



2014 BRUSHY FORK ANNUAL INSTITUTE

Shared Experience • Diverse Perspectives • Citizen Leaders



Regional Networking • Community Resources • Hands-On Skills

SEPTEMBER 23-26, 2014

Welcome to Berea

Discover a college and town like no other!

Each year the Brushy Fork Annual Institute brings together a group of dedicated regional leaders from across Appalachia to share ideas and resources to address community needs and challenges. We invite you to join us this September here on the campus of Berea College. While here, you'll participate in regional networking, hands-on training, and spend some time getting to know our campus and community.

Berea is home to a thriving population of weavers, instrument makers, furniture artisans, jewelry designers, glass workers, potters, painters, sculptors, and musicians.

The story of Berea's artisan community is interwoven with historic Berea College, the first interracial and coeducational college in the South. Berea has a long-standing tradition of diversity, social justice, environmental responsibility, and community service. Both college and town are committed to the practice of sustainability and conservation.

Come early and join locals at the Berea Farmer's Market, held every Tuesday from 3:00 - 6:00 p.m. on the lawn of the new Berea College Farm Store. As patrons and farmers will tell you, the food here is hundreds of miles fresher! At the market you will find natural, locally grown produce and handmade products.

Between sessions or once your day is done, take a stroll along College Square or in Old Town Berea, a historic district home to numerous artist studios and galleries. This is a great way to view artists at work and get an insider's view of how the creative process becomes visible. Look for the "Studio Artists at Berea: Artists at Work" signs as you wander through town.

Whatever your age and interests, Berea offers an authentic mix of culture and history with enough character and charisma for everyone.

PHOTO: CITY OF BEREA TOURISM



Agenda

Tuesday, September 23

- 10:30 a.m. – 1:30 p.m. Annual Flex-E-Grant Gathering for 2014 Grantees (lunch provided)
- 12:00 p.m. – 5:00 p.m. Registration
- 2:00 p.m. – 5:00 p.m. Early Bird Sessions
- 5:30 p.m. – 6:30 p.m. Dinner - Cookout on the Lawn

Wednesday, September 24

- 7:30 a.m. Breakfast
- 8:00 a.m. Registration Opens
- 9:00 a.m. Opening Plenary and Address
- 10:30 a.m. – 12:00 p.m. Concurrent Track Sessions
- 12:00 p.m. – 1:00 p.m. Picnic Lunch
- 1:00 p.m. – 5:00 p.m. Concurrent Track Sessions
- 6:00 p.m. – 7:00 p.m. Dinner at Historic Boone Tavern
- 7:00 p.m. Fun Night Festivities

Thursday, September 25

- 7:30 a.m. Breakfast
- 8:30 a.m. – 10:00 a.m. Concurrent Track Sessions
- 10:15 a.m. – 11:15 p.m. Keynote Presentation
- 11:15 a.m. – 12:30 p.m. Forum Theater with Regional Youth
- 12:45 p.m. – 1:45 p.m. Lunch
- 2:00 p.m. – 5:00 p.m. Concurrent Track Sessions
- 5:30 p.m. – 7:00 p.m. Dinner

Friday, September 26

- 7:30 a.m. Breakfast
- 8:30 a.m. – 12:15 p.m. Concurrent Track Sessions
- 12:30 p.m. – 1:30 p.m. Lunch and Closing Session
- 1:30 p.m. Annual Institute Adjourns

When

September 9	Registration Deadline
September 12	Cancellation Deadline (without penalty)
September 19	Cancellation Deadline (\$50 fee)
September 19	Substitution and Refund Request Deadline

Special dates for scholarship requests:

June 1	Request Forms Available Online
July 15	Application Deadline
July 31	Notification of Award
August 31	Registration Deadline for Scholarship Recipients

For updates on scholarship opportunities visit
www.berea.edu/brushy-fork-annual-institute/scholarships/

PHOTO: CITY OF BEREA TOURISM



Where

On the campus of Berea College

101 Chestnut Street
Berea, KY 40403

Phone:

859-985-3858

www.berea.edu

Lodging Options

[www.berea.com/
lodging/](http://www.berea.com/lodging/)

Dining Options

[www.berea.com/
dining/](http://www.berea.com/dining/)

Shopping Options

[www.berea.com/
shopping/](http://www.berea.com/shopping/)

Registration is easy!

