



“Fostering appreciation of the written word and supporting  
and educating its creators.”

# Volunteer Handbook

Midwest Writing Center  
225 E. 2<sup>nd</sup> Street, Suite 303  
Davenport, IA 52801  
[www.midwestwritingcenter.org](http://www.midwestwritingcenter.org)

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## **Foreword**

Thank you for considering to or committing to volunteering your time, talents and efforts to Midwest Writing Center (hereinafter “MWC”). MWC volunteers are central to the function of the organization; MWC would not exist without the help of its generous and talented volunteers. MWC has numerous opportunities for volunteers and prides itself on being easy to work with and appreciative of its volunteers. To help ensure an amicable, productive relationship between MWC and volunteers, it has created this handbook to provide guidance and guidelines for volunteer opportunities, expectations and procedures. If you have not yet committed to volunteering, we hope after reading through this handbook, you will be convinced to do so. If you have already committed to volunteering, thank you again; we hope you enjoy your time volunteering and find it as satisfying as MWC does in serving its members as well as the local and regional writing community. At any time while reading this handbook, during your volunteering or membership, please feel free to ask any questions, make suggestions or provide your ideas – we welcome your input! Just call the center at 563-324-1410 or send an email to our board administrator, Lindsey Wheeler, at [lwheeler@midwestwritingcenter.org](mailto:lwheeler@midwestwritingcenter.org)

MWC makes a conscious effort to recruit volunteers who reflect the richness and diversity of our community. Additionally, MWC does not discriminate or allow discrimination or harassment against anyone on the basis of age, creed, marital status, race, sex, sexual orientation, disability, color, religion, national origin or ancestry, gender identity, familial status or political affiliation. This non-discrimination and non-harassment policy applies equally to MWC members, volunteers and benefactors. Anyone who feels they have been treated unfairly or harassed based on their age, creed, marital status, race, sex, sexual orientation, disability, color, religion, national origin or ancestry, gender identity, familial status or political affiliation are encouraged to report any such treatment to a board member whose contact information can be found later in this handbook. Any volunteer who feels they have been subject to any such treatment are required to report the treatment to his or her supervisor or, if that is not practical, any current board member.

## **History/Background of the Midwest Writing Center**

Founded thirty years ago by David Collins and Evelyn Witter, MWC offers opportunities for writers and readers throughout the Quad Cities region. MWC is an information gateway to literary events and writing resources for emerging and established writers throughout eastern Iowa and western Illinois. Its mission statement sums up its commitment to the art of writing simply: “Fostering appreciation of the written word and supporting and educating creators”. Like any not-for-profit organization, MWC relies heavily on volunteers like you to maintain a high level of productivity. With your help, MWC enjoys limitless potential for success. Just as volunteers help to ensure MWC’s success as an organization so does MWC commit to helping you to ensure success as a volunteer through training and encouraging your best performance.

## **Funding Sources**

The Midwest Writing Center’s many programs and activities would not be possible without financial sponsorship such as membership dues, government grants, and various public business establishments. Each individual project typically has a number of different sponsors. Monetary donations are, of course, always

welcome and tax deductible. To learn about MWC's endowment fund efforts and to make a donation, visit [www.midwestwritingcenter.org/HowToHelp/HowToHelp/Endowment%20Fund.htm](http://www.midwestwritingcenter.org/HowToHelp/HowToHelp/Endowment%20Fund.htm).

## Membership

Though we appreciate and value all volunteer activity, we encourage and hope all of our volunteers become MWC members to further help determine the future of the organization. The financial support from your annual membership dues funds facility operation and helps to further our cause. Membership funds also facilitate workshops, contests, readings, book discussions, book signings, our library subscriptions, internet access and office maintenance. With your financial support, these programs can continue well into the future.

MWC membership provides further education, experience and idea exchange opportunities to help you improve as a writer. Members enjoy discounts on most programs offered by MWC, a monthly e-newsletter, and the Writer's Block hard-copy newsletter. MWC also provides a great place to quietly reflect, write and network with other aspiring writers. A schedule of membership levels with corresponding membership fees is set forth below and a membership form is located in the Appendix of this handbook for your convenience. If you have additional questions, call MWC at 563-324-1410, visit our website [www.midwestwritingcenter.org](http://www.midwestwritingcenter.org), or send us an e-mail at: [mwc@midwestwritingcenter.org](mailto:mwc@midwestwritingcenter.org).

