

## **Adult Learning**

*(see also ESL)*

Mentor: Guiding the Journey of Adult Learners  
Planning Programs for Adult Learners: A Practical Guide for Educators, Trainers, and Staff Developers  
Tips at Your Fingertips: Teaching Strategies for Adult Literacy Tutors

## **Aging/Elderly**

*(see also Senior Service, Intergenerational, Internet: Seniors)*

Age Power  
Connecting Generations: Integrating Intergenerational Programs with Elementary and Middle Grades Curricula  
Elder Abuse and Neglect  
Gray Dawn  
Older Americans 2000: Key Indicators of Well-Being  
Prime Time: How Baby-Boomers Will Revolutionize Retirement and Transform America  
Substance Abuse Among Older Adults  
Surfing for Life (video)

## **Anger Management**

Anger: Handle It Before It Handles You, Helping Kids Prevent Violence (video)  
Anger Management and Violence Prevention: A Group Activity Manual for Middle and High School Students  
Anger Management for Youth: Stemming Aggression and Violence  
Anger: The Misunderstood Emotion  
Break It Up: A Teacher's Guide to Managing Student Aggression  
Breakaway: The Anti-Violence Game  
From Mad to Worse  
Managing Your Anger (video)  
Stop the Fighting (video)  
Volcano in My Tummy: Helping Children to Handle Anger

## **Art and Drama**

Art Works! Prevention Programs for Youth & Communities  
Creative Partnerships for Prevention  
Curtain Call  
Global Art: Activities, Projects and Inventions from Around the World  
Intergenerational Arts & Education Program Handbook  
Kids Make Music!  
Kids' Multicultural Art Book  
Take Part Art  
YouthARTS Tool Kit

## **Career Resources**

*(see also Welfare to Work)*

A.D.D. on the Job  
Border Volunteer Corps Close of Service Career Resource Manual  
Career Options: A Self-Directed Career Planning Booklet  
Career-Life Planning Workbook  
Careers in Youth Development: Something to Say "Yes" To!  
Close of Service Workshop: Participant's Handbook  
Discover the Career Within You  
Do What You Are: Discover the Perfect Career for You through the Secrets of Personality Type  
Finding Your Future: Special Interview Challenges: Minorities, Women & People with Disabilities (video)  
Horizons 2000: Career and Life Planning for Young Women  
International Careers: Career Information for Returned Peace Corps Volunteers  
Jobs and Careers with Nonprofit Organizations: Profitable Careers with Nonprofits  
Lifetime Career Manager  
Member Career Development: AmeriCorps Training Workshop (video)  
Recovery at Work: A Clean and Sober Career Guide  
Taking Charge of Your Career Direction: Career Planning Guide, Book I  
UCEP Job Development Guide  
Job Shadow Guide  
School to Careers: Connecting Youth to the Future (video)  
Student Portfolio: Bridging the Gap (video)  
Teens Working: Turning Earning into Learning

## **Child Care**

### **(see also *Out-of-School Time*)**

Alabama Day Care Safety Project (video)  
Caring for Our Children  
Community-Build Playground Manual  
Complete Book of Forms for Managing the Early Childhood Program  
Complete School-Age Child Care Resource Kit  
Effective Skills for Child-Care Workers: A Training Manual from Boys Town  
Giant Encyclopedia of Circle Time and Group Activities  
NCCIC Internet Guide: How to Access Child Care Information on the Internet  
School-Age Child Care: An Action Manual for the 90s and Beyond  
School-Age Child Care Provider's Guide to Attention Deficit Disorder

## **Children/Adolescents: Literature**

Best Books for Building Literacy for Elementary School Children  
Beyond Dreams  
Tales That Teach: Children's Literature and Service-Learning

## **Citizenship & Civic Engagement**

250 Ways to Make America Better  
Active Citizenship Today Field Guide  
Active Citizenship Today: Handbook for High School Teachers  
Active Citizenship Today: Handbook for Middle School Teachers  
American Promise Teaching Guide  
By the People: Citizenship and National Service  
Care and Community in Modern Society: Passing on the Tradition of Service to Future Generations  
Character Education Connections for School, Home, and Community  
Citizen Diplomacy: Responding to Questions About America  
Citizen Politics: Civic Storytelling (video)  
Citizen Stories: Democracy & Responsibility in American Life (video)  
Civic Engagement Survey  
Congress: How a Bill Becomes a Law  
Education for Civic Engagement in Democracy: Service Learning and Other Promising Practices  
Expanding Boundaries: Building Civic Responsibility within Higher Education  
Facilitator's Guide for By the People  
Facilitator's Guide to Effective Citizenship Through AmeriCorps  
Guide for the Powerless: A Primer on the American Political Process  
Net Activism: How Citizens Use the Internet  
Reinventing Citizenship: The Practice of Public Work  
Service to Citizenship: Engaging AmeriCorps Members as Active Citizens  
Service-Learning as Citizenship Education: The Promise and the Puzzles  
Teen Power Politics: Make Yourself Heard  
We the People...Project Citizen  
You Got To Move (video)

## **Collaboration**

Bridging Differences: Effective Intergroup Communication  
Collaboration Challenge: How Nonprofits and Businesses Succeed Through Strategic Alliances  
Collaboration: What Makes It Work, Second Edition  
Collaborative Leadership: How Citizens and Civic Leaders Can Make a Difference  
Crossroads: Building Cross-Cultural Collaboration: Facilitator Manual  
New Community Collaboration Manual  
Service-Learning & Business/Education Partnerships: A Guide for Service-Learning Coordinators  
Thinking Collaboratively: Ten Questions and Answers to Help Policy Makers Improve Children's Services

## **Communication**

Can We Talk? (video)  
Come Sign with Us: Sign Language Activities for Children  
Come Sign with Us (video)  
Communicating Non-Defensively (video)  
Communicating with Compassion (video)  
Flip Chart Power

How to Talk So Kids Can Learn: At Home and in School  
Manager's Guide to Communication  
Psychology for Kids II: 40 Fun Experiments that Help You Learn about Others  
The Power of Listening, Revised Version (video)  
You Just Don't Understand: Women and Men in Conversation

## **Community and Youth Service**

160 Ways to Help the World: Community Service Projects for Young People  
Adventure of Adolescence: Middle School Students and Community Service  
Building Better Communities with Student Volunteers  
Charting Success: A Workbook for Developing Crime Prevention & Other Community Service Projects  
Co/Motion: Guide to Youth-Led Social Change  
Communities in Trouble: Reaching for SolutionsÑSpanish Version (video)  
Communities in Trouble: Reaching for Solutions (video)  
Community Service and Social Responsibility in Youth  
Community Service as Values Education  
Community Service Project Planning Packet  
Courage to Care, Strength to Serve: Reflections on Community Service  
Everyone's Guide to Successful Project Planning: Tools for Youth  
Friend-Raising  
Girls and Young Women: Leading the Way  
Kid's Guide to Social Action  
National Youth Service Day Tool Kit  
Power and Potential of Youth in Service to Communities  
Promoting Healthy Youth: Strategies for Recreation and Community Services Partnerships  
Reaching Out: School-Based Community Service Programs  
Role of Youth in the Governance of Youth Service Programs  
Safe Havens: The Contributions of Youth Organizations to Healthy Adolescent Development  
Service Matters: A Sourcebook for Community Service in Higher Education  
They Changed America (video)  
Today's Heroes (video)  
Youth as Resources: The Power to Change (video)

## **Community Building**

A to Z Community Assets & Resources Handbook  
Asian and Pacific Islander Institute: Participant Materials  
Assets Model of Community Development  
Be a Global Force of One!  
Bowling Alone: The Collapse and Revival of American Community  
Building Communities from the Inside Out: A Path Toward Finding and Mobilizing a Community's Assets  
Building Community  
Building Community Capacity: The Potential of Community Foundations  
Building Support for Neighborhood Action  
Careless Society: Community and Its Counterfeits  
Charting a Course: Assessing a Community's Strengths and Needs  
Community Building: Coming of Age  
Community Building: What Makes It Work  
Community Fundraising Idea Kit  
Community Works: Smart Teens Make Safer Communities  
Creating Community Gardens  
Cultivating Community: Principles and Practices for Community Gardening as a Community-Building Tool  
Elders' Wisdom, Children's Song  
Facilitating Community Change  
Guide to Capacity Inventories: Mobilizing the Community Skills of Local Residents  
Guide to Evaluating Asset-Based Community Development  
Guilford Gazette: A Learning Experience (video)  
Healthy Communities Healthy Youth Tool Kit  
Helping Neighborhood Groups and Leaders Grow Stronger  
Hispanic Latino Leadership Institute: Participant Materials  
Holding Ground, the Rebirth of Dudley Street (video)  
Institute for African-American Mobilization (IAAM): Participant Manual  
Institute for African-American Mobilization (IAAM): Resource Strategy Manual  
Mapping Community Assets Workbook  
Mobilizing Community Assets: The Video Training Program for Building Communities from the Inside Out (video)

Mobilizing to Strengthen Neighborhoods  
Not in Our Town (video)  
Quickening of America  
Searching for Community with M.Scott Peck (video)  
Time Dollar Kit: The How to Do It Manual  
Triumphs of Joseph: How Today's Community Healers Are Reviving Our Streets and Neighborhoods  
Youth Power Guide: How to Make Your Community Better

## **Community Partnerships and Collaboration**

After the Summit: Building Community Networks for America's Youth  
Are School-University-Community Partnerships Worth the Struggle?  
Building Relationships with Colleges and Universities  
Community Mobilization: Strategies to Support Young Children and Their Families  
Creative Partnerships for Prevention  
Expanding Federal Work-Study and Community Service Opportunities  
How People Get Power  
New Community Collaboration Manual  
Organizing: A Guide for Grassroots Leaders  
Promoting Healthy Youth: Strategies for Recreation and Community Services Partnerships  
Religious Institutions as Partners in Community Based Development  
Resident Involvement in Community Change: The Experiences of Two Initiatives  
School, Family, and Community Partnerships: Your Handbook for Action  
Step by Step: A Young Person's Guide to Positive Community Change  
Sustaining School-Community Partnerships To Enhance Outcomes For Children and Youth: A Guidebook and Toolkit  
Tipping Point: How Little Things Can Make a Big Difference  
Working Together: From School-Based Collaborative Teams to School-Community-Higher Education Connections  
Young and Old Serving Together: Meeting Community Needs through Intergenerational Partnerships  
Youth Investment and Police Mentoring: Principal Findings

## **Computers (see *Internet, Technology*)**

### **Computer Basics**

Computers Simplified, 5th Edition  
Grown-Up's Guide to Computing  
Macs for Dummies (Third Edition)  
PCs for Dummies, 7th Edition  
Teach Yourself Computer Basics in 24 Hours

### **Computer Networks**

Mastering Local Area Networks  
Networking for Dummies, 5th Edition

### **Computer Software**

Access 2000 CD-ROM Training: Beginning, Intermediate & Advanced  
Access 2000 for Windows: Visual QuickStart Guide  
Adobe Photoshop 5.5: Classroom in a Book (Web Edition)  
Excel 2000 CD-ROM Training: Beginning, Intermediate & Advanced  
Just the Tips, Man for Microsoft Excel 2000  
Just the Tips, Man for Microsoft Word 2000  
Microsoft Office 2000 for Windows: Visual QuickStart Guide  
Microsoft Outlook 2000 for Windows For Dummies  
Outlook 2000 CD-ROM Training: Beginning, Intermediate & Advanced  
Outlook 2002 (Video Professor Training CD-ROM)  
PowerPoint 2000 CD-ROM Training: Beginning, Intermediate & Advanced  
PowerPoint 2000/98 for Windows and Macintosh: Visual QuickStart Guide  
Publisher 2000 CD-ROM Training: Beginning, Intermediate & Advanced  
Word 2000 CD-ROM Training: Beginning, Intermediate & Advanced  
Word 2000 for Windows Visual Quickstart Guide  
Word 2000 Video Professor (Training CD-ROM)

## **Conflict Resolution**

Adventures in Peacemaking  
Breakthrough...Choosing a New Road (video)  
Community Mediation Programs: Developments and Challenges  
Conflict Resolution Education: Implementing Programs in Schools, Youth Organizations, & Juvenile Justice Settings  
Conflict Resolution Skills for Teens  
Conflict Resolution Training Manual  
Conflict:Think About It. Talk About It. Try to Work It Out. (video)  
Creative Conflict Resolution  
Dealing with Conflict (video)  
Eye to Eye: Integrating Conflict Resolution into the Elementary School Community (video)  
Face to Face: A Presenter's Manual on Conflict Resolution and Communication Skills, Second Edition  
Getting Past No: Negotiating Your Way from Confrontation to Cooperation  
Getting to Yes: Negotiating Agreement without Giving In  
Healing Wounds with Words: A Guide to Conflict Resolution through Storytelling, Volume II  
Ironing It Out: Seven Simple Steps to Resolving Conflict  
Keeping the Peace: Practicing Cooperation and Conflict Resolution with Preschoolers  
Keeping the Peace: Resolving Conflict in the Boardroom  
Lessons in Conflict Resolution:Activities for Grades 4-6  
Managing Conflict: A Curriculum for Adolescents  
Mediation and Conflict Resolution for Gang-Involved Youth: A Training & Resource Manual  
Meeting of the Minds: Conflict Resolution Board Game  
Ready-to-Use Conflict Resolution Activities for Secondary Students  
Resolving Conflict: Activities for Grades K-3  
Resolving Conflict in Nonprofit Organizations  
Rules for Reaching Consensus: A Modern Approach to Decision Making  
Stop the Fighting II (video)  
Student Mediation in Elementary Schools: Training and Implementation Guide  
Using Stories to Prevent Violence and Promote Cooperation  
Working It Out: Conflict Resolution through Teen Mediation (video)  
Working with Hostile Teens (video)

## **Corporation-Funded Publications: Administration**

Administrator's Guide to Service Learning  
AmeriCorps Education Awards Programs: Starting Strong and Staying on Track  
AmeriCorps Environmental Audit  
AmeriCorps Program Directors Resource Guide to Disability Inclusion  
AmeriCorps\*USA: California State Commission Fiscal Manual  
Becoming a Better Supervisor: A Resource Guide for Community Service Supervisors  
Community Service Project Planning Packet  
Connecting Communities Through Service Learning  
Digging for Buried Treasure: Finding Funding for the Future in Service Learning  
Guide to Working with the Media  
Handbook for Continuous Improvement  
Igniting the Flame: Establishing a Service Learning Task Force  
Manager's Guide to Communication  
Mental Health Association in Texas: Parenting Education Project Supervisor Manual  
National Service Resource Guide: Strategies for Building a Diversified Funding Base  
Resource Connection: Building Sustainability Into Your Program (in Braille)  
Senior Companions: Investment of a Lifetime (video)  
Straight Up AmeriCorps: Handbook for Site Supervisors 1996-1997