1. Look over the workshop offerings within this brochure, or visit us online at www.brushyfork.org.
2. Explore the course descriptions in this brochure and find full course descriptions and presenter profiles online.
3. Decide on your first and second choice workshop tracks. Each participant follows one track throughout the Annual Institute and tracks are filled on a first-come basis.
4. Visit www.annualinstitute.eventbrite.com to register online, or fax us a hard-copy registration form, which can be found at the back of this brochure.

It's that easy!

Questions or concerns? We're here to help.

Call us at (859) 985-3858 or e-mail us at
wolfenbargerr@bera.edu.

FUNDRAISING AND GRANT MANAGEMENT TRACKS

1 BEGINNING GRANT WRITING • Christy Bailey • Track Capacity 15

You have a great idea that will improve your community or help solve a community issue. The only problem is you lack the resources necessary to carry out your vision. Grant programs may serve as one potential source of funding for community improvement projects.

This track serves as an introductory session and is most appropriate for those with little or no experience in grant writing. The session provides the beginning grant writer with the skills and information needed to develop funding proposals targeting different grantmakers, including foundations, community organizations and state and federal agencies. Participants will work through the process of crafting a grant proposal as part of a team, including identifying and documenting community needs and creating plans for implementing and evaluating a program. We will also explore sources of information for available grants and critique a sample of proposals written by others.

Develop and strengthen your skills in raising funds and effectively managing grants. For full track descriptions, visit www.brushyfork.org.

2 UNDERSTANDING NEW FEDERAL GRANT MANAGEMENT REQUIREMENTS

Conley Salyer • Track Capacity 10

This track is designed to address your questions about the new requirements for managing federal grants. As such, it is ideal for individuals directly impacted by these changes, including executive directors of nonprofits; program or financial managers of nonprofits, colleges, or state and local governments; and other recipients of federal grant funds. In addition to answering your questions, this session will increase your ability to work within the new federal grant management requirements.

Participants will participate in lecture, small group activities, and gaming activities to learn and apply the new requirements.

This track addresses the following areas:

- Changes to Grant Management by the Office of Management & Budget
- Background on the federal grants process
- Differences between (and when to use) grants, cooperative agreements, and contracts
- On-site reviews prior to grant award (pre-award inspections)
- Building relationships with your federal grantors
- Financial system requirements
- Reporting requirements – financial and program progress reports
- How to obtain changes to your grant when circumstances change
- What is required of your purchasing system (procurement systems for recipients)
- What are the key federal sets of rules that you must understand
- What are the federal remedies for your failure to properly administer a grant
- Closeout & Audit

Each participant will also depart with a notebook of slides and notes explaining the new requirements to use as future reference material.

3 FUNDRAISING BEYOND GRANTS • Lee Ellen Martin • Track Capacity 30

“Why is it so hard to get around to asking people for money?”
“How can your great project produce more funding?”

Join this session to make plans to stabilize your organization’s contributed revenue streams. Through discussion and practical activities participants will work on case statements, prospect identification, solicitation techniques, relationship building and donor communications. Group discussions will also help participants find strategies for funding difficult projects and hard to solicit prospects.

Past participants have typically included executive directors, development directors, and board members; however, anyone needing to participate in the development activities of their organization would benefit from this session.

Learn multiple strategies for soliciting funds, learn how to create a development plan, and participate in valuable opportunities to practice the skills necessary to effectively raise money for your organization.

Takeaways include the beginnings of a fund development plan with outlines for an annual giving letter, practice in major gift solicitation, and the start of a prospect list.

For full track descriptions and to register online, visit www.brushyfork.org.



PHOTO: CITY OF BEREA TOURISM

COMMUNITY DEVELOPMENT TRACKS

4 ORDINARY COMMUNITIES ACHIEVING EXTRAORDINARY RESULTS

Dr. Vaughn Grisham & Sandy Grisham • Track Capacity 30

In this track, participants are initially introduced to the basic components of community development. Building on that introduction, we share the positive experiences of places like those from which our class members come: places where citizens solve their issues without unusual resources. In the process, they achieve extraordinary results and grow confident in solving their own problems.

We then move to engaging the track teams in actual case studies in which participants are able to work through challenges similar to or identical to the major issues of their places. In short, we train participants in community development, so they may return to their area and make the changes they so desire.

We draw on more than thirty-five years of experience in the field of community development to walk the group through each step of this problem-solving and evolution process.