### Membership Levels:

<b>Book \$1,000+</b>	All <b>Title</b> membership benefits and free admission at every MWC workshop including the Writers' Conference
<b>Title \$500-\$999</b>	All <b>Chapter</b> membership benefits and lunch with a multi-published author
<b>Chapter \$250-\$499</b>	All <b>Plot</b> membership benefits and a choice of one (non-consignment) book for sale at the Center
<b>Plot \$100-\$249</b>	All <b>Dialogue</b> membership benefits, and "Our Time" limited edition pin designed by Todd Malcolm
<b>Dialogue \$75-\$99</b>	All <b>Theme</b> membership benefits and copy of a book by David R. Collins available at Center
<b>Theme \$50-\$74</b>	All <b>Character</b> /regular membership benefits and a 10% discount on your first book purchased at the Center
<b>Character \$30-\$49</b>	All regular membership benefits

## MWC Board Members

The Midwest Writing Center office is suite 303 of the Bucktown Center for the Arts, 255 E. 2nd Street, located in the downtown Davenport Arts Corridor. Office hours are 11-6 pm, Wednesday through Saturday. The office can be reached at (563) 324-1410. Most questions can be answered by calling this number.

MWC's Board Members can be contacted individually as follows:

<b>Position</b>	<b>Name</b>	<b>Profession</b>	<b>Role</b>
<i>President</i>	Susan Collins	Retired Educator	The president presides at board meetings and special meetings when in attendance. President serves on the executive committee and any other committees he or she wishes, provides notification of board meetings and special meetings and prepares an agenda. President represents MWC at community or arts related events. President is the conduit of communication between the board and administrative functions of MWC and also with the community. President is a signer on the checking account and may write checks when necessary to meet deadlines. The president attends MWC events whenever possible.
<i>Vice President</i>	Mary Foster	Retired Educator	Assists the President and steps in when the president can not fulfill his/her duties.
<i>Secretary</i>	Rochelle Murray	Retired Librarian	Handles MWC board's administrative functions such as: sending membership cards; writing hand-written thank you notes and special cards to authors; makes phone calls and sends emails to take care of various MWC correspondence; shares correspondence at the MWC board meetings, takes minutes at closed board meetings or when the board administrator is absent; and conducts regular board meetings when the President and Vice President are not available.
<i>Treasurer</i>	Mark Petersen	Accountant, CPA	The accountant writes checks and makes deposits. This position works

with the president to formulate a budget each year, create monthly reports for the board, and manages the MWC's investments.

<i>Attorney</i>	Roger Strandlund	Attorney	Handles MWC's legal issues
<i>Board Administrator</i>	Lindsey Wheeler	Board Administrator	Handles daily administrative functions and carries out board requests
<i>Directors:</i>			Carries out MWC operations.
	Ryan Collins	Poet, Educator	
	Shea Doyle	Modern Woodman	
	Sarah J. Gardner	Editor, The Radish	
	Nancy Hayes	English Professor, SAU	
	Robert Holliday	Retired	
	Julie McDonald	Author, Educator	
	Rebecca McKanna	Modern Woodman	
	Georgia Miller	Retired, John Deere	
	Max Molleston	Retired	
		Broadcaster, Poet	
	Trish Nelson	Rheumatology Care, LLC	
	Robin Throne	Educator/Consultant	

## Personal Benefits

As an MWC volunteer, you will not receive monetary or financial reimbursement, but you will reap numerous other tangible and intangible benefits from your efforts including, but not limited to:

- Learning new skills
- Making new friends
- Engaging in new activities
- Communicating with published authors
- Participating in our “mentor” program
- Making a difference in our community

Additionally, all MWC volunteers receive recognition of their contributions at MWC’s annual recognition dinner held on the second Thursday evening in May at the Deere Wiman House.

## Volunteer Opportunities

Volunteers are encouraged to assist with all office related tasks, including, but not limited to, answering office phones, checking e-mail, copying, mailing, maintaining the office, cleaning, typing and transporting books. Volunteers are also needed to serve on MWC’s committee or assist with one or more of its numerous programs and events. Activities you may volunteer for include, but are not limited to, planning, scheduling, coordinating and implementing events overall or assisting on the day of the event by greeting attendees, organizing handouts, providing or serving refreshments, obtaining or delivering items, introducing instructors or guests, or running errands.