## **Corporation-Funded Publications: National Service Fellows**

Activity Guide to Inclusion of People with Disabilities  
After the Summit: Building Community Networks for America's Youth  
AmeriCorps Organizational Networks on the Ground: Six Case Studies of Indiana AmeriCorps Programs  
AmeriCorps Tribal Programs: Program Quality Indicators  
An Approach to Community University Partnerships  
Baby Boomers and the New Age of Volunteerism  
Be Part of the Equation: A User's Guide on Arts in Community Service  
Better Museums and Better Communities through Service  
Career Ladders, Community Service, and Welfare-to-Work: A Kit for Communities  
Challenges and Strategies for Success with Service-Learning in Preservice Teacher Education  
Connecting College Students with Service: Guide for Community Organizations, College Administrators & Students

Dialogue Guide: For National Service Programs Interested in Fostering Understanding, Respect and Teamwork  
 Dialogue to Action Initiative  
 Environmental Service-Learning Research Project  
 Examining a Life of Service: A Study of AmeriCorps Leaders Program Alumni's Civic Involvement  
 Experiencing AmeriCorps: The Beginning of a Journey That Will Change Lives Forever  
 If All Youth Served: Empowering Youth to Build Community through Service  
 Improving Diversity and Representation within AmeriCorps Programs  
 Inspiring Volunteer Development: A Resource Book for Training Senior Volunteers in Intergenerational Programs  
 K-12 Service Learning: A Strategy for Rural Community Renewal & Revitalization  
 Leadership: Passport for Success  
 Make It Last Forever: The Institutionalization of Service Learning in America  
 National Service and Microenterprise Development as a Welfare-to-Work Strategy  
 National Service and the Internet: Building Bridges to Collaboration  
 Partnerships That Work: National Service and Business in Welfare to Work  
 Pulling It Together: Method for Developing Service-Learning & Community Partnerships Based in Critical Pedagogy  
 Recruiting Male Volunteers: A Guide Based on Exploratory Research  
 Recruitment Diversity: Identifying and Developing an Applicant Pool  
 Reducing Delinquency Through Service  
 Reflections of a Marginal Man: Bowling Among Health Professionals  
 Schools Serving for Social Justice: Stories of Inspiration, Strategies for Implementation  
 Senior Corps Volunteer Participation: An Effective Means to Improve Life Satisfaction  
 Senior Volunteers in Literacy Programs: A Study of Design and Practice  
 Service and Inclusion: A Multimedia Resource for Inclusive Community Service  
 Service Strategies and Programs to Help Incarcerated Youth: A Training Program for Volunteers  
 Service to Citizenship: Engaging AmeriCorps Members as Active Citizens  
 Service-Learning as Citizenship Education: The Promise and the Puzzles  
 Service-Learning in the Sunshine  
 Survey of 75 Leaders of Dialogue Organizations  
 The Chicago and Philadelphia Service-Learning Initiatives: Examining Policies and Practices  
 The Development of the Providence Career Ladder Network: A Progress Report  
 The Effective Education Award  
 The Rhode Island READS Experience  
 To Serve the People: Service-Learning in Asian American and Pacific Islander Communities  
 Youth and Communities Helping Each Other

## **Corporation-Funded Publications: Program**

1995-6 Idaho TRIO AmeriCorps Member Calendar-Journal  
 America Reads Challenge in Minnesota: Resources, Programs, & Models  
 AmeriCorps: Bridging the Digital Divide (video)  
 AmeriCorps: Making Reasonable Accommodations for Your Members (video)  
 AmeriCorps: Persons with Disabilities, Getting Things Done (video)  
 AmeriCorps Tutoring Outcomes Study  
 Athletes Off the Field: A Model for Team Building and Leadership Development Through Service Learning  
 Basics: Helping Build a Corps Community  
 BAYAC AmeriCorps 1995-1996 (video)  
 Best Practices in Cyber-Serve: Integrating Technology with Service-Learning Instruction  
 By the People: Citizenship and National Service  
 Declaration of Principles: A Review of the Past and Look Toward the Future of Service-Learning & School Reform  
 Early Childhood Programs and National Service  
 Essential Elements of Service-Learning for Effective Practice and Organizational Support  
 Foster Grandparents: Sharing a Lifetime of Wisdom (video)  
 Getting Started: A Guide for AmeriCorps Members (in Braille)  
 Getting Things Done: California's Service Initiative (video)  
 Getting Things Started: The AmeriCorps Orientation Video (video)  
 Giving Youth the Power and the Money: A Guide to Establishing Youth Service-Learning Councils  
 Hooking Out-of-School Youth Through Service Learning  
 ICC Resource Manual  
 Intergenerational Service-Learning in Gerontology: A Compendium, Volume III  
 Making a Difference: AmeriCorps in California (video)  
 Member Reflection Journal 1996-97  
 Montana Technology Corps Member Handbook 2001  
 NW National Service Symposium (First Annual)  
 Off Their Rockers into Service: Connecting the Generations Through Service Learning  
 Oral History: Let Their Voices Be Heard

Packet of Ideas for Facilitating Monthly Meetings  
 Parent Involvement in Service Learning  
 Partners in Prevention: Involving College Students in Dropout Prevention  
 Practical Applications: Strategies for Supporting a Diverse Corps  
 Principles for High Quality National Service Programs  
 Programming for Impact National Toolkit  
 Puerto Rico's State Commission on Community Service (video)  
 Reform, Resiliency and Renewal: Kids in Action  
 Reverend Dr. Martin Luther King, Jr. Day of Service Resource Packet  
 Rhode Island Learn and Serve America Evaluation Toolkit  
 RSVP 25th Anniversary 1997ÑSuffolk County (video)  
 RSVP: Serving America's Communities (video)  
 School to Work to Life: Linking Service Learning and School-to-Work  
 Self-Help in Public Housing: A Handbook for Developing Successful HOPE VI Community Service Programs  
 Service Learning and Character Education: Walking the Talk  
 Students Serving Students  
 Take a Class Outdoors: A Guidebook for Environmental Service Learning  
 Tales That Teach: Children's Literature and Service-Learning  
 Talking About AmeriCorps  
 Teens Volunteering:The Guide  
 Texas AmeriCorps: Texans Are Getting Things Done (video)  
 The Role and Value of Senior Companions in Their Communities  
 This Is National Service (video)  
 Tips for Use in Teacher Education:The Linking Learning with Life Series  
 United in Service: AmeriCorps Best Practices Manual 1998-99

## **Corporation-Funded Publications: Training**

*(see also Training)*

AFOP AmeriCorps Training Modules  
 AmeriCorps Front-line Supervisors' Workshop: Participants' Notebook  
 Border Volunteer Corps Close of Service Career Resource Manual  
 Developing Leadership in Faculty and Students:The Power of Service Learning in Teacher Education  
 Educational Principles for AmeriCorps Training  
 Evaluation & Assessment Methods: AmeriCorps Training Workshop (video)  
 Face to Face: A Presenter's Manual on Conflict Resolution and Communication Skills, Second Edition  
 Facilitator's Guide for By the People  
 Facilitator's Guide to Effective Citizenship Through AmeriCorps  
 Inspiring Volunteer Development: A Resource Book for Training Senior Volunteers in Intergenerational Programs  
 Media Training Materials for AmeriCorps Programs  
 Reference Materials for AmeriCorps Personnel Issues Workshop  
 Reflection: A Guide to Effective Service Learning  
 Service Learning and Teacher Education  
 Spanish Materials Gathered for AmeriCorps' Members Training Seminars  
 Starting Strong: A Guide to Pre-Service Training  
 The National Service Guide To Using The Internet, Third Edition  
 Trainer Training: How to Conduct Effective AmeriCorps Pre-Service Training  
 Using the Internet & Media Awareness: AmeriCorps Training Workshop (video)  
 Youth Consultants: Putting It All Together

## **Crime Prevention**

*(see also Public Safety, Violence Prevention)*

150 Tested Strategies to Prevent Crime from Small Cities, Counties, and Rural Communities  
 350 Tested Strategies to Prevent Crime: A Resource for Municipal Agencies and Community Groups  
 Are You Safe? A National Test on Crime Prevention (video)  
 Breaking the Cycle: Predicting and Preventing Crime  
 Charting Success: A Workbook for Developing Crime Prevention & Other Community Service Projects  
 Crime Prevention and Community Policing: A Vital Partnership  
 Helping Communities Fight Crime  
 In Search of Law and Order: Young, Armed and Dangerous (video)  
 Neighborhood Watch and Community Mobilization  
 News Matters:When Hate Becomes a Crime (video)  
 Powerful Partnerships  
 Rape Victim: Clinical and Community Interventions

Safe Homes, Safe Neighborhoods: Stopping Crime Where You Live  
Solving Crime Problems in Residential Neighborhoods: Comprehensive Changes in Design, Management and Use  
Ten Ways to Fight Hate  
What, Me Evaluate? A Basic Evaluation Guide for Citizen Crime Prevention Programs  
When Date Becomes Rape (video)  
Working Together to Stop the Violence  
Youth Investment and Police Mentoring: Principal Findings

## **Disability Issues**

*(see also Learning Disabilities)*

Activity Guide to Inclusion of People with Disabilities  
ADA Quiz Book  
Adapting PC's for Disabilities  
Americans with Disabilities Act:What You Need to Know  
AmeriCorps: Making Reasonable Accommodations for Your Members (video)  
AmeriCorps: Persons with Disabilities, Getting Things Done (video)  
AmeriCorps Program Directors Resource Guide to Disability Inclusion  
Bridges to Accessibility  
Families, Friends, and Futures:The Inclusion Series (video)  
Finding Your Future; Special Interview Challenges: Minorities, Women and People with Disabilities (video)  
For Hearing People Only  
Games for People with Sensory Impairments  
How to Talk to a Person Who Can't Hear (video)  
In My Shoes: Person Centered Services and Support  
Inclusion: 450 Strategies for Success  
Inclusive Games  
Journey into the Deaf-World  
Just As I Am: Americans with Disabilities  
Least Intervention Needed: Toward Appropriate Inclusion of Students With Special Needs: An Introductory Packet  
Life Skills Activities for Secondary Students with Special Needs  
No Body's Perfect...Everybody's Special (video)  
On My Way to Independence (video)  
Opportunities Are Everywhere (video)  
Ready to Live: People in Motion (video)  
Ready, Willing and Available: A Business Guide for Hiring People with Disabilities  
Resource Connection: Recruiting and Retaining Members with Disabilities (large type)  
Service and Inclusion: A Multimedia Resource for Inclusive Community Service  
Small Differences: A Children's Disability Awareness Production (video)  
Substance Abuse, Disability and Vocational Rehabilitation  
Ten Commandments of Communicating with People with Disabilities (video)  
Unequal Justice:The Case for Johnny Lee Wilson (video)  
Videoguide to (Dis)Ability Awareness (video)  
We Made the Right Choice (video)  
Web Accessibility for People with Disabilities  
West Virginia's Service-Learning Lesson-Plans for K-12 Challenged Students  
What About My Rights? Guidelines for Employers and Employees Living with HIV and AIDS  
Without Pity: A Film About Abilities (video)  
Working Out: Disabilities in the Workplace (video)  
Youth Volunteer Corps: Training Manual for Working with Youth Volunteers Who Have Disabilities

## **Discrimination**

*(see also Diversity)*

American Civil Rights: Primary Sources  
Beyond Heroes and Holidays  
Color of Fear (video)  
Dictionary of Bias-Free Usage: A Guide to Nondiscriminatory Language  
Dr. Martin Luther King, Jr. (video)  
Eye of the Storm (video)  
Human Race Club:The Unforgettable Pen Pal (video)  
Pigeonholed in the Land of Penguins  
Shadow of Hate: A History of Intolerance in America  
Stolen Ground (video)  
Teaching for Diversity and Social Justice  
Teenagers and Racism: Soapbox with Tom Cottle (video)  
Understanding Prejudice: Gripes and Common Ground (video)



## Diversity

(see also *Discrimination*)

16 Extraordinary African Americans  
16 Extraordinary Asian Americans  
16 Extraordinary Hispanic Americans  
Bafa Bafa  
Barnga  
Bridging Differences: Effective Intergroup Communication  
C.O.L.O.R.S. Facilitator's Guide  
C.O.L.O.R.S. Student Activities Book  
Challenge of Diversity: Teacher's and Student Guide  
Communicating Appropriately with Asian and Pacific Islander Audiences  
Cultural Awareness Teaching Techniques  
Cultural Competence Self-Assessment Instrument  
Cultural Diversity Awareness for Community Service Programs  
Culturally Diverse Children and Adolescents  
Developing Diversity Training for the Workplace: A Guide for Trainers  
Developing Diversity Training Proficiency for Community Service Programs  
Developing Effective Messages and Materials for Hispanic/Latino Audiences  
Dialogue Groups: A Practical Guide to Facilitate Diversity Conversation  
Dialogue Guide: For National Service Programs to Foster Respect and Teamwork Among Their Diverse Participants  
Diversity Activities and Training Designs  
Diversity Bingo  
Diversity Dimensions: Immigrants and Refugees  
Diversity Dimensions: Interracial Relations in Schools  
Diversity Icebreakers: A Guide for Diversity Training  
Dynamics of Diversity: Strategic Programs for Your Organization  
Families in Multicultural Perspective  
Gay and Lesbian Teens: Soapbox with Tom Cottle (video)  
Growing Up Black and Proud (video)  
Health Promotion in Diverse Cultural Communities  
Improving Diversity and Representation within AmeriCorps Programs  
Increasing Multicultural Understanding  
It's Elementary: Talking About Gay Issues in School (video)  
Juba This & Juba That: 100 African-American Games for Children  
Kids' Multicultural Art Book  
Kids' Multicultural Cookbook  
Lunch Date (video)  
Managing Diversity: A Complete Desk Reference and Planning Guide  
Managing Volunteer Diversity: A Rainbow of Opportunities  
More Diversity Icebreakers: A Trainer's Guide  
Motivating Minority Students: Strategies That Work  
Multicultural Challenge in Health Education  
Multicultural Discovery Activities for the Elementary Grades  
Multicultural Math Classroom: Bringing in the World  
Multicultural Teams  
Open Minds to Equality  
Parents' Cultural Belief Systems  
Pass It On: Outreach to Minority Communities  
Peacock in the Land of Penguins  
Peoples Multicultural Almanac  
Positively Different: Creating a Bias-Free Environment for Young Children  
Practical Applications: Strategies for Supporting a Diverse Corps  
Ready-to-Use Multicultural Activities for Primary Children  
Recruitment Diversity: Identifying and Developing an Applicant Pool  
Respecting Our Differences: A Guide to Getting Along in a Changing World  
Roots & Wings: Affirming Culture in Early Childhood Programs  
Spirit of Excellence: Resources for Black Children Ages Three to Seven  
Starting Small: Teaching Tolerance in Preschool and the Early Grades  
Stolen Ground (video)  
Take a Walk in My Shoes: Youth in Action for Diversity  
The Spirit of Culture: Applying Cultural Competency to Strength-Based Youth Development  
The World in Claire's Classroom (video)  
Turning on Learning: Five Approaches for Multicultural Teaching Plans for Race, Class, Gender, and Disability