5 COMMUNITY BASED PHILANTHROPY

Track Leader TBA • Track Capacity 20

This is a hands-on workshop about how to use community philanthropy as a vehicle for community transformation. Learn about why philanthropy matters to all of us and how each of us can contribute to realize a common vision for our communities. See how local citizens can organize around local issues to yield social, human, and economic capital in their community.

6 COMMUNITIES OF PROMISE: ENGAGING COMMUNITY IN YOUTH ISSUES

Dreama Gentry & Hasan Davis • Track Capacity 40

A community of promise provides all youth with strong schools, while understanding that schools alone cannot provide the supports necessary to ensure the success of our youngest residents.

This track explores how to undertake a coordinated community approach that engages all stakeholders in efforts to ensure young people are safe, supported, and following a pathway to education and opportunity.

Participants will assess their community capacity to support youth, identify factors that impede youth success, and develop a plan to engage a broad group of stakeholders in community-wide strategies. Through hands-on activities, participants will explore research and best practices in developing a cradle to career educational pipeline.

Capture and leverage local resources to address issues and opportunities and help engage new leaders in your community. For full track descriptions, visit www.brushyfork.org.

7 SPARKING CREATIVE COMMUNITY POTENTIAL

Bob Martin & Carrie Brunk • Track Capacity 20

We all have creative potential. Creativity is essential for visioning, planning, implementing, and achieving the goals we have for our lives, the groups and organizations we're part of, and our whole community - and using creative approaches makes our work fun!

During this track participants will explore more than a dozen tools and techniques for being creative in our everyday work and bringing out creativity in those around us. We will learn from examples of how others throughout the region have been creative in engaging groups in community projects. We will map the creative resources available to you and your community and draft a plan of action for putting them to use to achieve personal, organizational, or community-wide goals.

This session is applicable to anyone who would like to initiate or deepen creativity and community building within a group, organization, or community. It may be particularly relevant to those working on projects such as community story plays or for individuals, groups, or organizations who would like to learn creative approaches to help achieve their community goals.

To read full track descriptions and register online, visit www.brushyfork.org.

Keynote Presentation



Away from No Way: Serving the Needs of Regional Youth Thursday, September 25 • 11:00 a.m.

This year's keynote speaker, A. Hasan Davis, will share his transformational journey from juvenile delinquent to Juris Doctor.

Through his story, Hasan will provide an inside look into the education, justice and social service systems that fell short of providing the support needed for success. He will also share stories of the personal champions he met along the way. Through their efforts to engage, encourage and empower, he was able to transcend his mounting list of early struggles and "failures" to become a champion for youth.

Davis's journey began as an Atlanta youth determined to stay one step ahead of the law. Following a pre-teen arrest and expulsion from alternative school, he later earned his GED and decided to leave behind the life he knew well for one he could hardly imagine.

Once labeled a troublemaker and delinquent, Hasan Davis is now recognized for his professional and personal efforts to serve the needs of youth through education, juvenile justice, and the arts.

He holds a bachelor's degree from Berea College and a Juris Doctor degree from the University of Kentucky. From 2012-2014, he served as Kentucky's fifth Commissioner of Juvenile Justice.

ORGANIZATIONAL DEVELOPMENT TRACKS

8 PRINCIPLES & PRACTICES FOR MANAGING A NONPROFIT

Aimee Russillo • Track Capacity 20

This session explores topics related to the back office management of a nonprofit organization. Topics include legal and administrative issues, financial management, board development, and other critical areas of managing for impact. Share your knowledge, build leadership skills, and obtain tools and techniques that will help you respond effectively to the needs of your community and the demand for accountability and professionalism.

This track focuses primarily on management practices rather than the programmatic work of organizations. As such, it will be most relevant for new or aspiring leaders or current executive directors seeking a management tune-up. Participatory sessions use real world examples to address the needs and issues you identify as areas of concern via a pre-Institute survey.

9 MAKING THE CONNECTION: TOOLS FOR PROMOTING YOUR PROGRAM, ISSUE, OR BIG IDEA • Anne Durham • Track Capacity 15

Well-planned marketing and communication strategies are essential to promoting the good work of your organization or movement. This track explores recent and developing research about new communication tools that meet the distinct needs of nonprofits and social causes. Explore the use of participatory efforts designed to inspire action and culture change. Learn about the psychology of design and how to understand a target audience, incorporate social media into your strategies, and integrate vision into marketing efforts. Participants will come away from this session with a workable format for creating a strategic communications plan. This session will be useful to marketing professionals, grassroots organizers, outreach workers, executive directors, and trainers and facilitators.