Every year, the MWC holds the David R. Collins Writers’ Conference which is a great opportunity for area writers to interact and share ideas with published authors through one of the many offered workshops. Volunteers are necessary to ensure the conference goes on as scheduled, assist with the on-site book sale, or help organize various other conference-supporting activities. Volunteers are also needed to keep things running smoothly back at the main office while the majority of the staff is working at the conference.

For a current list of MWC’s volunteer needs, please visit the volunteer page on its website at [www.midwestwritingcenter.org/HowToHelp/Volunteer.htm](http://www.midwestwritingcenter.org/HowToHelp/Volunteer.htm). You can also complete and submit the volunteer form located in the Appendix of this handbook or call MWC to discuss volunteer opportunities at 563-324-1410.

## MWC Committees

Below is a list of MWC's current committees along with a description of their role in the organization as well as each committee's current members. If you would like to serve on or chair a committee, please complete the Volunteer Form checklist located in the Appendix of this handbook then mail it to or drop it off at MWC; the completed form can also be scanned and emailed to [mwc@midwestwritingcenter.org](mailto:mwc@midwestwritingcenter.org). Our committees meet on an as-needed basis. All committees are responsible for getting budget requests to the finance committee and submitting an annual report. If you would like more information about any committee's function, meeting schedule or activities, please call or email MWC.

**The Advancement Committee is responsible for fundraising for MWC. The committee works on grants, major gifts, annual fund/membership, Bohemian Ball and Birdies for Charity. It also works to identify, develop and organize additional fundraising efforts.**

### Current Advancement Committee Members:

Rochelle Murray, Chair  
Susan Collins  
Robin Throne  
Nancy Hayes  
Georgia Miller  
Shea Doyle

**The Finance and Endowment Committee is responsible for the development and oversight of MWC's budget. It approves investments, bills and all committee budgets. This committee will also work towards growing our endowment.**

### Current Finance and Endowment Committee Members:

Mark Petersen, Chair  
Susan Collins  
Trish Nelson  
Max Molleston

**The Programs Committee develops and implements MWC programs (a list of some of the committee's recent, upcoming and ongoing projects is set forth below). It provides information to the Advancement Committee and Publicity Committee about these programs for funding and publicity.**

### Current Programs Committee Members:

Ryan Collins, Chair  
Rochelle Murray  
Susan Collins  
Sarah Gardner  
Sal Marici  
Jodie Toohey  
Stephanie Olson  
Margaret Foley  
Kristin Abraham

Brenda Brown  
Lindsey Wheeler, Program Assistant

**The Nominating Committee meets before the annual meeting to recruit new board members and present the potential board members to the board of directors for approval. They also select a slate of officers to the board of directors for approval at the June meeting.**

Current Nominating Committee Members:

Bob Holliday, Chair  
Mary Foster  
Trish Nelson

**The Facilities Committee is responsible for scheduling MWC rooms, operations, maintenance, insurance, inventory, and the condo association.**

Current Facilities Committee Members:

Rich Miller, Chair  
Max Molleston  
Ryan Collins

**The Publicity/Promotion Committee is responsible for marketing MWC, publicizing programs and developing a crisis plan.**

Current Publicity/Promotion Committee Members:

Rebecca McKanna, Chair  
Julie McDonald  
Bob Holliday  
Trish Nelson  
Ryan Collins  
Robin Throne

**The Personnel Committee outlines the roles and responsibilities of MWC volunteers, committees, interns, and paid staff. This committee also deals with personnel problems and other personnel issues.**

Current Personnel Committee Members:

Bob Holliday, Chair  
Rich Miller  
Susan Collins  
Mary Foster

**The Volunteer Committee is responsible for recruiting, training, scheduling and recognizing MWC volunteers.**

Current Personnel Committee Members:

Bob Holliday, Chair  
Susan Collins

**The Executive Committee is comprised of the Board Officers - President, Vice-president, Secretary, Treasurer, and Attorney - and deals with issues that need quick action and/or critical decisions. This committee also deals with issues of liability, insurance, etc.**

**Special Committees:**

These committees serve specific purposes or plan and implement specific MWC programs and events.