## **Economic Development**

*(see also Welfare to Work)*

Guide to Mapping and Mobilizing the Economic Capacities of Local Residents  
Guide to Mapping Consumer Expenditures and Mobilizing Consumer Expenditure Capacities  
Guide to Mapping Local Business Assets and Mobilizing Local Business Capacities  
Promoting Job Opportunities: Towards a Better Future for Low-Income Children & Families  
Work Now and In the Future Conference: The Dawn of a New Era (video)

## **Education and Families**

*(see also Family)*

Building Communication Partnerships with Parents  
Developing Home-School Partnerships: From Concepts to Practice  
Discipline That Works  
Do's and Don'ts of Parent Involvement: How to Build a Positive School-Home Partnership  
Family Literacy: Parents as Partners  
Family Math  
Family Math for Young Children: Comparing  
Guiding Parents in Helping Children Learn  
Help at Last: A Teacher's Guide to Promoting Early Literacy by Using Parent Tutors  
Helping Your Child Learn Math  
Keys to Parent Involvement  
Meeting the Needs of Children from Alcohol and Drug Dependent Families: Strategies for School Teachers  
Years of Promise

## **Education and Learning**

*(see also Higher Education, Internet: Distance Learning, Learning Disabilities, Math, Reading/Literacy, School Success, Science)*

A to Z: The Early Childhood Educator's Guide to the Internet  
Adventure in the Classroom  
Caring, Sharing and Getting Along: Children's Activities in Social Responsibility  
Challenge of Information: Teacher's and Student Guide  
Character Education in America's Schools  
Children in America's Schools with Bill Moyers (video)  
Classroom Warm-Ups: Activities That Improve the Climate for Learning and Discussion  
Computers in the Classroom: How Teachers and Students Are Using Technology to Transform Learning  
Cooperative Learning  
Creative Storytelling: Three Audio Cassettes  
Educating Immigrant Students  
Education Projects Idea Book: A Guide for Volunteers  
Educator's Guide to the Web  
Effective Teaching, Effective Learning: Making the Personality Connection in Your Classroom  
Emotional Intelligence: A New Vision for Educators (video)  
Greening School Grounds: Creating Habitats for Learning  
Home for Pearl (video)  
How to Create Positive Relationships with Students  
I Am a Blade of Grass: A Breakthrough in Learning and Self-Esteem  
In Your Own Voice: Using Life Stories to Develop Writing Skills  
Making a Difference College and Graduate Guide, 7th Edition  
Media Literacy: A Resource Guide for Teachers  
Multicultural Discovery Activities for the Elementary Grades  
PBL: An Overview of Project Based Learning  
Portfolio Assessment  
Students Serving Students  
The World in Claire's Classroom (video)  
What Do I Do When...? How to Achieve Discipline with Dignity in the Classroom  
You're Gonna Love This College Guide

## **Emergency Management**

Disaster Recovery Yellow Pages  
Teamwork in Crisis: The Miracle of Flight 232 (video)  
Tools for Environmental Service

## Environment

AmeriCorps Environmental Audit  
Aquatic Project Wild: Proyecto de Vida Silvestre Acuatica  
Beyond the Endangered Species Act: Conservation in the 21st Century  
Blue Planet (video)  
Buy Recycled Guidebook  
California Salmonid Stream Habitat Restoration Manual  
Cleaning Up Toxics at Home: How You Can Protect Your Family from Hazardous Chemicals (video)  
Community Energy Project, Inc.  
Conservation Awareness Program 2000  
Conserving America: Challenge on the Coast (video)  
Conserving America:The Rivers (video)  
Creating Community Gardens  
Creating Environmental Publications: A Guide to Writing and Designing  
EnviroHelpers: Youth Preserving Our Natural World  
Environmental Education Activity Guide  
Environmental Service-Learning Research Project  
Exploring Environmental Issues: Focus on Forests  
Ghost Bears: Exploring the Biodiversity Crisis  
Ghosts Along the Freeway (video)  
Greening School Grounds:Creating Habitats for Learning  
Growing Classroom, Garden-Based Science  
Helping Nature Heal: An Introduction to Environmental Restoration  
Home for Pearl (video)  
Kids' Nature Book  
Lightly on the Land:The SCA Trail-Building and Maintenance Manual  
Living Landscape, Volume 2: Pacific Salmon and Federal Lands  
Living Landscape, Volume 3: Taxpayer's Double Burden  
Making the Right Connections:A Guide for Nature Writers  
Mother (video)  
Nature's Recyclers: Activity Guide  
New Bearings: Conservation-Based Development in the Rain Forests of Home  
Organizing Outdoor Volunteers  
Project Wild: Proyecto de Vida Silvestre  
Public Space for Public Life: A Plan for the 21st Century  
Recycle Game  
Recycling: Games and Quizzes  
River Protection and Water Use: Setting the Conservation Agenda for the 90's  
Signs, Trails, and Wayside Exhibits: Connecting People and Places  
Simple Things You Can Do to Save Energy (video)  
Spaceship Earth: Our Global Environment (video)  
Take a Class Outdoors: A Guidebook for Environmental Service Learning  
Tools for Environmental Service  
Volunteer Estuary Monitoring: A Methods Manual  
Volunteer for Change: A Guide to Environmental Community Service  
Waste Prevention, Recycling and Composting Options:Lessons From 30 Communities  
We All Live Downstream (video)  
Wetlands Issue:What Should We Do with Our Bogs, Swamps and Marshes?  
Where We Live: A Citizen's Guide to Conducting a Community Environmental Inventory  
World Population (video)  
Youth, Leadership and the Environment

## ESL (English as a Second Language)

*(see also Adult Learning)*

Best Practices: A Resource Book for Volunteer Tutor Program Coordinators  
Best Practices Samples (Companion to Best Practices Resource Book for Volunteer Tutor Program Coordinators)  
Contemporary's Look at the U.S.: Book 1  
Contemporary's Look at the U.S.: Book 2  
Conversation Strategies  
Planning Literacy and ESL Workshops  
Teaching Adults: An ESL Resource Book  
Vocational Classroom: A Great Place to Learn English  
Workplace ESL Instruction: Interviews from the Field

## Evaluation

Art of Designing an Evaluation  
Assessing Your Team: 7 Measures of Team Success - Leader's and Member's Manuals  
Conducting Successful Focus Groups  
Evaluating Volunteers, Programs and Events  
Evaluating Your Program: A Beginner's Self-Evaluation Workbook for Mentoring Programs  
Evaluation: A Systematic Approach  
Evaluation & Assessment Methods: AmeriCorps Training Workshop (video)  
Evaluation Handbook: Practical Tools for Evaluating Service Learning Programs  
Evaluation: The Key to Improving Service-Learning Programs  
First Steps in Evaluation: Basic Tools for Asset-Building Initiatives  
Five Most Important Questions You Will Ever Ask About Your Nonprofit Organization: Participants Workbook  
Focus Groups: A Practical Guide for Applied Research  
Guide to Evaluation Strategies for Mentoring Programs and the Mentoring Center  
How to Communicate Evaluation Findings: The Program Evaluation Kit  
Is It Working? Self Help Guide for Evaluating Vocational & Adult Education Programs  
Keeping On Track: An Evaluation Guide for Community Groups  
Measuring Program Outcomes: A Practical Approach  
Measuring the Difference Volunteers Make: A Guide to Outcome Evaluation for Volunteer Program Managers  
Measuring Up! Assessment Tools for Volunteer Programs  
Outcome Measurement: Are You Making a Difference?  
Outcome Measurement in Nonprofit Organizations: Current Practices and Recommendations  
Partnership Mentoring Evaluation Instruments  
Planning and Conducting Needs Assessments: A Practical Guide  
Practical Guide to Needs Assessment  
Service Learning: Transforming Education (video)  
Shumer's Self-Assessment for Service-Learning  
Student Evaluators: A Guide to Implementation  
Supervising and Assessing Performance  
Tool Kit: A User's Guide to Evaluation for National Service Programs  
Vision of Evaluation  
W.K. Kellogg Foundation Evaluation Handbook  
What, Me Evaluate? A Basic Evaluation Guide for Citizen Crime Prevention Programs

## Faith-Based Community Service

Charitable Choice: The Challenge and Opportunity for Faith-Based Community Services  
Church Mentoring Network: A Program Manual for Linking and Supporting Mentoring Ministries  
Church-Based Mentoring: A Program Manual for Mentoring Ministries  
Finding Common Ground: 29 Recommendations on Human Needs and Faith-Based and Community Initiatives  
Growing Up Generous: Engaging Youth in Giving and Serving  
Keeping the Faith: The Role of Religion and Faith Communities in Preventing Teen Pregnancy  
Networking Congregations for Asset Building: A Tool Kit  
Snapshots from the Front Line III: Lessons from Faith-Based Efforts to Prevent Teen Pregnancy

## Family

*(see also Education and Families, Parenting)*

Balancing Acts! Juggling Love, Work, Family & Recreation  
Beyond Rhetoric: A New American Agenda for Children and Families  
Bubbeh Lee & Me (video)  
Child Abuse Prevention: A Guide for Adults (video)  
Community Mobilization: Strategies to Support Young Children and Their Families  
Coping with a Dysfunctional Family  
Families in Multicultural Perspective  
Family Literacy and the School: How Teachers Can Help  
Grandparent Power!  
Grandparents as Parents: A Survival Guide for Raising a Second Family  
Helping America Cope  
Helping Kids Succeed: Alaskan Style  
Home Is Where the Heart Is: Homeless Family Literacy Collaborative Model and Workshop  
Mother-Daughter Book Club  
School, Family, and Community Partnerships: Your Handbook for Action  
Together We Can: A Guide for Crafting a Profamily System of Education and Human Services  
When Sex Is the Subject

## Forms

Just Forms  
Nonprofit Organization Management Forms, Checklists & Guidelines  
Volunteer Management Forms

## Fundraising

*(see also Grants)*

Community Fundraising Idea Kit  
Creative Fund-Raising  
CSAP'S Foundation Resource Kit  
Development Today: A Fund Raising Guide for Nonprofit Organizations  
Discover Total Resources: A Guide for Nonprofits  
Financing Facility Improvements for Out-of-School Time and Community School Programs  
Finding Funding: A Guide to Federal Sources for Out-of-School Time and Community School Initiatives  
Finding Funding: Grant Writing and Project Management from Start to Finish  
Fund Raiser's Guide to the Internet  
Fundraising: A Team Effort  
Fundraising for Social Change  
Fundraising: Hands-on Tactics for Nonprofit Groups  
Getting to Yes in Fund Raising  
Hidden Assets: Revolutionize Your Development Program with a Volunteer-Driven Approach  
How to Produce Fabulous Fundraising Events: Reap Remarkable Returns with Minimal Effort  
How to Raise the Money You Need, Now! Even If There's Not Enough Staff, Money or Time for Fund Raising  
National Guide to Funding for Community Development  
National Service Resource Guide: Strategies for Building a Diversified Funding Base  
Online Fundraising Handbook  
Securing Your Organization's Future: A Complete Guide to Fundraising Strategies

## Games

*(see also Team Building/Group Activities)*

101 Great Games & Activities  
104 Activities That Build: Self-Esteem, Teamwork, Communication, Anger Management  
50 Ways to Use Your Noodle: Loads of Land Games with Foam Noodle Toys  
Bafa Bafa  
Banga  
Big Book of Presentation Games  
Big Book of Team Building Games  
Bottomless Bag Again  
Breakaway: The Anti-Violence Game  
Cooperative Sports & Games Book  
Cowstails and Cobras II: A Guide to Games, Initiatives, Ropes Courses, & Adventure Curriculum  
Curriculum Connections  
Diversity Bingo  
Even More Games Trainers Play  
Everyone Wins! Cooperative Games and Activities  
FUNN Stuff: Volume II  
Games for People with Sensory Impairments  
Games That Drive Change  
Games That Teach  
Games That Teach Teams  
Games Trainers Play  
In My Shoes: Person Centered Services and Support  
Inclusive Games  
Incredible Indoor Games Book  
Juba This & Juba That: 100 African-American Games for Children  
Kokology: The Game of Self-Discovery  
Making Change for School Improvement: A Simulation Game  
Meeting of the Minds: Conflict Resolution Board Game  
Mind-Opening Training Games  
Multiple Intelligences Game  
Neighborhood Squares  
Outrageous Outdoor Games Book  
Phonics Traveler Learning System

QuickSilver: Adventure Games, Initiative Problems, Trust Activities and a Guide to Effective Leadership  
Recycle Game (Board Game)  
Recycling: Games and Quizzes  
Star Power  
Still More Games Trainers Play  
Team-Building Activities for Every Group  
Working Together: 55 Team Games  
Wuzzles for Presenters: Stretching Exercises for the Mind  
Youth Leadership in Action: A Guide to Cooperative Games and Group Activities

## **Grants**

*(see also Fundraising)*

Building Support for Neighborhood Action  
Directory of Computer and High Technology Grants  
Federal Grants Manual for Youth Programs: A Guide to Youth Risk Behavior Funding  
Foundation Center's Guide to Proposal Writing  
Grantmaker's Guide to National and Community Service  
Grassroots Grants: An Activist's Guide to Proposal Writing  
Guide to Grantseeking on the Web: 2000 Edition  
Guide to State Foundation Directories  
Helping Neighborhood Groups and Leaders Grow Stronger  
Insider's Guide to Grantmaking: How Foundations Find, Fund, and Manage Effective Programs  
Mobilizing to Strengthen Neighborhoods  
Six Easy Steps to Millions in Grants: A Grant-Writing Manual

## **Health Care**

1995 Wellness Lectures  
Advocacy Kit: Comprehensive Approach to Reduce Pregnancy and the Spread of HIV  
Caring for the Caregiver: A Guide to Living with Alzheimer's Disease  
Communities in Trouble: Reaching for Solutions (video)  
Community Health: Education and Promotion Manual  
Community Health Resource Guide  
Controlling Eating Disorders with Facts, Advice, and Resources  
Culturally Diverse Children and Adolescents  
Future of Children: Critical Health Issues for Children and Youth  
Getting High in Natural Ways  
Health Promotion in Diverse Cultural Communities  
Healthy Communities, Healthy Youth  
Healthy Snacks  
How-To Guides on Community Health Promotion  
Innovative Financing Sources for Lead Hazard Control  
Kids Healing Kids (video)  
Multicultural Challenge in Health Education  
National Health Service Corps Educational Program for Clinical & Community Issues in Primary Care  
Organic Puppet Theatre: Health Activities Book  
Safe Passages through Adolescence: Communities Protecting the Health and Hopes of Youth  
Service-Learning in Health Professions Education: A Syllabi Guide  
Step by Step to Peer Health Education Programs: A Planning Guide  
Super Snacks  
Teaching Patients with Low Literacy Skills  
Timely Opportunities: What Works in Community Care for the Elderly

## **Higher Education**

Combining Service and Learning in Higher Education  
Expanding Boundaries: Building Civic Responsibility within Higher Education  
Expanding Boundaries: Serving and Learning  
Experiential Learning in Schools and Higher Education  
How Service Works: A Retrospective Evaluation of Higher Education Service Programs  
Leadership Reconsidered: Engaging Higher Education in Social Changes  
Lessons Learned  
Service Matters: A Sourcebook for Community Service in Higher Education  
Service Matters: Engaging Higher Education in the Renewal of America's Communities and American Democracy  
Service-Learning in Higher Education  
Writing the Ties that Bind: Service-Learning in the Writing Classroom