10 EMERGENCY PREPAREDNESS FOR NONPROFITS

Dr. John Cooper • Track Capacity 20

There are a range of unexpected events – from a simple technology failure (i.e., lost internet connection) to the sudden loss of an executive director, or an environmental disaster – that could influence a nonprofit's ability to function well or even survive. In addition, nonprofits are increasingly called on to support efforts to help the people and places they support recover from the environmental and technological disasters (e.g., tornado, fire, plant explosion, etc.) that destroy the assets and opportunities nonprofits have worked countless hours to create. As a result, nonprofits have a vested interest in identifying the full range of potential threats to daily operations and strategies to mitigate those threats.

The extent to which a nonprofit is prepared to respond when things go awry determines whether the organization can survive and recover. This workshop track takes participants through the process of becoming more informed about threat risk and readiness. Participants will have the opportunity to engage in conversations with peers about the unique challenges, promising strategies, and opportunities nonprofits face with regard to dealing with unexpected events.

Develop the skills you need to effectively lead, promote, and sustain your organization. For full track descriptions, visit www.brushyfork.org.

ECONOMIC DEVELOPMENT TRACKS

11 EXPERIENCE ECONOMIES: HOW TO BUILD TOURIST-READY COMMUNITIES

Emily Breedlove • Track Capacity 30

Tourism is widely recognized as one of the most vital elements of any area economy, and yet it is often viewed as an immovable force. This session will examine the most important steps in building a tourism-focused infrastructure and provide participants with real-world examples of projects that have been successful within communities striving to grow their tourism markets. In addition to providing tools to enhance existing assets within a region, this track explores how to make the most of tourist opportunities and reap the economic benefits of strategically-directed vacationing dollars.

12 DEVELOPING AN ENTREPRENEURIAL MINDSET • Dr. Peter Hackbert • Track Capacity 20

This session explores entrepreneurship in a wide lens and provides participants with a framework for understanding the entrepreneurial mindset, its universal application, and the unlimited opportunities it can provide. The track incorporates elements of the Ice House Entrepreneurship Program, an online learning program designed to inspire and engage participants through encouraging real-world application of core concepts.

Learn how entrepreneurs overcome self-imposed limitations and put ideas into action. Learn how to identify and interact with local entrepreneurs and business owners in your own community. Explore ways of innovative thinking and the underlying attitudes, beliefs, practices, and strategies that lead to success in new ventures.

Together, we'll examine the myths and explore the reality of what it really takes to become a successful entrepreneur. At the conclusion of this track, you will have an opportunity to apply these skills and concepts by participating in a Shark Tank process with your peers.

13 SOCIAL ENTERPRISE: EXPLORING HOW MISSION MEETS MARKET

Justin Maxson • Track Capacity 25

Social enterprises operate to achieve a social, economic, and/or environmental benefit while tapping into market opportunities that generate meaningful revenue.

This track will investigate the power, opportunity, and challenges of operating a social enterprise. Together we will explore the potential of social enterprises as powerful movers for Appalachian Transition. This track will present models, explore case studies, and provide you with an opportunity to apply social enterprise principles to your work.

This session will be presented by the Mountain Association for Community Economic Development (MACED) and Rural Support Partners. MACED is a nonprofit organization promoting sustainable development in eastern Kentucky and Central Appalachia. They work to create economic opportunity, strengthen democracy, and support the sustainable use of natural resources.

Rural Support Partners is a social enterprise working across the rural Southeast to strengthen anchor organizations, develop collective impact networks, and help move sustainable economic development efforts to scale. Their services are based in a strong commitment to rural communities.

To read full track descriptions and register online, visit www.brushyfork.org.

CULTIVATING LEADERSHIP TRACKS

14 PERSONAL LEADERSHIP DEVELOPMENT • David Cooke • Track Capacity 20

Serving as a community leader has its rewards but it can also be an exhausting endeavor. How can grassroots and organization leaders hone those skills that enable effective leadership?

This track offers a variety of sessions to build skills and inspire new perspectives about providing leadership to communities and organizations. Participants will explore multiple aspects of improving their leadership skills, from running effective meetings to understanding how different personality styles interact in leadership situations. Each participant creates a personal leadership development plan that he or she takes home to encourage practice of the new skills developed in this track. Although designed primarily for those new to such positions, many experienced leaders have engaged in this track with positive results. New topics included this year will be self-care for personal sustainability and an extended look at social media as it relates to leadership development.