**The David R. Collins Writing Conference Committee plans, organizes, publicizes, and finances this national writer's conference held annually in late June.**

Current David R. Collins Writing Conference Committee Members:

Susan Collins, Co-Chair  
Rochelle Murray, Co-Chair  
Nancy Hayes  
Mary Foster  
Ryan Collins  
Rebecca McKanna  
Julie McDonald

**The Children's Literature Festival Committee plans, organizes and publicizes this festival held annually each fall.**

Current Children's Literature Festival Committee Members:

Rochelle Murray  
Georgia Miller  
Connie Huber  
Tom Miller  
LaWanda Rodebush  
Mary Foster

## **MWC Programs**

MWC offers numerous programs for which you may volunteer, attend and/or support. For a complete and current list of programs with descriptions and instructions about how to apply or attend, please visit MWC's programs page at [www.midwestwritingcenter.org/WhatWeDo/Calendar.htm](http://www.midwestwritingcenter.org/WhatWeDo/Calendar.htm). Recent, upcoming or ongoing programs include:

- The Mississippi Valley Poetry Contest
- Writing Workshops
- Young Emerging Writers' Internships
- Out Loud/Out Loud Plus Poetry and Prose and other readings
- Critique Groups
- Book Club
- Summer Brown Bag Series
- Bi-Annual Literary Banquet
- Book Signing Events by Local Authors
- Appearances by Nationally Known Authors
- David R. Collins National Writers' Conference
- Pen-In-Hand Mini Conferences held in the spring and fall
- Great River Writer's Retreat Held in the fall
- The Writer's Studio
- Iron Pen Contest
- Beat Poetry at Mojo's
- Bucktown Final Friday Celebrations
- Collins Poetry Residency
- Mississippi Valley Chapbook Contest
- Publication of various literary works
- Holiday Open House held annually in December
- Barnes and Noble Book Signing
- Children's Summer Day Camp
- Bohemian Ball

## **Volunteer Expectations**

MWC Volunteers are expected to:

- Follow a confidentiality policy by keeping any proprietary, private or personal information about the MWC organization, its members, board, volunteers or clients confidential.
- Provide emergency contact information in case of injury or other emergency by completing the form provided by MWC.
- Report for volunteer service on time.
- Be positive, upbeat and appropriate in behavior.
- Uphold and adhere to MWC's non-discrimination and harassment policies.
- Treat everyone with whom you come in contact during your volunteer time with dignity and respect.

- Perform duties to the best of your ability.
- Represent the MWC with pride and know you represent over 30 years of tradition.
- Dress appropriately and take pride in your appearance.
- Request help from an experienced MWC official if you find you are unable or require further assistance with your volunteer duties.
- Complete an In-Kind form following each volunteer occurrence or regularly but no less than once monthly, whichever is most practical

Completing an In-Kind form documenting your volunteer time serves a function beyond giving MWC the opportunity to recognize your volunteer efforts at its annual recognition dinner; it is also imperative to MWC's existence as a non-profit organization. MWC receives funding from numerous sources; many times these granting or funding sources require MWC to disclose the amount and type of volunteer work it utilizes. (It also must occasionally disclose this information to the state.) Many times, grantors prefer to fund the organization likely to be most viable in the future as well as those currently most effective. Providing volunteer information shows potential grantors MWC has an active and dedicated volunteer corps; the In-Kind form is essential to tracking and organizing this volunteer information. MWC will keep your volunteer information confidential and only discloses specific volunteer information such as your name or address when requested by potential funding sources or the government. The In-Kind form also provides documentation of your time volunteered or goods donated should you need it for your personal income tax returns. A sample In-Kind form can be found in the Appendix of this handbook; should MWC forget to request completion of the form, please request one at the end of your volunteering occurrence or periodically but no less than once monthly, whichever is more practical.

## **MWC Work Environment**

Our Office is located on the 3<sup>rd</sup> floor of the Bucktown Center for the Arts and can be reached via the stairs or elevator located on the first floor. Bathrooms are located on each of Bucktown's three floors. Should a volunteer be required to access the basement level of the Bucktown Center for any reason, the floor must be unlocked by Donna Lee, building manager for the Bucktown Center for the Arts; she can be contacted by calling her at 309/230-1594. Volunteers can park free for two hours in any of the marked parking spaces on the streets around MWC; if you must be at MWC for longer than two hours, you must move your car to a different parking space. MWC is not responsible for any parking tickets incurred while volunteering for MWC. Parking in downtown Davenport is free and unlimited after 5 p.m. on weekdays and all day on Saturdays and Sundays. While you are volunteering at MWC, please feel free to use our cozy break area complete with microwave, coffee pot, and refrigerator.