## **HIV/AIDS**

Advocacy Kit: Comprehensive Approach to Reduce Pregnancy and the Spread of HIV  
AIDS Fighters (video)  
AmFAR AIDS Handbook: The Complete Guide to Understanding HIV and AIDS  
Be Proud! Be Responsible! Strategies to Empower Youth to Reduce Their Risk to AIDS  
Common Sense About AIDS  
Developing Peer Leaders to Prevent the Spread of HIV: A Manual for Training College HIV Peer Health Educators  
Drug Abuse and HIV: Reaching Those At Risk (video)  
HIV/SIDA: Un Reto Para Todos Nosotros  
Our Kids Talk AIDS: Soapbox with Tom Cottle (video)  
Students Teaching AIDS to Students: Start Up Manual  
What About My Rights? Guidelines for Employers and Employees Living with HIV and AIDS

## **Homelessness/Poverty**

Beating the Odds: How the Poor Get to College  
Due Credit: Increasing Homeless Workers' Earnings through the Earned Income Tax Credit  
Growing Up Poor: A Literary Anthology  
Helping Homeless People with Alcohol and Other Drug Problems: A Guide for Service Providers  
Helping the Homeless  
Home Is Where the Heart Is: Homeless Family Literacy Collaborative Model and Workshop  
Homeless: Hot Topics for Teens (video)  
No Place to Be: Voices of Homeless Children  
Reading Rainbow: Fly Away Home (video)  
Revolution of the Heart  
Small Steps (video)

## **Housing Assistance**

Affordable Housing Evaluation Toolbox: Owner Services Program  
Affordable Housing Evaluation Toolbox: Resident Services Program  
Employer Assisted Home Ownership: A Sourcebook for Nonprofit Organizations  
Green Habitat Learning Project: Casa Verde, Video One (video)  
Green Habitat Learning Project: Casa Verde, Video Two (video)  
Increasing Production and Recovering Costs  
Reaching Immigrant Populations with Home Ownership  
Self-Help in Public Housing: A Handbook for Developing Successful HOPE VI Community Service Programs  
Seniors for Habitat: Effective Practices Manual  
Winning Strategies: Best Practices in the Work of Home Ownership Promotion

## **Human Resources**

Analyzing Performance Problems or "You Really Oughta Wanna"  
Beyond Police Checks: The Definitive Volunteer & Employee Screening Guidebook  
Documenting Discipline  
Effective Performance Appraisals  
How to Interview and Hire the Right People: Volumes 1-3 (videos)  
Human Touch Performance Appraisal  
I Have to Fire Someone!  
Interviewing: More than a Gut Feeling  
Managing Conflict at Work  
Managing Employee Performance Problems  
People Power...Managing Human Resources  
Seven Steps to an Effective Leadership Transition

## **Icebreakers**

**(see also *Team Building/Group Activities*)**

101 Great Games & Activities  
50 Ways to Use Your Noodle: Loads of Land Games with Foam Noodle Toys  
Big Book of Presentation Games  
Bottomless Bag Again  
Diversity Icebreakers: A Guide for Diversity Training  
Icebreakers: A Sourcebook of Games, Exercises and Solutions\_  
Instant Icebreakers: 50 Powerful Catalysts for Group Interaction and High-Impact Learning  
More Diversity Icebreakers: A Trainer's Guide

QuickSilver: Adventure Games, Initiative Problems, Trust Activities and a Guide to Effective Leadership  
Warmups for Meeting Leaders  
Wuzzles for Presenters: Stretching Exercises for the Mind

## **Inspirational**

Call of Service  
Celebrate Living: Volunteer Recognition (video)  
Common Fire: Leading Lives of Commitment in a Complex World  
Light One Candle

## **Insurance (see Risk Management)**

## **Intergenerational**

Best of You...The Best of Me (video)  
Bubbeh Lee & Me (video)  
Connecting Generations: Integrating Intergenerational Programs with Elementary and Middle Grades Curricula  
Connecting the Generations: A Guide to Intergenerational Resources  
Creating Intergenerational Community: 75 Ideas for Building Relationships Between Youth and Adults  
Depression: A Student Intergenerational History Project (video)  
Elders' Wisdom, Children's Song  
Gifts of Sharing (video)  
Grandparent Power!  
Grandparents as Parents: A Survival Guide for Raising a Second Family  
Guide to Community: An Intergenerational Friendship Program Between Young People and Nursing Home Residents  
Inspiring Volunteer Development: A Resource Book for Training Senior Volunteers in Intergenerational Programs  
Intergenerational Arts & Education Program Handbook  
Intergenerational Partnerships:Ties that Bind (video)  
Intergenerational Programs: Past, Present, and Future  
Intergenerational Service-Learning in Gerontology: A Compendium, Volume III  
Intergenerational Tool Kit  
Off Their Rockers into Service: Connecting the Generations Through Service Learning  
Partners in Growth: Elder Mentors and At-Risk Youth  
Partners Program: A Guide for Teachers and Program Leaders  
Sharing and Learning: Partners' Service Across the Curriculum  
Together for Tomorrow: Building Community through Intergenerational Dialogue  
Understanding How Youth and Elders Form Relationships:A Study of Four Linking Lifetimes Programs  
Walk in My Shoes  
Y.E.S.: Youth Exchanging with Seniors  
Young and Old Serving Together: Meeting Community Needs through Intergenerational Partnerships  
Youth Infusion: Intergenerational Advocacy Toolkit

## **Internet**

Educator's Guide to the Web  
Elements of E-Mail Style: Communicate Effectively via Electronic Mail  
Guide to Grantseeking on the Web: 2000 Edition  
Instructional Design for Web-Based Training  
Internet Secrets, 2nd Edition  
Managing Internet Information Services  
Managing Mailing Lists  
National Service and the Internet: Building Bridges to Collaboration  
NCCIC Internet Guide: How to Access Child Care Information on the Internet  
Net Activism: How Citizens Use the Internet  
net.people:The Personalities and Passions Behind the Web Sites  
Online Fundraising Handbook  
Parents' Guide to the Information Superhighway: Rules and Tools for Families Online  
Poor Richard's E-Mail Publishing  
Poor Richard's Internet Marketing and Promotions  
Rough Guide to the Internet  
Snapshot of Internet Innovation: Using e-Philanthropy to Expand Volunteering, Giving and Community Building  
The National Service Guide To Using The Internet, Third Edition  
The Nonprofit Guide to the Internet: How to Survive and Thrive, 2nd Edition  
Using the Internet & Media Awareness: AmeriCorps Training Workshop (video)  
Using the Internet to Enrich Service-Learning



Whole Internet: The Next Generation  
Whose Computer Is It Anyway?  
Writing Effective E-Mail: Improving Your Electronic Communication

## **Internet: Beginning**

Better, Faster E-Mail  
Getting Started on the Internet  
How to Connect to the Internet  
How to Use the Internet, 5th Edition  
HTML: A Beginner's Guide  
HTML for Dummies  
HTML in Action  
Internet and World Wide Web Simplified  
Internet for Dummies  
Microsoft Internet Explorer 5 At A Glance  
Netscape Communicator Essentials  
On-line Services and the Internet (video)  
Practical HTML: A Self-Paced Tutorial  
Sams Teach Yourself the Internet in 24 Hours, 2001 Edition  
Teach Yourself Web Publishing with HTML 4 in 21 Days

## **Internet: Distance Learning**

Building a Web-Based Education System  
Distance Training: How Innovative Organizations are Using Technology to Maximize Learning  
Web-Based Training: Using Technology to Design Adult Learning Experiences

## **Internet: Searching**

Authoritative Guide to Evaluating Information on the Internet  
Cybrarian's Manual  
Extreme Searcher's Guide to Web Search Engines  
Find It Fast: How to Uncover Expert Information on Any Subject Online or in Print  
Great Scouts! CyberGuides for Subject Searching on the Web  
Internet Power Searching  
Invisible Web: Uncovering Information Sources Search Engines Can't See  
Researching on the World Wide Web  
Researching Online for Dummies (with CD-ROM)  
Searching and Researching on the Internet and the World Wide Web  
Searching Smart on the World Wide Web  
Searching the Web: Introduction to Search Techniques (video)

## **Internet: Seniors**

300 Incredible Things for Seniors on the Internet  
Grown-Up's Guide to Computing  
Internet in an Hour for Seniors  
Mr. Modem's Internet Guide for Seniors  
Young @ Heart: Computing for Seniors

## **Internet: Web Design**

Cascading Style Sheets: The Definitive Guide  
Designing Web Usability: The Practice of Simplicity  
Don't Make Me Think! A Common Sense Approach to Web Usability  
Effective Web Design Considerations for Older Adults  
Fund Raiser's Guide to the Internet  
HTML Pocket Reference  
Information Architecture for the World Wide Web  
JavaScript: The Definitive Guide (3rd Edition)  
Non-Designer's Web Book  
Web Accessibility for People with Disabilities  
Web Design and Desktop Publishing for Dummies  
Web Design in a Nutshell: A Desktop Quick Reference  
Web Design: The Complete Reference  
Web Site Usability: A Designer's Guide

## Journaling and Reflection

How to Guide to Reflection: Adding Cognitive Learning to Community Service Programs  
Journal Reflection: A Resource Guide for Community Service Leaders and Educators Engaged in Service Learning  
Lasting Lessons: A Teacher's Guide to Reflecting on Experience  
Member Reflection Journal 1996-97  
Motivational Elements in Service-Learning: Meaningfulness, Recognition, Celebration and Reflection  
Practitioner's Guide to Reflection in Service-Learning: Student Voices & Reflections  
Promoting Reflective Thinking in Teachers: 44 Action Strategies  
Reflection: The Key to Service Learning

## Leadership

Cathedral Within: Transforming Your Life by Giving Something Back  
Collaborative Leadership: How Citizens and Civic Leaders Can Make a Difference  
Different Drummer: Developing Youth Leadership: A Passport for Success  
Facilitation Skills for Team Leaders  
Girls and Young Women: Leading the Way  
Hispanic Latino Leadership Institute: Participant Materials  
How to Lead a Team  
How to Lead Work Teams: Facilitation Skills  
John Gardner: Uncommon American (video)  
Leaders Who Make a Difference  
Leadership 101: Developing Leadership Skills for Resilient Youth  
Leadership and the New Science  
Leadership Challenge  
Leadership: Passport for Success  
Leadership Reconsidered: Engaging Higher Education in Social Changes  
Leadership Skills: Developing Volunteers for Organizational Success  
Packet of Ideas for Facilitating Monthly Meetings  
Pathways to Leadership  
Power Surge Leadership  
Preparing Tomorrow's Community Leaders Today  
Role of Youth in the Governance of Youth Service Programs  
Secrets of Leadership  
Tao at Work: On Leading and Following  
To Lead Is to Serve Video Series: How to Attract Volunteers & Keep Them and Reaching Our Goals (video)

## Learning Disabilities

*(see also Disability Issues, Education and Learning)*

An ADHD Primer  
Complete Reading Disabilities Handbook  
I Can't Sit Still: Educating and Affirming Inattentive and Hyperactive Children  
Reading Stories for Comprehension Success: Primary Level  
Teaching Kids with Learning Difficulties in the Regular Classroom  
Understanding Learning Differences

## Legal

*(see also Risk Management)*

Benefits & Labor Issues Under the National and Community Service Act  
Best Defense: 10 Steps to Surviving a Lawsuit  
Congress: How a Bill Becomes a Law  
Legal Barriers to Volunteer Service  
Legal Issues for Service-Learning Programs  
Managing Volunteers within the Law  
Special Legal Issues for AmeriCorps USA  
State Liability Laws for Charitable Organizations and Volunteers  
Straight Talk About Workplace Law  
Technology and Copyright Law: A Guidebook for the Library, Research, and Teaching Professions  
You Don't Always Need a Lawyer: How to Resolve Your Legal Disputes without Costly Litigation

## Management

*(see also Human Resources)*

All the Way to the Bank: Smart Money Management for Tomorrow's Nonprofit  
Becoming a Better Supervisor: A Resource Guide for Community Service Supervisors

Coaching for Development  
Crisis Management for Nonprofit Organizations: Ten Steps for Survival  
Designing Feedback  
Essential Volunteer Management  
Fifth Discipline Fieldbook: Strategies and Tools for Building a Learning Organization  
FISH! (video)  
Guidelines for the Screening of Persons Working with Children, the Elderly, and Individuals with Disabilities  
Handbook of Volunteer Management  
(Help!) I-Don't-Have-Enough-Time Guide to Volunteer Management  
How to Give & Receive Criticism (video)  
Knowledge Management for the Information Professional  
Managing a Nonprofit Organization  
Managing Meetings That Get Results:The Effective Manager Seminar Series  
Managing the Non-profit Organization: Principles and Practices  
Motivating and Managing Today's Volunteers  
New Supervisor: Skills for Success  
Nonprofit Organization Management Forms, Checklists & Guidelines  
Open Space Technology  
Organization Development:A Practitioner's Tool Kit  
Organizing from the Inside Out  
Organizing Your Workspace  
Policy Development for Volunteer Services: Audioworkshop  
Project Management  
Resource Kit for Managers of Volunteers  
Running Good Meetings (video)  
Straight Up AmeriCorps: Handbook for Site Supervisors 1996-1997  
Study in Excellence: Management in the Nonprofit Human Services  
Supporting Work Team Effectiveness  
Taming the Paper Tiger at Work  
Time Challenged (video)  
Virtual Leadership: Secrets from the Round Table for the Multi-Site Manager  
We've Got to Start Meeting Like This!  
What Every Employer Should Know: Managing Returning "Disabled" Employees

## **Math**

About Teaching Mathematics  
Activities for Junior High School and Middle School Mathematics: Volume 2  
Algebra for Everyone (video)  
Cómo Ayudar a su Hijo a Aprender Matemáticas  
Exploring Everyday Math: Ideas for Students, Teachers and Parents  
Family Math  
Family Math for Young Children: Comparing  
Helping Your Child Learn Math  
How to Teach Math Facts: Grades 1-4  
Math Is Language Too  
Math Mastery Series I: Teacher's Manuals and Workbooks  
Math Mastery Series II: Teacher's Manuals and Workbooks  
Multicultural Math Classroom: Bringing in the World  
Number Power: Grade One  
Number Power: Grade Three, Volume I  
Number Power: Grade Three, Volume II  
Number Power: Grade Two, Volume I  
Number Power: Grade Two, Volume II  
Tips for the Mathematics Teacher: Research-Based Strategies to Help Students Learn  
Why Numbers Count: Quantitative Literacy for Tomorrow's America

## **Media and Publicity**

Accessing the Media (video)  
Community Change: How to Tell and Sell Your Story  
Guide to Working with the Media  
Ink & Airtime: Working Effectively with the Media  
Marketing for Volunteer Managers: Mastering Its Magic in a New Millennium  
Marketing Workbook for Nonprofit Organizations  
Marketing Workbook for Nonprofit Organizations, Volume I: Develop the Plan