Geared toward different audiences, these tracks promote resources, techniques, and skills to develop individual and community leadership.

For full track descriptions, visit www.brushyfork.org.

15 TRAIN THE TRAINER: THE BRUSHY FORK COMMUNITY LEADERSHIP CURRICULUM

Peter Hille & Mark Nigro • Track Capacity 25

Every community needs a way to continually build its pool of engaged leaders. Brushy Fork has a community leadership curriculum that draws on more than twenty years of experience in Appalachian communities. Designed to be managed and implemented by local volunteers, the curriculum uses Brushy Fork materials to engage participants in the exploration and development of leadership skills and potential. Detailed instructions provide guidance to local coordinators who will run the program. In this track, you will learn everything you need to know to organize your local program and conduct community workshops.

16 COMMUNICATION STRATEGIES FOR EXPERIENCED LEADERS •

Steve Kay • Track Capacity 10

This workshop is designed for individuals who have leadership responsibility for an organization or team. It provides a practical framework to help leaders deal more effectively with challenging communication situations commonly associated with the leadership role.

Participants learn how to analyze the communication strategies they presently employ and recognize the difficulties those strategies may inadvertently generate. Using examples drawn from media and from real-life experience, we will develop an understanding of a wider range of options for effective communication and identify when and how to employ them. This approach increases the likelihood that the communication strategies chosen will translate into good working relationships that make present and future communication more likely to be effective.

This workshop aims to equip each participant with a set of individually tailored communication strategies, the use of which will result in continuously improved communication with the individuals and groups whose work they lead.

Early Bird Sessions: Tuesday, September 23

Arrive early this year and take advantage of one of our early bird offerings. These sessions will be held prior to the Annual Institute on Tuesday, September 23, 2014, from 2:00 - 5:00 p.m.

These sessions are offered to Annual Institute attendees at no additional cost.

PHOTOGRAPHY: A THREE-HOUR MAKEOVER • Dr. Alan Mills, Berea College Faculty

This workshop focuses on applied learning, providing participants with the tools and techniques to graduate from taking dull snapshots to capturing eye-catching photographs. The session covers the basics of camera settings, exposure controls, photo composition, Photoshop editing, and digital printing. Bring your digital camera, a memory card, and comfortable walking shoes.

COMMUNITY DIVERSITY • Monica Jones, Director of the Black Cultural Center at Berea College

This session is designed to provide participants with educational opportunities to increase awareness of community diversity and develop and enhance skills to help create more inclusive experiences. Participants will explore how to maximize their service to others by raising awareness of personal and organizational norms, distinctiveness, and blind spots.

SOCIAL MEDIA CLINIC • Berea College Students & Faculty

Tweet. Post. Pin. Like. Share. This session is designed to get you up and running with popular social media platforms. Berea College students will be on-hand to provide individual instruction and guidance related to creating and managing social media profiles and pages. Designed to be responsive to your individual questions and interests, this session will help you get connected and perhaps make a few friends in the process.

UNDERSTANDING OUR HISTORY THROUGH EDUCATION IN APPALACHIAN CRAFTS • Steve Davis-Rosenbaum, Berea College Craft Education & Outreach

This session provides an opportunity to learn about Berea College's Craft Education and Outreach Program. Participants will explore how communities can use traditional Appalachian Craft to promote discussions of local history, family stories, and creative processes. In addition to touring Student Craft studios and galleries, participants will also learn how to braid broomcorn stalks and take home the mini brooms they braid.

THE KENTUCKY TRAIL TOWN INITIATIVE • Elaine Wilson, Kentucky Office of Adventure Tourism

Join Elaine Wilson, Executive Director of Kentucky's Office of Adventure Tourism, for an informational session on Kentucky's Trail Town Initiative, a statewide effort to inventory trails and recreational assets, identify needs of trail users, and coordinate with businesses and towns to promote Kentucky's nature destinations.

SELF-CARE AND LEADERSHIP: TOOLS FOR BALANCE • Carla Baumann, RN

People in leadership positions often deal with stressful situations and hold jobs that place significant demands on their time and energy. Achieving balance between our personal and professional lives can renew our sense of health and wellness and enhance our leadership effectiveness. This session will share self-care tools and tips designed to help participants balance and recharge.

Focusing on the principle of "deep and simple," this session includes the completion of a health and wellness assessment, participation in self-awareness practices, and an exploration of the ways effective leaders balance the demands and rewards of leadership.