Accessible entry to MWC is obtained via the ramp located at the back of Bucktown Center for the Arts and the elevator located shortly after building entry from the back and on the right. If you arrive at MWC on a day or at a time the building is closed, you can be "buzzed" in at the back entrance of the Bucktown building; push the "303 – Midwest Writing Center" buzzer and someone at MWC will unlock the door remotely.

In case of a fire, an extinguisher is located in the hallway outside the MWC office door. In case of fire, do not use the elevator; exit via one of the stairways located near the front and back of each floor and meet other building tenants away from the building. In case of severe weather, proceed via a stairway to the lowest level of the building away from outside facing windows. In the event of a fire, weather or other emergency,

please do not go home or leave the area until you have checked in with an emergency official, the board administrator or board member present so we can ensure everyone's safety.

While volunteering at MWC, you may be occasionally subject to extreme heat or cold, dust, noise and uneven walking surfaces partly due to the historic nature of the building's structure. You are encouraged to dress in layers and plan for your comfort. Pursuant to state law, smoking is not allowed anywhere in the building.

## **Emergency Contacts**

Should you have an emergency while volunteering at MWC, please contact one or all of the following as appropriate:

In case of fire, exit the building notifying anyone you encounter on your way out of the situation then dial 911 to reach the Davenport Fire Department.

In case of any life-threatening or other emergency, dial 911 to reach the Davenport Police Department then inform any other present individuals as necessary and practical as soon as possible.

Crime is rare but because MWC is located in a building and office accessible to the public, it is possible. Most volunteers will typically serve MWC while the board administrator or other board member is present; therefore, in case of any emergency, including crime, follow the instructions of the board administrator and/or board member(s) present. Should you ever be alone at MWC and threatened with bodily harm or encounter any crime in the building or while volunteering at MWC, do what the perpetrator says if applicable, try to remove yourself from the situation and/or contact the proper authorities as soon as you are able.

For urgent or emergent matters involving the building, contact Building Manager, Joanie Stockale, at 309/230-1594.

For other urgent or emergent matters, contact Board President, Susan Collins, at 309/781-7860.

## **Opening/Closing Procedures**

As mentioned above, the board administrator and/or a board member will likely be present while you are volunteering at MWC and will provide instructions and training specific to your volunteer duties. However, should your volunteer efforts involve opening or closing the MWC office, you must follow certain opening and closing procedures. At the beginning of each workday, unlock the door, turn on the lights, and check the phone messages by pressing the flashing button on the white telephone. Notify MWC of any messages by listing the messages in the phone log. Consult the MWC Calendar as well as the website at [www.midwestwritingcenter.org](http://www.midwestwritingcenter.org) for any daily activities. At the close of the workday, close the windows and turn off the fans, lights, computers, and any other appliances. Securely shut and lock the doors to the office and to the next door conference room.

## **Volunteer Service Termination**

If, for any reason, you decide you no longer wish to volunteer your services to MWC, please notify MWC as soon as possible. If you serve as a regular volunteer, please provide MWC with two weeks' advance notice so it can find a replacement. Similarly, MWC also reserves the right to terminate a volunteer's service at any time for any reason not prohibited by law or the center's non-discrimination or non-harassment policy. Because of MWC's need for volunteer services, it generally will not terminate a volunteer's service except for frequent or unauthorized absences, persistent tardiness, misconduct, lack of confidentiality, inability to perform assignments or inability to accept supervision. Nothing in this handbook should be construed as creating any type of express or implied contract between MWC and the volunteer nor should it be construed as guaranteeing anything to the volunteer including, but not limited to, any benefit referenced herein, resume building experience, tax benefits, networking contacts or any minimum number of received volunteer hours.

## MEMBERSHIP FORM



Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Household Membership begins at **\$50.00** \$ \_\_\_\_\_

Additional Endowment Fund Gift \$ \_\_\_\_\_

Individual Membership begins at **\$30.00** \$ \_\_\_\_\_

Student / Senior Membership begins at **\$25.00** \$ \_\_\_\_\_ (a senior is 60 years of age or older)

**TYPE OF PAYMENT:**

Personal check enclosed  Invoice me  Bill my Visa/MasterCard

CREDIT CARD NUMBER \_\_\_\_\_ EXP DATE: \_\_\_\_\_ 3-DIGIT CODE: \_\_\_\_\_

**THANK YOU FOR SUPPORTING MIDWEST WRITING CENTER. WE ARE A NONPROFIT 501(C) (3) ORGANIZATION.**  
[www.midwestwritingcenter.org](http://www.midwestwritingcenter.org)