Marketing Workbook for Nonprofit Organizations Volume II: Mobilize People for Marketing Success  
Media Relations  
Media Training Materials for AmeriCorps Programs  
Poor Richard's Internet Marketing and Promotions  
PSA's That Work (video)  
Rules for Revolutionaries: The Capitalist Manifesto for Creating and Marketing New Products and Services  
Selling the Dream  
Using the Internet & Media Awareness: AmeriCorps Training Workshop (video)

## **Mentoring**

A Training Guide for Mentors  
Building Relationships with Youth in Program Settings: A Study of Big Brothers/Big Sisters  
Campus Partners in Learning: Resource Manual for Campus-Based Youth Mentoring Programs  
College Students as Mentors for At-Risk Youth: A Study of Six Campus Partners-In-Learning (CPIL) Programs  
Contemporary Issues in Mentoring  
Creating and Sustaining A Winning Match: Mentoring Plus Workshop Series II  
Effective Practices Handbook: For Schools and Community Organizations  
Evaluating Your Program: A Beginner's Self-Evaluation Workbook for Mentoring Programs  
Guide to Evaluation Strategies for Mentoring Programs and the Mentoring Center  
Hand in Hand: Mentoring Young Women Ideabook for Mentors  
Individualized Mentoring Model: A Recipe for Success  
Kindness of Strangers: Adult Mentors, Urban Youth, and the New Volunteerism  
Kindness of Strangers: Reflections on the Mentoring Movement  
Mentor: Guiding the Journey of Adult Learners  
Mentor Handbook  
Mentor Manual: For Adults Who Work with Pregnant and Parenting Teens  
Mentor Program Handbook  
Mentor Training Curriculum  
Mentor's Guide  
MentorActive Approach to Reclaiming Youth at Risk  
Mentoring  
Mentoring: A Synthesis of P/PV's Research: 1988-1995  
Mentoring: Brainstorm Dynamics  
Mentoring: Elements of Effective Practice  
Mentoring Handbook  
Mentoring High-Risk Kids  
Mentoring in the Juvenile Justice System: Findings from Two Pilot Programs  
Mentoring Manual: A Guide to Program Development and Implementation  
Mentoring Programs for Urban Youth: Handle with Care  
Mentoring School-Aged Children: Relationship Development in Community-Based and School-Based Programs  
Mentoring: The Tao of Giving & Receiving Wisdom  
Mentoring Workshop Series: Series 1  
Mentoring Young People Makes a Difference: Youth At Risk  
More than a Matter of Trust: Managing the Risks of Mentoring  
Partnership Mentoring Evaluation Instruments  
Partnership Mentoring Manual  
Qualities and Strategies of Effective Mentors  
School-Based Mentoring: A First Look into Its Potential  
Spirit of Excellence: Each One, Reach One  
The Two of Us: A Handbook for Mentors  
Theory into Practice: New Visions of Mentoring  
To Learn and to Lead: A Cross-Age Mentoring Program for High School Activity Participants  
Training Mentors in Relationship Building  
Tutoring and Mentoring: Starting a Peer Helping Program in Your Elementary School  
Understanding Mentoring Relationships  
Western Regional Mentoring Resource Center: Starter Kit - How to Begin a Mentoring Program  
Yes, You Can: Establishing Mentoring Programs to Prepare Youth for College

## **National Service**

### ***(see also Corporation-Funded Publications)***

AmeriCorps Organizational Networks on the Ground: Six Case Studies of Indiana AmeriCorps Programs  
Benefits & Labor Issues Under the National and Community Service Act  
Bill: How the Adventures of the National Service Bill Reveal What Is Corrupt, Comic and Noble about Washington  
Case Study Report: A Close Look At Four AmeriCorps Programs in the Pacific Northwest

Colorado InterCorps Council Handbook: Working Together  
Everyday Heroes (video)  
History of National Service in America  
History of National Service in America (video)  
Micro-Enterprise Project  
National Service: Getting Things Done?  
National Service: Roots and Flowers  
NW National Service Symposiums (First - Fifth)  
Principles for High Quality National Service Programs  
Proud to Serve Texas: Volunteerism and Community Service Impacting the Lone Star State (video)  
Putting Idealism to Work: The City Year Way  
Ten Years of Youth in Service to America

## **Native American**

16 Extraordinary Native Americans  
American Indian Life Skills Development Curriculum  
American Indian Reservations and Trust Areas  
American Indian Sports Heritage  
AmeriCorps Tribal Programs: Program Quality Indicators  
Breaking New Ground for American Indian and Alaska Native Youth At Risk: Program Summaries  
Come Closer Around the Fire: Using Tribal Legends, Myths, and Stories in Preventing Drug Abuse  
Gathering of Native Americans (GONA): Participant Guide  
Gathering of Native Americans (GONA): Trainer Guide  
Girl Who Married the Moon: Tales from Native North America  
Growing Up and Feeling Powerful as an American Indian  
More than Moccasins  
National American Indian and Alaska Native Family: A Summit for the 21st Century  
Native North American Stories  
Sisters in the Blood: The Education of Women in Native America  
Spirit of the Dawn (video)

## **Nonprofits and Nonprofit Boards**

Board Member's Book  
Board Member's Guide: A Beneficial Bestiary  
Budget-Building Book for Nonprofits: Step-by-Step Guide for Managers and Boards  
Collaboration Challenge: How Nonprofits and Businesses Succeed Through Strategic Alliances  
CPR for Nonprofits  
Crafting Effective Mission and Vision Statements  
Creating Your Employee Handbook: A Do-It-Yourself Kit for Nonprofits  
Evaluation with Power  
Five Life Stages of Nonprofit Organizations  
For the Good of the Cause: Board-Building from Highly Effective Nonprofits  
For Voluntary Organizations in Trouble or Don't Want to Be  
Get Ready! Get Set: A Guide to Launching a Nonprofit Organization  
Grassroots Organizations: A Resource Book for Directors, Staff, and Volunteers of Small Nonprofit Agencies  
How to Form a Nonprofit Corporation, 4th Edition  
Keeping the Peace: Resolving Conflict in the Boardroom  
Leaders Who Make a Difference  
Making the Nonprofit Sector in the United States  
Outcome Measurement in Nonprofit Organizations: Current Practices and Recommendations  
Resolving Conflict in Nonprofit Organizations  
Seven Steps to an Effective Leadership Transition  
Social Entrepreneurship: The Art of Mission-Based Venture Development  
The Nonprofit Guide to the Internet: How to Survive and Thrive, 2nd Edition  
To Go Forward, Retreat!  
Welcome to the Board

## **Out-of-School Time**

*(see also Child Care)*

After-School and Parent Education Programs for At-Risk Youth and Their Families  
After-School Programs and Addressing Barriers to Learning  
Before & After School Programs: A Start-Up and Administration Manual  
Beyond the Bell: A Toolkit for Creating Effective After-School Programs

By Design: A New Approach to Programs for 10-15 Year-Olds  
Community Counts  
Financing Facility Improvements for Out-of-School Time and Community School Programs  
Finding Funding: A Guide to Federal Sources for Out-of-School Time and Community School Initiatives  
Kids' Multicultural Cookbook  
Making an Impact on Out-of-School Time  
Ready-to-Use Activities for Before and After School Programs  
Safe and Smart: Making the After-School Hours Work for Kids  
Tips for Success with Your Volunteer Program  
Web of Support: Providing Safe, Nurturing, Learning Environments During Out-of-School Time  
Working for Children and Families: Safe and Smart After-School Programs  
Youth and Communities Helping Each Other  
Youth Programs Promoting Quality Services

## **Parenting**

*(see also Family, Teen Parenting/Pregnancy)*

Drugs and Youth: An Information Guide for Parents and Educators  
Family Literacy: Parents as Partners  
Parents' Cultural Belief Systems  
Parents' Guide to the Information Superhighway: Rules and Tools for Families Online  
Read to Me (video)

## **Peer Education**

Developing Peer Leaders to Prevent the Spread of HIV: A Manual for Training College HIV Peer Health Educators  
EQUIP Program: Teaching Youth to Think and Act Responsibly through a Peer-Helping Approach  
Improving Peer Relationships  
Kids Healing Kids (video)  
Lean on Me: The Power of Peers (video)  
Peer Helper's Pocketbook  
Step by Step to Peer Health Education Programs: A Planning Guide  
Students Teaching Students: A Handbook for Cross-Age Tutoring  
That's My Buddy!  
Tutoring and Mentoring: Starting a Peer Helping Program in Your Elementary School

## **Public Safety**

*(see also Crime Prevention, Safety, Violence Prevention)*

Cops and Neighbors: An Evaluation of the Whittier Community Based Policing Project  
Disaster Response: GIS for Public Safety  
Human Elements Training for Emergency Services, Public Safety and Disaster Personnel  
Ideas That Work: Crime & Public Safety  
In Search of Law and Order: Catching Them Early (video)  
Making Children, Families, and Communities Safer from Violence  
National Service and Public Safety: Partnerships for Safer Communities  
Neighborhood-Oriented Policing in Rural Communities: A Program Planning Guide  
Terrorism in America  
Understanding Community Policing  
United for a Stronger America: Citizens' Preparedness Guide

## **Reading/Literacy**

*(see also Tutoring)*

1000 Instant Words  
250+ Activities and Ideas for Developing Literacy Skills  
A, E, I, O, and You (video)  
America Reads Brevard Deeds: Help Make Reading Fun!  
America Reads Challenge Florida: Building Better Readers  
America Reads Challenge in Minnesota: Resources, Programs, & Models  
America Reads Challenge Tutor Training Manual  
America Reads FWS Training Video (video)  
America Reads: Miami Reads Tutorial Project  
Bader Reading and Language Inventory  
Becoming Literate: The Construction of Inner Control  
Best Books for Building Literacy for Elementary School Children  
Books to Build On: A Grade by Grade Resource Guide for Parents and Teachers

Born to Succeed (video)  
 Building Literacy: Making Every Child a Reader  
 Call of Stories: Teaching and the Moral Imagination  
 Case Studies in Teaching Beginning Readers:The Howard Street Tutoring Manual  
 Checkpoints for Progress in Reading and Writing for Families and Communities  
 Checkpoints for Progress in Reading and Writing for Teachers and Learning Partners  
 Children Soaring on the Wings of Words: Reading Coaches Book Folder Training  
 Compact for Reading Guide: A Reading Partnership Action Kit  
 Count on Reading Handbook:Tips for Planning Reading Motivation Programs  
 Creating Flexible Frameworks for Reading Tutoring Sessions  
 Developing Independent Readers  
 Effective Practices of Foster Grandparents in Head Start Centers  
 Emerging Literacy  
 Family Literacy and the School: How Teachers Can Help  
 Guided Reading: Good First Teaching for All Children  
 Help a Child Learn to Read  
 Help America Read: A Handbook for Volunteers  
 Help America Read: Coordinator's Guide  
 Helping Children Learn to Read and Write: A Handbook for Parents and Volunteers  
 Hillsborough Reads: Building Better Readers Participant Handbook  
 Hillsborough Reads: Building Better Readers (video)  
 Home Is Where the Heart Is: Homeless Family Literacy Collaborative Model and Workshop  
 How to Teach Reading: For Teachers, Parents, Tutors  
 I Hear America Reading  
 Improving Reading: A Handbook of Strategies  
 Kenny's Story: Essential Elements of Literacy Learning  
 Leading Kids to Books through Magic  
 Leamos!/Let's Read!  
 Learning to Read: Reading to Learn  
 Let's Read Together: A Parent's Guide to Beginning Reading  
 Let's Read Together: Learning to Read Through Shared Experiences  
 Lisa and Crystal: Learning to Read (video)  
 Literacy Through Play  
 Literature-Based Activities Kit: Ready-to-Use Whole Language Lessons & Worksheets for Grades 2-6  
 Making a Difference One Student at a Time  
 On the Road to Reading: A Guide for Community Partners  
 Phonics Patterns: Onset and Rhyme Word Lists  
 Phonics Traveler Learning System  
 Practical Guide to Reading Assessments  
 Preventing Reading Difficulties in Young Children  
 Project for Unique Learners in Literacy  
 Project MURALS: A Buddy Reading/Cross-Aged Literacy Curriculum  
 Promoting Literacy in Grades 4-9: A Handbook for Teachers and Administrators  
 Read to Me (video)  
 Read to Succeed: Literacy Tutor's Manual  
 Read to Succeed: Tutor Trainer's Manual  
 Read with Me: A Guide for Student Volunteers Starting Early Childhood Literacy Programs  
 Read\*Write\*Now: Activities for Reading and Writing Fun  
 READ\*WRITE\*NOW! for Reading Partners  
 READ\*WRITE\*NOW! Partners Tutoring Program and Resource Directory  
 Reading Activities & Resources that Work  
 Reading Aloud: An Early Literacy Intervention (video)  
 Reading and Young Children: A Practical Guide for Childcare Providers (video)  
 Reading Helpers: A Handbook for Training Tutors  
 Reading Lessons:The Debate Over Literacy  
 Reading Reminders: Tools, Tips, and Techniques  
 Reading Skills Competency Tests: Advanced Level  
 Reading Stories for Comprehension Success: Primary Level  
 Reading Tips for Parents  
 Reading Tutor's Handbook: A Commonsense Guide to Helping Students Read and Write  
 Reading, Writing & Reflecting: Helpers Promoting Literacy  
 Ready\*Set\*Read! America Reads Challenge  
 Ready-to-Use Reading Activities through the Year  
 Rosa and Melany: Reading in English (video)  
 Satellite Town Meeting #52: Reading Partners: Teaming Up to Help Children Read Well (video)

Senior Volunteers in Literacy Programs: A Study of Design and Practice  
 Simple Things You Can Do to Help All Children Read Well and Independently by the End of Third Grade  
 So That Every Child Can Read: America Reads Community Tutoring Partnerships  
 Sound Out! Ready-to-Use Phonics Activities for Special Children  
 Spirit of Excellence: Each One, Reach One (A Program Manual)  
 Spirit of Excellence: Each One, Reach One (A Project Handbook)  
 Spirit of Excellence: Resources for Black Children Ages Eight to Eleven  
 Spirit of Excellence: Resources for Black Children Ages Three to Seven  
 Spirit of Excellence: Resources for Black Youth Ages Sixteen and Older  
 Spirit of Excellence: Resources for Black Youth Ages Twelve to Fifteen  
 Start Early, Finish Strong: How to Help Every Child Become a Reader  
 Storytelling Step by Step  
 Successful Classrooms: Effective Teaching Strategies for Raising Achievement in Reading and Writing (video)  
 Teach Someone to Read: A Step-by-Step Guide for Literacy Tutors  
 Teachers in Action: The K-5 Chapters from Reading and Writing in Elementary Classrooms  
 Teaching Children to Read: An Evidence-Based Assessment of the Scientific Research Literature  
 Teaching Our Children to Read: The Role of Skills in a Comprehensive Reading Program  
 Teaching Patients with Low Literacy Skills  
 Teaching Reading: A Balanced, Comprehensive Approach to Teaching Reading in Pre-K - 3  
 Teaching Reading Comprehension: Experience and Text (video)  
 Teaching Reading: Emergent Literacy (video)  
 Teaching Reading: Fostering a Literate Culture (video)  
 Teaching Reading: Literacy in Content Area Instruction (video)  
 Teaching Reading: Teaching Word Identification (video)  
 Teaching Reading: The Reading/Writing Connection (video)  
 Teaching Struggling Readers  
 The Rhode Island READS Experience  
 Tips for the Reading Team: Strategies for Tutors  
 Variability Not Disability  
 Windows into Literacy: Assessing Learners K-8  
 Words Their Way: Work Study for Phonics, Vocabulary, and Spelling  
 Wyoming: A Case Study  
 Yolene and Blayn: Reading Comprehension (video)  
 You Never Asked Me to Read: Useful Assessment of Reading and Writing Problems