For full session descriptions, visit www.brushyfork.org.

*“Leadership cannot exist in a vacuum but must be for something.
So we connect leadership directly to making a difference in communities.”*

— John B. Stephenson, Brushy Fork Founder



Bring The Brushy Fork Leadership Curriculum to Your Community

For more than two decades, Brushy Fork Institute has worked with communities throughout Appalachia. Our work has focused on the development of leadership skills and capacity, organizational development, and community development. This experience informs our understanding of what elements lead to genuine and holistic community improvement.

Our founder, John B. Stephenson, observed that the people of Appalachia have the wisdom, the vision, and the commitment to guide the development of their own communities. This principle continues to guide our work: You can't transform someone else's community. Transformative work must be locally driven, and it requires a critical mass of engagement by local citizens working toward a shared vision.

The Brushy Fork Community Leadership Curriculum provides a tool through which your community can build this local capacity and increase your pool of engaged leaders. Our hands-on approach provides participants with opportunities for input on a strategic planning process and application of skills through self-selected community projects. We've also designed our curriculum to be adapted to the individual needs of communities and implemented at a low cost.

Curriculum Elements Include:

- 8 flexible learning modules that can be used individually or restructured as needed
- Detailed instructions to provide guidance for local coordinators
- Hands-on exercises, supporting media, and reflective notebooks to reinforce skill development
- Supporting print and online resources to extend development beyond sessions

How to Bring the Brushy Fork Leadership Curriculum to Your Community

For more detailed information about this program, visit www.brushyfork.org or contact Brushy Fork Program Associate, Mark Nigro at mark_nigro@berea.edu.

Or give us a call at 859.985.3858.

Did you know Brushy Fork provides consultant services on a contractual basis?

Call 859.985.3858 for more info.

2014 FUN NIGHT FESTIVITIES ON COLLEGE SQUARE

FEATURING A COMMUNITY FOLK DANCE LED BY THE BEREA COLLEGE COUNTRY DANCERS

This year we're taking our Fun Night Festivities to the street! Following Wednesday night's dinner at the Historic Boone Tavern Hotel and Restaurant, we invite everyone to put on their dancing shoes and join us for a community street dance backed by live musicians and professional dance callers.

The Wednesday night activities will take place on a closed street behind Boone Tavern, located on College Square. As a special treat, the Berea College Country Dancers will be on-hand to help teach and lead attendees through the folk dance steps. As a uniquely Berean mix of various styles, these dances are simple enough for anyone to do. For those needing a little extra encouragement or direction, experienced dancers will be mixed throughout the crowd to help guide participants through the motions.

English Country Dances and American Contra Dances are organized so that everyone has the opportunity to dance with everyone else, helping to build an atmosphere of cooperation. This type of dancing is intended to build community while having fun. Participants are advised to bring leather soled shoes with closed toes or comfortable walking shoes that will stay secured while dancing.

Since 1938, the Berea College Country Dancers have been performing and leading workshops regionally, nationally, and internationally, bringing dances of Europe and the Appalachia region to exuberant audiences worldwide. All the dancers are full-time Berea College students from many disciplines who dedicate themselves to dancing and sharing dance with others.

Stay Connected

Subscribe to our e-newsletter, The Brushy Fork Watershed

Want more information about grant, scholarship, and training opportunities available to you and your community?

Want to share your awards and successes with others working to build community capacity throughout the region?

The Brushy Fork Watershed serves as a way for us to keep in touch with our program friends and partners.

This occasional publication:

- Features program updates
- Provides tools and resources for nonprofits
- Publicizes grant, scholarship, and training opportunities
- Highlights awards presented to program participants
- Shares the successes of regional capacity-building efforts

Subscription is quick and easy, and best of all it's free. Sign-up online today and stay connected with the latest news and happenings here at Brushy Fork.

To subscribe or view past issues, visit: tinyurl.com/watershedarchive.

2014 BRUSHY FORK ANNUAL INSTITUTE REGISTRATION FORM

Register online at www.annualinstitute.eventbrite.com OR mail or fax this form to Brushy Fork Institute.

(Please print clearly. Illegible or incomplete forms delay the registration process.)

REGISTRATION WILL REMAIN AVAILABLE THROUGH SEPTEMBER 9, 2014.

Participation is limited to the first 250 participants.

Please allow additional time for registration confirmation of forms submitted via fax or email.

