updated chapter directories and lists of authorized approvers to your PAC associate.
- The checks that are sent from the PAC are void after 90 days from the date the check was issued. Please be sure to cash your checks in a timely manner.



To: Chapter/Councils/Clubs Presidents & Treasurers
From: Debi Althoff
CC: Group VPs, Managers, Carey Wirtzfeld
Date: February 16, 2011
Re: Budget Templates

I want to let everyone know that the PAC is working on a budget template that will be distributed to you by February 28th. This template will be unique to your Chapter/Council/Club. You will also receive a document that explains how to fill out your budget. There will be information on web-ex training that will be provided by our Training Coordinators. You will be able to sign up for these classes at that time if you need additional assistance in completing the budgets.

The deadline for completing the budgets and returning them to the PAC will be **March 31, 2011**. We are aware of the lateness of these budget templates but their design needed to accommodate users that have not been trained on our new system.

Keep an eye out for this new budget template. Please contact your PAC Associate if you have any questions.



Budget Template Training Classes

If you are interested in taking the Budget Template class, please log on to telecpioneers.webex.com to register for a training class.

Budget Template Training: In this training class we will be going over the 2011 budget template directions, summary and a Project/Program, General/Administrative, and Fundraising tab. **This class will begin promptly at the scheduled time.** We ask that attendees call and log into the training website 5-10 minutes before the scheduled time to ensure that there are no technical difficulties.

March 07, 2011 - 10:30am to 11:00am (mountain) - Sara Huffman
March 07, 2011 - 03:30pm to 04:00pm (mountain) - Liz Sparks
March 08, 2011 - 10:30am to 11:00am (mountain) - Sara Huffman
March 08, 2011 - 04:30pm to 05:00pm (mountain) - Liz Sparks
March 09, 2011 - 10:30am to 11:00am (mountain) - Sara Huffman
March 09, 2011 - 02:00pm to 02:30pm (mountain) - Tammy Ewing
March 10, 2011 - 02:00pm to 02:30pm (mountain) - Tammy Ewing
March 10, 2011 - 04:30pm to 05:00pm (mountain) - Liz Sparks
March 11, 2011 - 03:30pm to 04:00pm (mountain) - Liz Sparks
March 11, 2011 - 04:00pm to 04:30pm (mountain) - Tammy Ewing
March 14, 2011 - 10:30am to 11:00am (mountain) - Sara Huffman
March 14, 2011 - 02:30pm to 03:00pm (mountain) - Liz Sparks
March 15, 2011 - 10:30am to 11:00am (mountain) - Sara Huffman
March 15, 2011 - 12:30pm to 01:00pm (mountain) - Liz Sparks
March 16, 2011 - 10:30am to 11:00am (mountain) - Sara Huffman
March 16, 2011 - 04:00pm to 04:30pm (mountain) - Tammy Ewing
March 17, 2011 - 10:30am to 11:00am (mountain) - Sara Huffman
March 17, 2011 - 02:00pm to 02:30pm (mountain) - Tammy Ewing
March 18, 2011 - 02:00pm to 02:30pm (mountain) - Tammy Ewing
March 18, 2011 - 03:30pm to 04:00pm (mountain) - Liz Sparks
March 21, 2011 - 02:00pm to 02:30pm (mountain) - Tammy Ewing
March 21, 2011 - 03:30pm to 04:00pm (mountain) - Liz Sparks
March 22, 2011 - 10:30am to 11:00am (mountain) - Sara Huffman
March 22, 2011 - 02:00pm to 02:30pm (mountain) - Tammy Ewing
March 23, 2011 - 10:30am to 11:00am (mountain) - Sara Huffman
March 23, 2011 - 01:30pm to 02:00pm (mountain) - Liz Sparks
March 24, 2011 - 10:30am to 11:00am (mountain) - Sara Huffman
March 24, 2011 - 04:00pm to 04:30pm (mountain) - Tammy Ewing
March 25, 2011 - 02:00pm to 02:30pm (mountain) - Tammy Ewing
March 25, 2011 - 03:30pm to 04:00pm (mountain) - Liz Sparks
March 28, 2011 - 10:30am to 11:00am (mountain) - Sara Huffman
March 28, 2011 - 02:00pm to 02:30pm (mountain) - Liz Sparks
March 29, 2011 - 10:30am to 11:00am (mountain) - Sara Huffman
March 29, 2011 - 03:30pm to 04:00pm (mountain) - Liz Sparks

Make-up Training Sessions for March

The PAC will be offering limited make-up sessions for individuals who were not able to attend the scheduled training time(s) with their Chapter.

General Ledger Coding:

March 04, 2011 – 01:00pm to 02:00pm (mountain) – Sara Huffman
March 11, 2011 – 01:00pm to 02:00pm (mountain) – Sara Huffman
March 16, 2011 – 10:00am to 11:00am (mountain) – Liz Sparks
March 23, 2011 – 01:00pm to 02:30pm (mountain) – Tammy Ewing

Finance Basics:

March 29, 2011 – 10:00am to 11:30am (mountain) – Tammy Ewing

Registration:

Registration for makeup sessions is done through WebEx. You will receive your training materials via email prior to your session.

1. Go to telecompioneers.webex.com
2. Browse the **Monthly** calendar for the session you would like to attend.
3. Click on the session from the calendar
4. Click on **Register**
5. Fill in your name and email (in the company field, please provide your chapter)
6. Click **Register Now**

If you do not have online access, please contact the trainer for the session you would like to attend. The trainer will register you for their session and will send training materials via standard mail.

Trainer contact information:

Tammy Ewing (888)531-9776 or tewing@pioneersvolunteer.org

Sara Huffman (888)929-0434 or shuffman@pioneersvolunteer.org

Liz Sparks (888)477-3158 or lsparks@pioneersvolunteer.org