## Recruitment

*(see also Volunteer Programs, Volunteers)*

AmeriCorps: Bridging the Digital Divide (video)  
 Art of Recruiting and Retaining Volunteers  
 Big Brothers/Big Sisters: A Study of Volunteer Recruitment and Screening  
 Recruiting Male Volunteers: A Guide Based on Exploratory Research  
 Recruiting New Members (video)  
 Recruiting Volunteers: A Guide for Non-Profits  
 Recruitment Diversity: Identifying and Developing an Applicant Pool  
 Volunteer Recruitment Book

## Risk Management

*(see also Legal, Safety)*

Avoiding a Crash Course: Auto Liability, Insurance and Safety for Nonprofits  
 Healthy Nonprofits: Conserving Scarce Resources through Effective Internal Controls  
 Kidding Around? Be Serious: A Commitment to Safe Service Opportunities for Youth  
 Managing Special Event Risks: 10 Steps to Safety  
 Mission Accomplished: A Practical Guide to Risk Management for Nonprofits  
 Mission Accomplished: The Workbook  
 No Surprises: Controlling Risks in Volunteer Programs  
 Planning It Safe: How to Control Liability and Risk in Volunteer Programs  
 Risk Facts

## Safety

*(see also Public Safety)*

Carbon Monoxide: The Silent Killer (video)  
 Caring for Our Children  
 Challenge Tool Kit: Safe and Healthy Schools



Childhood Lead Poisoning: Blueprint for Prevention  
Cleaning Up Toxics at Home: How You Can Protect Your Family from Hazardous Chemicals (video)  
Early Warning, Timely Response: A Guide to Safe Schools  
Injury Prevention and Control for Children and Youth  
Lead-Free Louie and Friends (video)  
Residential Lead-Based Paint Hazard Evaluation and Control Act  
Safe Active Play: A Guide to Avoiding Play Area Hazards (video)  
Safe Schools: A Guide for Action (video)  
Safety in the Home (video)  
Safety on the Street (video)

## **School Success**

*(see also **Education and Learning**)*

Brain Matters: Translating Research into Classroom Practice  
Challenge Tool Kit: Student Learning Plans  
Effective Strategies for Educating Students in At-Risk Situations  
Empowering School  
Making Change for School Improvement: A Simulation Game  
Motivating Minority Students: Strategies That Work  
Social Problem Solving: Interventions in the Schools  
Successful Classrooms: Effective Teaching Strategies for Raising Achievement in Reading and Writing (video)  
Successful Schools: How to Raise Achievement and Support "At-Risk" Students (video)

## **Science**

14 Fun and Simple Science Activities that Work  
Growing Classroom, Garden-Based Science  
Leadership and the New Science  
Science Arts  
Science in Seconds for Kids  
Showy Science

## **Self-Esteem: Youth**

101 Ways to Develop Student Self-Esteem and Responsibility  
Act for Health: Using Theater to Teach Tough Teen Topics  
Am I in Trouble? Using Discipline to Teach Young Children Responsibility  
Best Self-Esteem Activities for the Elementary Grades  
Chicken Soup for the Teenage Soul  
Choosing Health High School: Communication & Self-Esteem  
Cool to Be Me (video)  
Coping through Self-Esteem  
Developing Positive Self-Images & Discipline in Black Children  
Empower Me! 12 Sessions for Building Self-Esteem in Girls  
Esteem Builders  
Helping Kids Succeed: Alaskan Style  
I Am a Blade of Grass: A Breakthrough in Learning and Self-Esteem  
Outrageous Outdoor Games Book  
Positively Different: Creating a Bias-Free Environment for Young Children  
Power of Girls: Inside and Out (video)  
Real Strength: Boys Talk About Life (video)  
Self-Esteem and Life Skills (SEALS Plus)  
Self-Esteem Teacher Power (video)  
Self-Esteem Teacher Strategies (video)  
Start Something  
Survival Skills for Urban Youth: Developing Self-Esteem (video)  
Volcano in My Tummy: Helping Children to Handle Anger  
What Kids Need to Succeed

## **Self-Esteem: Personal Development**

16 Extraordinary American Entrepreneurs  
16 Extraordinary American Women  
7 Habits of Highly Effective People: Powerful Lessons in Personal Change  
Attitude: A Little Thing Makes a Big Difference (video)  
Attitude: The Choice Is Yours

Broken Feather: A Journey of Healing  
 Character Education: Restoring Respect and Responsibility in Our Schools (video)  
 Club Connect: The Relationship Show (video)  
 Cohealing: The Shared Quest for Optimal Well-Being  
 Color Code  
 Compassion in Action: Setting Out on the Path of Service  
 Coping through Self-Control  
 Coping through Self-Esteem  
 Emotional Intelligence: Why It Can Matter More Than IQ  
 Ethics for Life: An Interdisciplinary and Multicultural Introduction  
 Experiencing Learning: Tools for Reflecting on Your Life Experiences  
 Feel Better Now: 30 Ways to Handle Frustration in Three Minutes or Less  
 First Things First  
 Get a Goal! Get a Life! (video)  
 Goals and Goal Setting  
 Guided Memories: An Intergenerational Program for Schools  
 Guided Memories: Your Personal Autobiography on Video and Audio Cassette  
 I Need to Get Along with Different Types of People  
 Improving Personal Effectiveness: A Practical Guide to 9 Powerful People-Skills  
 Managing Time Your Way (video)  
 Motivating People: How to Motivate Others to Do What You Want and Thank You for the Opportunity  
 Now, Discover Your Strengths  
 Options  
 Power of One: Authentic Leadership in Turbulent Times  
 Ready-to-Use Self-Esteem Activities for Young Children  
 Self-Esteem and Life Skills, Too (SEALS II)  
 Self-Esteem Repair and Maintenance Manual  
 Simplify Your Life  
 Visions  
 Who's Driving Your Bus? Codependent Business Behaviors  
 Writing Your Way to Wholeness: Creative Exercises for Personal Growth  
 You Mean I'm Not Lazy, Stupid or Crazy?!

## Senior Service

*(see also Aging/Elderly, Intergenerational, Internet: Seniors)*

Baby Boomers and the New Age of Volunteerism  
 Foster Grandparents: Sharing a Lifetime of Wisdom (video)  
 Golden Opportunities: A Volunteer Guide for Americans over 50  
 Older Volunteers: A Guide to Research and Practice  
 Programming for Impact National Toolkit  
 Renewing America through Senior Service (video)  
 RSVP 25th Anniversary 1997-2022 Suffolk County (video)  
 RSVP: Serving America's Communities (video)  
 Senior Citizens as Volunteers  
 Senior Companions: Investment of a Lifetime (video)  
 Senior Corps Volunteer Participation: An Effective Means to Improve Life Satisfaction  
 Senior Volunteers in Literacy Programs: A Study of Design and Practice  
 Seniors for Habitat: Effective Practices Manual  
 Seniors for Schools Effective Practices Guidebook  
 Seniors in National and Community Service  
 Service Strategies and Programs to Help Incarcerated Youth: A Training Program for Volunteers  
 The Role and Value of Senior Companions in Their Communities  
 What Does Retired Look Like: Senior Volunteer Recruitment (video)

## Service-Learning

Action News 17: A Look at Service Learning (video)  
 Administrator's Guide to Service Learning  
 Are School-University-Community Partnerships Worth the Struggle?  
 Athletes Off the Field: A Model for Team Building and Leadership Development Through Service Learning  
 Best Practices in Cyber-Serve: Integrating Technology with Service-Learning Instruction  
 Building Support for Service Learning  
 Caring and Community: Concepts and Models for Service-Learning in Nursing  
 Challenge Tool Kit: Service-Learning  
 Challenges and Strategies for Success with Service-Learning in Preservice Teacher Education

CityYouth Student Workbook  
 CityYouth Teacher's Guide  
 Combining Service and Learning: A Resource Book for Community and Public Service, Volume I  
 Combining Service and Learning in Higher Education  
 Community Lessons  
 Community Service as Values Education  
 Compendium of Effective Practice in Service Learning and Teacher Education  
 Connecting Communities Through Service Learning  
 Connecting Service-Learning to the Curriculum  
 Courage to Care, Strength to Serve (video)  
 Creating Community-Responsive Physicians: Concepts and Models for Service-Learning in Medical Education  
 Critical Issues in K-12 Service-Learning  
 Curriculum Connections  
 Declaration of Principles: A Review of the Past and Look Toward the Future of Service-Learning & School Reform  
 Developing Leadership in Faculty and Students: The Power of Service Learning in Teacher Education  
 Digging for Buried Treasure: Finding Funding for the Future in Service Learning  
 Doing Self-Directed Study for Service-Learning  
 Education for Civic Engagement in Democracy: Service Learning and Other Promising Practices  
 EnviroHelpers: Youth Preserving Our Natural World  
 Environmental Service-Learning Research Project  
 Essential Elements of Service-Learning for Effective Practice and Organizational Support  
 Evaluation Handbook: Practical Tools for Evaluating Service Learning Programs  
 Evaluation: The Key to Improving Service-Learning Programs  
 Everyone Wins When Youth Serve: Building Agency/School Partnerships for Service Learning  
 Expanding Boundaries: Building Civic Responsibility within Higher Education  
 Expanding Boundaries: Serving and Learning  
 Experiential Learning in Schools and Higher Education  
 Future Is Ours...So Now What? (video)  
 Giving Youth the Power and the Money: A Guide to Establishing Youth Service-Learning Councils  
 Growing Hope: A Sourcebook on Integrating Youth Service into the School Curriculum  
 Guide to Community: An Intergenerational Friendship Program Between Young People and Nursing Home Residents  
 Hearts and Minds Engaged: Teaching Law-Related Education through Service Learning (video)  
 Hooking Out-of-School Youth Through Service Learning  
 How Service Works: A Retrospective Evaluation of Higher Education Service Programs  
 If All Youth Served: Empowering Youth to Build Community through Service  
 Igniting the Flame: Establishing a Service Learning Task Force  
 Impact of Service-Learning on Participants in Community-Based Organizations  
 Integrating Service Learning Experiences into the Social Studies Curriculum for Middle School Students  
 Intergenerational Service-Learning in Gerontology: A Compendium, Volume III  
 Introduction to Service-Learning: Programs 1-8 (video)  
 Introductory Service Learning Ideas for Teaching Academic Curriculum  
 Journal of Public Service & Outreach Volume 2, Number 1: Service Learning  
 K-12 Service Learning: A Strategy for Rural Community Renewal & Revitalization  
 KIDS as Planners: A Guide to Strengthening Students, Schools and Communities Through Service-Learning  
 Learn & Serve America: Ohio Service-Learning Programs Overview (video)  
 Learning by Giving: A Service Learning Manual for the State of New Mexico  
 Learning by Giving: K-8 Service-Learning Curriculum Guide  
 Learning from Experience  
 Learning in Deed: The Power of Service-Learning for American Schools (video)  
 Learning Links: A Curricular Resource Guide for Service Learning in Grades Four Through Eight  
 Learning Outcomes: The Measurement and Evaluation of Experiential Learning  
 Legal Issues for Service-Learning Programs  
 Make It Last Forever: The Institutionalization of Service Learning in America  
 Making the Case for Service-Learning (video)  
 Making the Connection: Driving Force or Afterthought? (video)  
 Making the Connection: Enriching Learning Through Service (video)  
 Maryland's Best Practices: An Improvement Guide for School-Based Service-Learning  
 Media Packet  
 Methods and Strategies for Assessing Service-Learning in the Health Professions  
 Motivational Elements in Service-Learning: Meaningfulness, Recognition, Celebration and Reflection  
 Neighborhood Squares  
 Nuts and Bolts  
 Oral History: Let Their Voices Be Heard  
 Parent Involvement in Service Learning  
 Partners in Prevention: Involving College Students in Dropout Prevention

Partners Program: A Guide for Teachers and Program Leaders  
 Pocket Guide to Service Learning  
 Practical Guide for Developing Agency/School Partnerships for Service Learning  
 Practitioner's Guide to Reflection in Service-Learning: Student Voices & Reflections  
 Presenter's Toolbox: A Service-Learning Multi-Media Resource  
 Profiles in Service: A Handbook of Service-Learning Program Design Models  
 Pulling It Together: Method for Developing Service-Learning & Community Partnerships Based in Critical Pedagogy  
 Reflection: A Guide to Effective Service Learning  
 Reflections of a Marginal Man: Bowling Among Health Professionals  
 Reform, Resiliency and Renewal: Kids in Action  
 Rhode Island Learn and Serve America Evaluation Toolkit  
 Route to Reform: Service-Learning and School Improvement Video & Curriculum Book (video)  
 School Connection to the Real World: Service-Learning (video)  
 School to Work to Life: Linking Service Learning and School-to-Work  
 Schools Serving for Social Justice: Stories of Inspiration, Strategies for Implementation  
 Serve Michigan Program: Service Learning Introduction (video)  
 Service Learning: A Movement's Pioneers Reflect on Its Origins, Practice, and Future  
 Service Learning and Character Education: Walking the Talk  
 Service Learning and Teacher Education  
 Service Learning Compendium: Resources for Projects in the Four National Priority Areas  
 Service Learning: Connecting Youth and Community (video)  
 Service Learning: Curriculum, Standards and the Community (video)  
 Service Learning Curriculum: The Integration of Community Service with the Core Curriculum  
 Service Learning for Youth Empowerment and Social Change  
 Service Learning...Helping Everyone Reach Out through Schools (video)  
 Service Learning in Elder Care: A Resource Manual  
 Service Learning in the Middle School: Building a Culture of Service  
 Service Learning: Ninety Sixth Yearbook of the National Society for the Study of Education, Part 1  
 Service Learning Regional Action Teams  
 Service Learning Technical Assistance Packet  
 Service Learning: Transforming Education (video)  
 Service-Learning and School Improvement in New Hampshire: Case Study Evaluations  
 Service-Learning and Standards Toolkit  
 Service-Learning: Applications from the Research  
 Service-Learning as Citizenship Education: The Promise and the Puzzles  
 Service-Learning & Business/Education Partnerships: A Guide for Service-Learning Coordinators  
 Service-Learning in Health Professions Education: A Syllabi Guide  
 Service-Learning in Higher Education  
 Service-Learning in Student Teaching (video)  
 Service-Learning in the Sunshine  
 Service-Learning Resource Kit  
 Service-Learning: The Essence of the Pedagogy  
 Service-Learning (video)  
 Service Matters: Engaging Higher Education in the Renewal of America's Communities and American Democracy  
 Sharing and Learning: Partners' Service Across the Curriculum  
 Shumer's Self-Assessment for Service-Learning  
 Step-By-Step Guide to Community Service  
 Struggling to Learn Better II: Portraits of Two Middle School Service Learning Programs  
 Struggling to Learn Better: Portraits of Three High School Service Learning Programs  
 Student Voices: An Anthology of Service Learning  
 Study of the Effects of a Service-Learning Experience on Student Success at an Urban Community College  
 Tackle Box: "Fishing For How To Do It Tools"  
 Teaching Young Children through Service  
 Team Leader Toolkit: Resources for Service-Learning  
 Teens Volunteering: The Guide  
 The Chicago and Philadelphia Service-Learning Initiatives: Examining Policies and Practices  
 Things That Work in Community Service Learning  
 Tips for Use in Teacher Education: The Linking Learning with Life Series  
 To Serve the People: Service-Learning in Asian American and Pacific Islander Communities  
 Toward a Civil Society: Civic Literacy and Service Learning  
 Upcountry Stories: Students Serve Through Writing  
 Using the Internet to Enrich Service-Learning  
 West Virginia's Service-Learning Lesson-Plans for K-12 Challenged Students  
 Where's the Learning in Service Learning?  
 Writing the Ties that Bind: Service-Learning in the Writing Classroom