1 Contact Information

NAME (to appear on nametag): _____

COMPANY/ORGANIZATION: _____ TITLE: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

COUNTY: _____ PHONE: _____ FAX: _____

E-MAIL (Required): _____

EMERGENCY CONTACT NAME: _____ NUMBER: _____

* Do you want your name and contact information listed in The 2014 Brushy Fork Annual Institute Participant List? YES NO

* Are you a first-time attendee? YES NO Check if you do NOT wish to receive e-mail from us regarding training events and programs.

2 Early Bird Activities (Tues Sept 23)

Please check those you will participate in.

- Opening Cookout
 Early Bird Session Attendance: (list below)

3 Workshop Track Choices (Wed Sept 24 - Fri Sept 26)

*Please indicate **by number** the workshop track you plan to attend.*

1ST TRACK CHOICE: _____

2ND TRACK CHOICE: _____

If you have any special needs or requirements (e.g., wheelchair, facilities, mobility, dietary restrictions or allergies) please notify us at curlinb@berea.edu by August 31, 2014.

Special Needs: _____

4 Payment

Registration is \$525 and includes early bird sessions, all plenary sessions, track sessions, networking activities, materials and meals.

- Check VISA MasterCard Discover AMEX Please Invoice

Card/Check Number: _____ Expiration Date: _____

Signature: _____

- Please return this form and check made payable to Brushy Fork Institute: CPO 2164, Berea College, Berea, KY 40404.
- If paying by credit card, please fax this form with required credit card information as requested above to the secure fax line at 859.985.3903.

QUESTIONS:

Please call our office at
1-859-985-3858

E-MAIL: wolfenbargerr@berea.edu

ONLINE REGISTRATION, PROGRAM INFO,
LOGISTICS, AND TRAVEL INFORMATION:
www.brushyfork.org

MAIL REGISTRATION FORM TO:

Brushy Fork Institute at Berea College
Attention: The 2014 Brushy Fork Annual Institute
CPO 2164, Berea College
Berea, KY 40404

FAX REGISTRATION FORM TO:

859-985-3903
Attention: The 2014 Brushy Fork
Annual Institute

CANCELLATION POLICY:

We encourage substitution of participants rather than cancellation. Please send substitution requests with new attendee's registration info to wolfenbargerr@berea.edu.
Workshop registration may be cancelled by e-mail, fax or in writing directly through Brushy Fork Institute, without penalty until 5:00 pm ET September 12, 2014.
If cancellations are received after September 12, 2014, a \$50 processing fee will be incurred. No refunds will be issued after September 19, 2014.

REGISTRATION & ACCOMMODATION INFORMATION

What is a track?

Our workshop tracks consist of more than 14 hours of intensive training focused on a specific skill or interest. Participants stay in one track session for the duration of the institute.

Can I participate in more than one track session?

No. Tracks are intentionally planned with closely integrated sessions that build upon one another sequentially. Participants would miss valuable sessions and requisite information if they moved among tracks.

What are first and second track choices?

Track capacity is limited and some tracks may be full by the time you register. If your first track choice is unavailable, you will be notified and automatically registered for your second choice placement.

Online registration

Instead of mailing or faxing a registration form, consider signing up through our online registration system. Using the online system, you will be able to streamline payment transactions and quickly secure your place in your desired track choice. Access the online registration at annualinstitute.eventbrite.com. It's simple, convenient, and secure - and both your payment and registration are processed immediately.

Registration fees

The Annual Institute registration fee is \$525. This fee covers all workshop materials, early bird sessions, all refreshments and all meals. A light continental breakfast will be served each morning. This fee does not include lodging.

Payment policy

Payment is due with your registration form and may be made by check, Visa, MasterCard or American Express.

If your organization requires an invoice, we will bill you upon request. Payment will be due within 30 days of invoice receipt.

Refund/cancellation policy

Notice of cancellation must be received by September 12, 2014 to receive a full refund. If cancellation notice is received after September 12 and up to 5 days before the start of the event, Brushy Fork Institute will assess a \$50 cancellation fee. If a cancellation notice is received less than five business days prior to the event, no refund will be issued.

Brushy Fork Institute reserves the right to cancel any scheduled track session at any time. If your track is canceled, you may choose another session or request a full registration refund.

Substitution policy

We encourage substitution of participants rather than cancellation. Substitution requests will be accepted up to September 19, 2014, and requests are subject to track availability.