## VOLUNTEER FORM

**Please check the boxes next to ALL of the committees, events and/or activities for which you may like to volunteer or receive additional information about volunteering:**

**Office Related Tasks:**

- Answering phones
- Checking e-mail
- Copying
- Mailing
- Office maintenance or Repair
- Cleaning
- Typing
- Transporting books

**Event Tasks:**

- Planning
- Scheduling
- Coordinating and implementing event
- Greeting attendees
- Organization handouts
- Providing refreshments
- Serving refreshments
- Introductions
- Running errands

**MWC Committees**

- Advancement Committee
- Finance and Endowment
- Programs Committee
- Nominating Committee
- Facilities Committee
- Publicity/Promotion Committee
- Personnel Committee Members:
- Volunteer Committee
- Literary Banquet Committee
- David R. Collins Writing Conference Committee:
- Children's Literature Festival Committee

**David R. Collins Writers' Conference**

- Assemble handouts and packets
- Assist with book sales
- Help organize conference-supporting activities

**MWC Programs**

- The Mississippi Valley Poetry Contest
- Writing Workshops
- Young Emerging Writers' Internships
- Out Loud/Out Loud Plus Poetry and Prose and other readings
- Mentoring
- Critique Groups
- Book Club
- Summer Brown Bag Series
- Literary Banquet
- Book Signing Events by Local Authors
- Appearances by Nationally Known Authors
- David R. Collins National Writers' Conference
- Pen-In-Hand Mini Conferences held bi-annually in spring and fall
- Great River Writer's Retreat Held in the fall
- The Writer's Studio
- Iron Pen Contest
- Beat Poetry at Mojo's
- Bucktown Final Friday Celebrations
- Collins Poetry Residency
- Chapbook Competition
- Publication of various literary works
- Holiday Open House held annually in December
- Barnes and Noble Book Signing
- Children's Summer Day Camp

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**THE MIDWEST WRITING CENTER  
IN-KIND CONTRIBUTION DOCUMENTATION STATEMENT**

For proper financial management of in-kind contributions (i.e. donations of goods or services), please fill out the requested information below.

I, \_\_\_\_\_, am making a contribution to The Midwest Writing Center of services

(\_\_\_\_ hours at \$ \_\_\_\_\_ per hour) or goods (brief description \_\_\_\_\_)

which I provided for the purpose of \_\_\_\_\_.

This total in-kind contribution can reasonably be valued at \$\_\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_  
Address

**WORKSHOP REGISTRATION**

PLEASE PRINT CLEARLY

**Name**

---

**Address**

---

**Phone number** \_\_\_\_\_ **Email** \_\_\_\_\_

(A reminder will be sent if email is provided.)

**Are you a member of MWC?** \_\_\_\_\_

**Name of workshop(s)**

---

**Date(s) of workshop(s)**

---

**Cost of workshop(s)** \_\_\_\_\_

**Total amount enclosed** \_\_\_\_\_

**Checks should be made payable to Midwest Writing Center**

**Please charge to my Visa or MasterCard**

**Expires** \_\_\_\_\_ **Card Number** \_\_\_\_\_ **V-code**

---

**Signature**

---

**Please understand that any refunds will be in the form of workshop credits and will be issued only upon request.**

**There will be no refunds issued if requested less than 3 days prior to the workshop.**

EVALUATION FORM

# Workshop Feedback Form

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Please complete and return to a staff member to help MWC in future planning.  
Thank you in advance for helping us better meet your needs in the future.

1. How did you learn about this workshop?

Newspaper (which one?) \_\_\_\_\_

Website

Newsletter

Other (please explain) \_\_\_\_\_

2. Considering your workshop, please rate each item on a scale of 1-10 with 10 being the highest.

Instruction

Content

Value

Workshop Title                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_

3. Please comment on the workshop offering and suggest future workshop topics.

4. Please comment on the length of the workshop(s), the class length and time, and time of year and make suggestions.

5. Please comment on the workshop(s) costs and value for the dollar.

6. What suggestions would you have to improve the workshop? You may write on the back as well.

7. What is your State of residence?

Would you like to be added to our E-newsletter mailing list? If so, please provide your email address below.