Y.E.A.H. (video)  
Youth and Communities Helping Each Other  
Youth Consultants: Putting It All Together  
Youth Consultants: Putting It All Together (video)  
Youth to Youth: Training Guidelines for Young Adult-Led Service Programs

## **Sexual Harassment/Sexual Abuse**

Broken Feather: A Journey of Healing  
Child Abuse Prevention: A Guide for Adults (video)  
Flirting or Hurting? A Teacher's Guide on Student-to-Student Sexual Harassment in Schools  
Rape Victim: Clinical and Community Interventions  
When Date Becomes Rape (video)

## **Spanish Language Materials**

Aquatic Project Wild: Proyecto de Vida Silvestre Acuatica  
Common Sense About AIDS  
Communities in Trouble: Reaching for SolutionsÑSpanish Version (video)  
Cómo Ayudar a su Hijo a Aprender Matemáticas  
Como Planear Mi Vida  
Como Planear Mi Vida/Make a Life for Yourself  
¡El Bebé!  
En Sus Marcas \*Listos\*A Leer: Para Las Familias  
En Sus Marcas \*Listos\*A Leer: Para Los Cuidadores de Niños Pequeños  
HIV/SIDA: Un Reto Para Todos Nosotros  
Información Recopilada Sobre La Ley ADA (Americans with Disabilities Act)  
La Comunicación--Curriculum Unit and Student Workbook  
La Llave del Éxito (video)  
Leamos!/Let's Read!  
Project Wild: Proyecto de Vida Silvestre  
Puerto Rico's State Commission on Community Service (video)  
Read\*Write\*Now: Activities for Reading and Writing Fun  
Reading Tips for Parents  
Spanish Materials Gathered for AmeriCorps' Members Training Seminars  
Texas Tots (in Spanish)  
Tomando Acción Contra Las Pandillas!  
Toolkit for Hispanic/Latino Community Groups  
Vamos a Jugar  
Vamos Juntos a la Escuela (Let's Go to School Together)  
Yo, Adolescente: Respuestas Claras a Mis Grandes Dudas

## **Strategic Planning**

Goals and Goal Setting  
Strategic Planning for Not-for-Profit Organizations  
Strategic Planning Workbook for Nonprofit Organizations

## **Stress Management**

Balancing Acts! Juggling Love, Work, Family & Recreation  
Best Self-Esteem Activities for the Elementary Grades  
Don't Pop Your Cork on Mondays! (video)  
Every Time I Blow My Top I Lose My Head! A Kid's Guide to Keeping Cool Under Stress  
Feel Better Now: 30 Ways to Handle Frustration in Three Minutes or Less  
How to Juggle Multiple Priorities (video)  
Life Management Skills II  
National Service Stress Survival Guide: Facilitator Guide and Training Manual  
Positive Mental Attitude in the Workplace  
Trauma in the Lives of Children

## **Substance Abuse**

Art Works! Prevention Programs for Youth & Communities  
Bringing Excellence to Substance Abuse Services in Rural and Frontier America  
Come Closer Around the Fire: Using Tribal Legends, Myths, and Stories in Preventing Drug Abuse  
Creating a Climate of Hope: Ten Neighborhoods Tackle the Drug Crisis  
CSAP'S Foundation Resource Kit

Drug Abuse and HIV: Reaching Those At Risk (video)  
 Drug Free 2: A Drug Use Prevention Program for Grades 4-6  
 Drug Free: A DUSO Approach to Preventing Drug Abuse  
 Drugs, Alcohol, and Guns: Triggers to Violence (video)  
 Drugs and Youth: An Information Guide for Parents and Educators  
 Empowering Families: Family-Centered Treatment of Adolescents with Alcohol, Drug, and Mental Health Problems  
 From the Source: A Guide for Implementing Perinatal Addiction Prevention and Treatment Programs  
 Guidelines and Benchmarks for Prevention Programming  
 Helping Homeless People with Alcohol and Other Drug Problems: A Guide for Service Providers  
 How Do We Know We Are Making a Difference? A Community Substance Abuse Indicators Handbook  
 Idea Book for Safe Havens  
 Institute for African-American Mobilization (IAAM): Participant Manual  
 Institute for African-American Mobilization (IAAM): Resource Strategy Manual  
 JAM: The Performance Edge Program  
 Meeting the Needs of Children from Alcohol & Drug Dependent Families: Classroom Strategies for School Teachers  
 Recovery at Work: A Clean and Sober Career Guide  
 Rising Above Gangs and Drugs: How to Start a Community Reclamation Project  
 Safe and Sound: A Violence, Alcohol and Other Drugs Prevention Program  
 Safety First: A Reality-Based Approach to Teens, Drugs, and Drug Education  
 Self-Run, Self-Supported Houses for More Effective Recovery from Alcohol and Drug Addiction  
 Shades of Grey: A Prescription Drug and Alcohol Misuse Prevention Program for Seniors (video)  
 Substance Abuse Among Older Adults  
 Substance Abuse, Disability and Vocational Rehabilitation  
 Survival Skills for Urban Youth: Choices about Drugs (video)  
 Too Cool for Drugs  
 Toolkit for Hispanic/Latino Community Groups  
 Who Am I? A Drug Prevention and Cultural Awareness Activity Workbook for Children Ages 5-12  
 Who Am I? Book II: Challenges

## Surveys

Handbook for Conducting Youth Risk Behavior Surveys  
 Survey Kit, Volume 2: How to Ask Survey Questions  
 Survey Kit, Volume 3: How to Conduct Self-Administered and Mail Surveys  
 Survey Kit, Volume 4: How to Conduct Interviews by Telephone and in Person  
 Survey Kit, Volume 5: How to Design Surveys  
 Survey Kit, Volume 6: How to Sample in Surveys  
 Survey Kit, Volume 7: How to Measure Survey Reliability and Validity  
 Survey Kit, Volume 8: How to Analyze Survey Data  
 Survey Kit, Volume 9: How to Report on Surveys

## Sustainability

Continuous Improvement: Teams and Tools  
 Coping with Cutbacks: The Nonprofit Guide to Success When Times Are Tight  
 Education for Sustainability: An Agenda for Action  
 Handbook for Continuous Improvement  
 Stone Soup Community Development: Sustainability and AmeriCorps\*VISTA Projects  
 Sustainable Energy: A Local Government Planning Guide for a Sustainable Future

## Team Building/Group Activities

### (see also *Games, Icebreakers*)

104 Activities That Build: Self-Esteem, Teamwork, Communication, Anger Management, Self-Discovery  
 50 Creative Training Closers  
 50 Ways to Teach Your Learner: Activities and Interventions for Building High-Performance Teams  
 Assessing Your Team: 7 Measures of Team Success—Team Leader's Manual  
 Assessing Your Team: 7 Measures of Team Success—Team Member's Manual  
 Basics: Helping Build a Corps Community  
 Big Book of Team Building Games  
 Building Team Spirit: Activities for Inspiring and Energizing Teams  
 Cowstails and Cobras II: A Guide to Games, Initiatives, Ropes Courses, & Adventure Curriculum  
 Developing Effective Teams  
 Encyclopedia of Group Activities: 150 Practical Designs for Successful Facilitating  
 Encyclopedia of Team Building Activities  
 Encyclopedia of Team Development Activities

Executive Marbles and Other Team Building Activities  
Feeding the Zircon Gorilla and Other Team Building Activities  
FUNN Stuff: Volume II  
Games That Teach Teams  
Get Things Going!  
How to Create Positive Relationships with Students  
Large Group Guidance Activities: A K-12 Sourcebook  
School without Fear: Group Activities for Building Community  
Supporting Work Team Effectiveness  
Team Building: An Exercise in Leadership  
Team Creativity (video)  
Team Games for Trainers  
Team Leader Toolkit: Resources for Service-Learning  
Team Problem Solving  
Team-Building Activities for Every Group  
Team-Building through Technology  
Teamwork from Start to Finish  
Teamwork in Crisis: The Miracle of Flight 232 (video)  
TeamWorks: 50 Innovative Ideas to Enhance Team Development  
Working in Teams: A Team Member Guidebook  
Working Together: 55 Team Games

## **Technical Assistance**

Technical Assistance Packet for Volunteer Programs  
Technical Assistance Resources: Organizations & Publications

## **Technology**

*(see also Computer, Internet)*

A Recipe for Teaming Technology with San Francisco State University  
Best Practices in Cyber-Serve: Integrating Technology with Service-Learning Instruction  
Build Your Own Database  
Directory of Computer and High Technology Grants  
Distance Training: How Innovative Organizations are Using Technology to Maximize Learning  
Getting America's Students Ready for the 21st Century: Meeting the Technology Literacy Challenge  
Information Anxiety 2  
Montana Technology Corps Member Handbook 2001  
Team-Building through Technology  
Technology and Copyright Law: A Guidebook for the Library, Research, and Teaching Professions  
Using Technology To Address Barriers To Learning  
Wired for Good: A Technology Guide for Nonprofits  
Writing and Updating Technology Plans

## **Teen Pregnancy/Parenting**

*(see also Parenting)*

Baby!  
Baby Love (video)  
Books, Babies and School-Age Parents  
Coping with Teen Parenting  
Coping with Teenage Motherhood  
First Talk: A Teen Pregnancy Prevention Dialogue Among Latinos  
Get Organized: A Guide to Preventing Teen Pregnancy  
Growing Together: Feelings, Family, Friends (video)  
Involving Males in Preventing Teen Pregnancy: A Guide for Program Planners  
Keeping the Faith: The Role of Religion and Faith Communities in Preventing Teen Pregnancy  
Mentor Manual: For Adults Who Work with Pregnant and Parenting Teens  
Snapshots from the Front Line III: Lessons from Faith-Based Efforts to Prevent Teen Pregnancy  
Survival Skills for Urban Youth: Choices about Sex (video)  
Teen Pregnancy Challenge: Strategies for Change  
Teen Pregnancy (video)  
This Ain't No Dress Rehearsal: Abstinence and Teens (video)  
Whatever Happened to Childhood? The Problem of Teen Pregnancy in the United States  
Will the Dollars Stretch? Teen Parents Living on Their Own

## Training

*(see also Corporation-Funded Publications: Training)*

101 Games for Trainers  
101 More Games for Trainers  
101 Stupid Things Trainers Do to Sabotage Success  
101 Ways to Make Training Active  
50 Creative Training Closers  
50 One-Minute Tips for Trainers  
A Training Guide for Mentors  
Accidental Trainer  
Asian and Pacific Islander Institute: Facilitator Manual  
Children as Volunteers: Preparing for Community Service  
Conducting a Mini Needs Assessment  
Conducting Training Workshops: A Course for Beginners  
Corps Design  
Dealing with Difficult Participants  
Dealing with Difficult Participants (video)  
Delivering Effective Tutor Training: An America Reads Tutoring Support Program (video)  
Delivering Quick-Response IBT/CBT Training  
Developing Diversity Training Proficiency for Community Service Programs  
Different Drummer: Developing Youth Leadership: A Passport for Success  
Distance Learning: A Step-by-Step Guide for Trainers  
Even More Games Trainers Play  
Games Trainers Play  
Gathering of Native Americans (GONA): Trainer Guide  
Hispanic Latino Leadership Institute: Facilitator's Manual  
How to Manage Training  
How to Use Video in Training (video)  
Institute for African-American Mobilization (IAAM): Trainer's Manual  
Instructional Design for Web-Based Training  
Mind-Opening Training Games  
Multicultural Leadership Institute: Making Community Leadership Inclusive: Trainer Manual  
Peacock in the Land of Penguins  
Power of One (video)  
Still More Games Trainers Play  
Team Games for Trainers  
Train-the-Trainer: Facilitator's Guide  
Trainer's Handbook  
Training for Quality: Improving Early Childhood Programs Through Systematic Inservice Training  
Training Older Adults as In-School Tutors  
Training Skills for Managers  
Training the Trainer  
When Tutor Meets Student  
Winning Trainer, the (3rd Ed.)  
Zea (video)

## Tutoring

*(see also Education and Learning, Reading/Literacy)*

America Reads Challenge Florida: Building Better Readers  
AmeriCorps Tutoring Outcomes Study  
Becoming an Effective Tutor  
Best Practices: A Resource Book for Volunteer Tutor Program Coordinators  
Book Buddies: Guidelines for Volunteer Tutors of Emergent and Early Readers  
Buddy Reading: Cross-Age Tutoring in a Multicultural School  
Creating Flexible Frameworks for Reading Tutoring Sessions  
Delivering Effective Tutor Training: An America Reads Tutoring Support Program (video)  
Developing Dynamic Tutors: A Supplemental Guide for Training Reading Tutors  
Growing a Volunteer Tutor Program: Engaging Communities to Support Schools  
How to Teach Reading: For Teachers, Parents, Tutors  
Keeping Cross-Age Tutoring Alive: Growing and Sustaining a School-Wide Tutoring Program  
Making a Difference One Student at a Time  
Master Tutor: A Guidebook for More Effective Tutoring  
Read to Succeed: Literacy Tutor's Manual  
Read to Succeed: Tutor Trainer's Manual