Parking Maps and Permits

You will receive a parking permit and a map of designated parking areas upon registration. On-campus parking is available.

Scholarships

Brushy Fork occasionally secures grant funding for scholarships to the Annual Institute. Limited scholarship assistance is available to staff, board members and volunteers of nonprofit organizations and community teams from ARC-designated distressed Kentucky counties. To see a list of available scholarships, visit: www.berea.edu/brushy-fork-annual-institute/scholarships.

Accommodations

Participants are responsible for their own lodging. Local options for lodging can be found at www.berea.com/lodging/. Additionally, limited on-campus lodging is available on a first-come basis at:

[Historic Boone Tavern Hotel & Restaurant](#)

Phone: 859-985-3700

Call the hotel directly to make reservations and be sure to request the special Brushy Fork Annual Institute rate.

Special needs

If you have special needs or requirements, please notify us prior to the event. Requests for accommodation may be made to curlinb@bera.edu.



PHOTO: CITY OF BEREA TOURISM

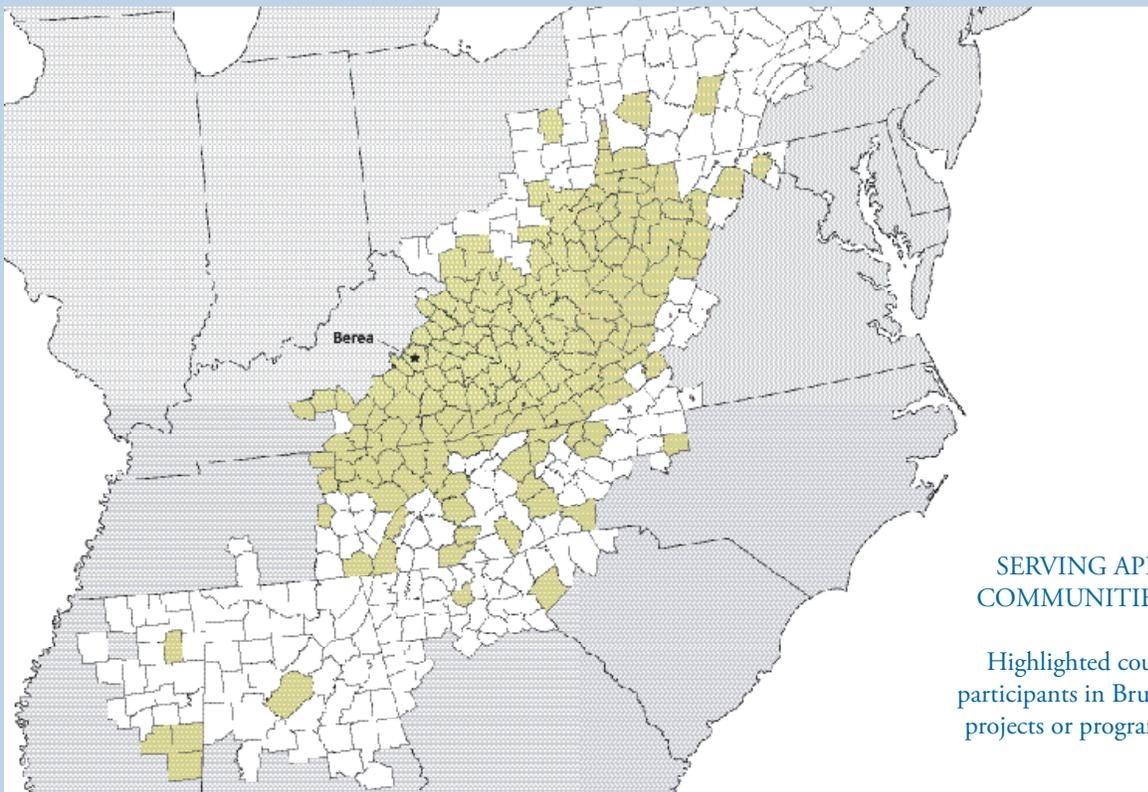


Brushy Fork Institute

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Berea, KY 40404
859-985-3858
www.brushyfork.org

THE 2014 BRUSHY FORK ANNUAL INSTITUTE SEPTEMBER 23-26, 2014 AT BEREA COLLEGE

KENTUCKY • TENNESSEE • VIRGINIA • WEST VIRGINIA • OHIO • GEORGIA • NORTH CAROLINA



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Highlighted counties represent
participants in Brushy Fork Institute
projects or programs through 2013

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