READ\*WRITE\*NOW! Partners Tutoring Program and Resource Directory  
Reading Helpers: A Handbook for Training Tutors  
Reading Team: A Handbook for Volunteer Tutors K-3  
Reading Tutor's Handbook: A Commonsense Guide to Helping Students Read and Write  
Spirit of Excellence: Each One, Reach One  
Students Teaching Students: A Handbook for Cross-Age Tutoring  
Teach Someone to Read: A Step-by-Step Guide for Literacy Tutors  
Tips on Tutoring: A Guide for Committed Tutors  
Training Older Adults as In-School Tutors  
Tutor  
Tutoring and Mentoring: Starting a Peer Helping Program in Your Elementary School  
Tutoring Guide for America Reads Challenge  
Tutoring: Learning by Helping  
Volunteer Tutor's Toolbox  
When Tutor Meets Student

## **Violence Prevention**

***(see also Conflict Resolution, Crime Prevention, Public Safety)***

Challenge of Violence: Teacher's and Student Guide  
Child Abuse Prevention Primer for Your Organization  
Dealing with Bullies, Troublemakers, and Dangerous Situations (video)  
Everything You Need to Know About Teens Who Kill  
Everything You Need to Know When You Are the Victim of a Violent Crime  
Handling Peer Pressure and Gangs (video)  
News Matters: Violence in Our Schools (video)  
Peacebuilding for Adolescents: Strategies for Educators and Community Leaders  
Policymaker's Guide to Hate Crimes  
Positive Adolescent Choices Training: A Model for Violence Prevention Groups with African American Youth  
Preventing Violence in Our Schools: Essential Skills for Students Grades 4-12  
Prevention of Youth Violence: A Framework for Community Action  
Project V.I.P.: Violence Is Preventable  
Rising Above Gangs and Drugs: How to Start a Community Reclamation Project  
Violence in America, Info-Starter  
Violence Prevention: A Guide to the Course (video)  
Violence Prevention and Safe Schools: An Introductory Packet  
Violence Prevention Curriculum for Adolescents  
What Works in Preventing Rural Violence: Strategies, Risk Factors, and Assessment Tools  
Where's the Love? (Ain't No Love) (video)  
Who Says There Aren't Heroes Anymore? (video)

## **Volunteer Programs**

***(see also Recruitment, Volunteers)***

101 More Ideas for Volunteer Programs  
Alternatives to the Peace Corps: A Directory of Third World & U.S. Volunteer Opportunities  
Amateurs in Public Service: Volunteering, Service-Learning, and Community Service Programs  
At Home in the World: The Peace Corps Story  
By Definition: Policies for Volunteer Programs  
Developing a Corporate Volunteer Program: Guidelines for Success  
Episodic Volunteering: Building the Short-Term Volunteer Program  
Family Self-Sufficiency Programs  
For Voluntary Organizations in Trouble or Don't Want to Be  
Generic Volunteer Orientation Manual: Your Guide to Developing an Orientation Manual for Volunteers  
How to Live Your Dream of Volunteering Overseas  
In Service to America: A History of VISTA in Arkansas  
Measuring Up! Assessment Tools for Volunteer Programs  
No Surprises: Controlling Risks in Volunteer Programs  
Peace Corps: The Great Adventure  
Talking with the Caller: Guidelines for Crisisline and Other Volunteer Counselors  
Technical Assistance Packet for Volunteer Programs  
Volunteer America  
Volunteer Management Handbook for Effective Development of Volunteer Programs  
Volunteer Vacations: Short Term Adventures That Will Benefit You and Others  
Volunteers to Help Teachers and Schools Address Barriers to Learning

## **Volunteers**

### ***(see also Recruitment, Volunteer Programs)***

Art of Recruiting and Retaining Volunteers  
Beyond Banquets, Plaques and Pins: Creative Ways to Recognize Volunteers and Staff!  
Big Brothers/Big Sisters: A Study of Volunteer Recruitment and Screening  
By the People: A History of Americans as Volunteers  
Care and Feeding of Volunteers  
Children as Volunteers: Preparing for Community Service  
Curing Terminal Niceness: Building Healthy Volunteer/Staff Relationships  
Dealing with Difficult Volunteers  
Education Projects Idea Book: A Guide for Volunteers  
Everybody Can Be Great Because Everybody Can Serve (video)  
Family-Friendly Volunteering  
Handbook of Volunteer Management  
Handling Problem Volunteers  
(Help!) I-Don't-Have-Enough-Time Guide to Volunteer Management  
Helping Hands: A Handbook for Volunteers in Prisons and Jails  
Light the Way for Kids Volunteer-A-Thon: School Volunteer Resource Guide  
Martin Luther King Day of Service Toolkit  
Motivating and Managing Today's Volunteers  
Organizing Outdoor Volunteers  
Proof Positive: Developing Significant Volunteer Recordkeeping Systems  
Recruiting College Volunteers: A Guide for Volunteer Recruitment and Management  
Resource Kit for Managers of Volunteers  
Sample Volunteer Handbook  
Screening Volunteers to Prevent Child Sexual Abuse: A Community Guide for Youth Organizations  
Secrets of Motivation: How to Get & Keep Volunteers & Paid Staff!  
United States: A Nation of Volunteers  
Voices from the Heart: In Celebration of America's Volunteers  
Volunteer America  
Volunteer Development Toolbox  
Volunteer Management Forms  
Volunteer Recruitment Book  
Volunteers: How To Get Them, How To Keep Them  
What We Learned (The Hard Way) About Supervising Volunteers  
YMCA Volunteer Manual: The Seven R's of Volunteer Development

## **Welfare to Work**

### ***(see also Career Resources, Economic Development)***

Blueprint for Business: Reaching a New Work Force  
Bridges to Work  
Career Ladders, Community Service, and Welfare-to-Work: A Kit for Communities  
Community Blueprint: Creating Welfare to Work Efforts at the Local Level  
How to Keep a Job: Self-Management Skills (video)  
National Service and Microenterprise Development as a Welfare-to-Work Strategy  
New Path from Welfare to Work: The New Welfare and the Potential for Workplace Development  
Partnerships That Work: National Service and Business in Welfare to Work  
Road to Retention: Reducing Employee Turnover Through Welfare to Work  
Road to Work: Welfare to Work Transportation Solutions  
The Development of the Providence Career Ladder Network: A Progress Report  
Welfare Check to Paycheck: State Incentives for Businesses to Hire Welfare Clients  
Welfare to Work Principles

## **Workshop/Conference Management**

Effective Videoconferencing: Techniques for Better Business Meetings  
Guide to Unique Meeting Facilities 1998  
Managing Special Event Risks: 10 Steps to Safety  
Organizing Special Events and Conferences: A Practical Guide for Busy Volunteers & Staff  
Special Events: Inside & Out: A "How-To" Approach to Event Production, Marketing & Sponsorship

## Writing/Design Techniques

76 Most-Common Grammar Errors  
Creating Environmental Publications: A Guide to Writing and Designing  
Designing and Writing Online Documentation, 2nd Edition  
Desktop Publisher's Idea Book  
Dictionary of Bias-Free Usage: A Guide to Nondiscriminatory Language  
Editing Your Newsletter: How to Produce an Effective Publication Using Traditional Tools and Computers  
Editorial Guidelines  
Elements of E-Mail Style: Communicate Effectively via Electronic Mail  
Everyone's Guide to Successful Publications  
Glossary of Misused Words & Phrases  
Hooked on Writing  
How to Design Eye-Catching Brochures, Newsletters, Ads, Reports: Volume 1 (video)  
June Jordan's Poetry for the People: A Revolutionary Blueprint  
Making the Right Connections: A Guide for Nature Writers  
Non-Designer's Design Book  
Power Writing (video)  
Power-Packed Writing that Works  
Web Design and Desktop Publishing for Dummies  
Word from the (415): A WritersCorps Collection: Poems and Stories by the Youth of San Francisco  
Writing Effective E-Mail: Improving Your Electronic Communication

## Youth

*(see also Community and Youth Service, Self-Esteem: Youth, Youth At Risk)*

14 Points: Successfully Involving Youth in Decision Making  
160 Ways to Help the World: Community Service Projects for Young People  
2002 Kids Count Data Book: State Profiles of Child Well-Being  
Anger: Handle It Before It Handles You, Helping Kids Prevent Violence (video)  
Anger Management for Youth: Stemming Aggression and Violence  
Ask Me If I Care: Voices from an American High School  
At the Table: Youth Voices in Decision Making (video)  
Building Assets in Youth: The Power of Positive Youth Development (video)  
By Design: A New Approach to Programs for 10-15 Year-Olds  
Careers in Youth Development: Something to Say "Yes" To!  
Challenge Tool Kit: Student Activities  
Chicken Soup for the Teenage Soul  
Como Planear Mi Vida/Make a Life for Yourself  
Conflict Resolution Skills for Teens  
Conflict: Think About It. Talk About It. Try to Work It Out. (video)  
Coping through Self-Control  
Coping with a Dysfunctional Family  
Empower Me! 12 Sessions for Building Self-Esteem in Girls  
Everyday Heroes  
Everything You Need to Know When You Are the Victim of a Violent Crime  
Focus on Your Future: Module I - Taking Responsibility for Self  
Focus on Your Future: Module II - Communicating Effectively  
Focus on Your Future: Module III - Balancing Family, School, and Self  
Focus on Your Future: Module IV - Skills to Enhance Effectiveness  
Fostering Resiliency in Kids: Protective Factors in the Family, School, and Community  
Future of Children: Critical Health Issues for Children and Youth  
Gay and Lesbian Teens: Soapbox with Tom Cottle (video)  
Get a Goal! Get a Life! (video)  
Get Real Comics  
Healthy Communities Healthy Youth Tool Kit  
Homeless: Hot Topics for Teens (video)  
Kid's Guide to Service Projects  
Lean on Me: The Power of Peers (video)  
Life Planning Education  
Making a Difference: Having a Positive Impact on Others (video)  
Managing Conflict: A Curriculum for Adolescents  
My Feelings, My Self  
Olympic Spirit: Resiliency in Youth  
Preventing Violence in Our Schools: Essential Skills for Students Grades 4-12  
Ready-to-Use Conflict Resolution Activities for Secondary Students

Risk-Taking:Thinking It Through (video)  
State of America's Children Yearbook 2000  
Street Smarts: Activities that Help Teenagers Take Care of Themselves  
String on a Roast Won't Catch Fire in the Oven  
Support for Youth: A Profile of Three Communities  
Take a Walk in My Shoes: Youth in Action for Diversity  
Thinking Collaboratively: Ten Questions and Answers to Help Policy Makers Improve Children's Services  
When Sex Is the Subject  
Who Am I? Book II: Challenges  
Word from the (415): A WritersCorps Collection: Poems and Stories by the Youth of San Francisco  
Youth as Resources:The Power to Change (video)  
Youth Consultants: Putting It All Together (video)  
Youth Corps Resource Guide  
Youth Development: Issues, Challenges and Directions  
Youth Development: On the Path Towards Professionalization  
Youth Infusion: Intergenerational Advocacy Toolkit  
Youth Leadership in Action: A Guide to Cooperative Games and Group Activities  
Youth Programs Promoting Quality Services

## Youth At Risk

After-School and Parent Education Programs for At-Risk Youth and Their Families  
College Students as Mentors for At-Risk Youth: A Study of Six Campus Partners-In-Learning (CPIL) Programs  
Effective Strategies for Educating Students in At-Risk Situations  
Empowering School  
Everything You Need to Know About Teens Who Kill  
Gangs: Turning the Corner (video)  
Growing Together: Feelings, Family, Friends (video)  
Growing Up Is Risky Business, and Schools Are Not to Blame  
Guide for Implementing the Comprehensive Strategy for Serious, Violent, and Chronic Juvenile Offenders  
Hope Fulfilled for At-Risk and Violent Youth: K-12 Programs That Work  
"I Made It!" Kids Who Stay in School (video)  
In Search of Law and Order: The Limits of Justice (video)  
Learning to Change: Schools of Excellence for At-Risk Students (video)  
Mediation and Conflict Resolution for Gang-Involved Youth: A Training & Resource Manual  
MentorActive Approach to Reclaiming Youth at Risk  
Mentoring High-Risk Kids  
My Mommy's in Prison  
No More Prisons  
Part of the Solution: Creative Alternatives for Youth  
Partners in Growth: Elder Mentors and At-Risk Youth  
Reducing Delinquency Through Service  
Resource Guide for Working with Youth at Risk  
Service Strategies and Programs to Help Incarcerated Youth: A Training Program for Volunteers  
Some Things Do Make a Difference for Youth: A Compendium of Evaluations of Youth Programs and Practices  
Street Soldiers (video)  
Successful Schools: How to Raise Achievement and Support "At-Risk" Students (video)  
Survival Skills for Urban Youth: Choices about Drugs (video)  
Survival Skills for Urban Youth: Choices about Sex (video)  
Understanding Troubled and Troubling Youth  
Within Our Reach: Breaking the Cycle of Disadvantage  
Working It Out: Conflict Resolution through Teen Mediation (video)  
Working with Children from Violent Homes: Ideas and Techniques  
Working with Hostile Teens (video)  
Working with Resistant Teens (video)  
Y.E.A.H. (video)  
Youth At-Risk: A Resource Guide  
YouthARTS Tool Kit

Old age refers to ages nearing or surpassing the life expectancy of human beings, and is thus the end of the human life cycle. Terms and euphemisms include old people, the elderly (worldwide usage), seniors (American usage), senior citizens (British and American usages), older adults (in the social sciences), and the elders (in many cultures—including the cultures of aboriginal people). The aging process of Japan not only increased the ratio of the elderly in the population but also accompanied a fundamental change in family and community. Therefore, the various systems which are affected by these changes, such as pensions, medical care and long term care, need to be rebuilt. The aging issue requires a long term commitment with enough foresight; policies must be created as soon as possible with consideration for cultural and social conditions specific to each country and each city. In most countries, elderly women \_ than elderly men. a. are mistreated less b. live a few years longer c. suffer fewer health problems d. deal with issues of aging better. b. live a few years longer. America's baby boomer generation has contributed to all of the following except: a. Social Security's vulnerability b. improved medical technology c. Medicaid being in danger of going bankrupt d. rising Medicare budgets.

Aging and Elderly are synonymous, and they have mutual synonyms. Elderly and aging are semantically related. In some cases you can use "Elderly" instead of an adjective "Aging". popular alternative. Synonyms for Aging. Elderly. Show Definitions. Elderly adjective "Being of advanced years and especially past middle age. Usage example: elderly people who stay active are usually the healthiest and the happiest. Aging and elderly are semantically related in old age topic. Elderly Women Blouses Autumn Old-age Mother Tops Long Sleeve Printed Shirt Grandmother Spring Cardigan Coat Plus Size 5XL W707. US \$18.99 / piece Free Shipping. (2) | 6 Orders. Spring and Autumn in the elderly women sweater long sleeves loose mother loaded autumn middle-aged sweater. US \$20.78 / piece Free Shipping. (2) | 5 Orders. Old age refers to ages nearing or surpassing the life expectancy of human beings, and is thus the end of the human life cycle. Terms and euphemisms include old people, the elderly (worldwide usage), seniors (American usage), senior citizens (British and American usages), older adults (in the social sciences), and the elders (in many cultures including the cultures of aboriginal people).

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US \$6.30 - 19.20 / piece Free Shipping. (6) | 7 Orders.