

MTCC LIBRARY RESOURCES

America Counts

US Department of Education, America Counts	ac001
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Catalogues

Intercultural Press March 2000 (Training Materials)	cat001
Josey-Brass Pfeiffer	cat002
Library Catalog Supplement, September 2000	cat003
Library Catalog Supplement, March 2001	cat004
Library Catalog Supplement, October 2001	cat005
MT Volunteer Resource Library, August 1996	cat006
National Service Resource Center Library Catalogue1998	cat007
National Service Resource Center Library Catalogue1999	cat008
National Service Resource Center Library Catalogue 2000	cat009
Red Ribbon Resources1999	cat010
The Montana Campus Compact	cat011
The Montana Campus Compact, Library Resource List	cat012
Volunteer Marketplace Catalogue 1998	cat013
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Volunteer Marketplace Catalogue Spring 1999, (2)	cat015
Volunteer Marketplace Catalogue Winter Through Spring 2000, (2)	cat016
Volunteer Marketplace Catalogue1999-200	cat017

Change Management

Managing Change at Work: Leading People Through Organizational Transition, (2)	chm001
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Citizenship

A Guide to Effective Citizenship Through National Service	cit001
A Guide to Facilitating By the People	cit002
Expanding Boundaries: Building Civic Responsibility Within Higher Education	cit003
National Youth Service: A Democratic Institution for the 21st Century, (2)	cit004
Service to Citizenship: Engaging AmeriCorps Members as Active Citizens	cit005
The Content of Our Voices of Generation X Character	cit006
The People and the Power Game: Citizens Guide, (27)	cit007
The People and the Power Game: Instructors Manual	cit008
Who Cares: The Tool Kit For Social Change (Magazine Series), Fall 1995-Spring 1999 (15)	cit009

Collaboration/Community

A.S.K. Awareness, Skills, Knowledge.	col001
A.S.K. Learning Experience, Working Better Together: Developing Collaborative Skills	col002
Campus Community Collaborations	col003
Collaboration Handbook: Creating, Sustaining, and Enjoying the Journey	col004
Community Health Resource Guide, (2)	col005

Conflict Management

Face to Face: Resolving Conflict Without Giving In or Giving Up	cm001
Face to Face: Resolving Conflict Without Giving In or Giving Up (Workbook)	cm002
Ironing it Out: Seven Simple Steps to Resolving Conflict	cm003
Managing Disagreement Constructively	cm004

<u>Directories</u>	
AmeriCorps Leaders Program Alumni Directory 1998	dir001
Corporation for National Service Information Directory	dir002
Montana AmeriCorps Directory 1996, (2)	dir003
Montana AmeriCorps USA and VISTA Members 1998, (2)	dir004
Montana: National Service Program Directory	dir005
<u>Disability Resources</u>	
Access AmeriCorps: Resource Packet	dr001
Inclusion in Action: Handbook for Conducting Accessible Conferences	dr002
The Austin Resource Center for Independent Living,	dr003
<u>Goal Setting and Project Planning</u>	
Big Picture Program Issues	gpp001
Blue Taxi Planning a System That Helps People Get Where They Want To Be	gpp002
Blue Taxi Trainers' Guide: Training People	gpp003
Goal Attainment	gpp004
Goals and Goal Setting, Planning to Succeed, (2)	gpp005
Organizational Vision, Values and Mission	gpp006
Plan Your Work/Work Your Plan	gpp007
Principles for High Quality National Service Programs	gpp008
The Courage to Lead	gpp009
<u>Human Needs</u>	
Access Denied-Restoring the Nation's Commitment to Equal Educational Opportunity	hn001
Community Health Resource Guide	hn002
Habitat for Humanity of Gallatin Valley Family Support, Family Advocate Manual	hn003
Report to the President on School-Based Outreach For Children's Health Insurance	hn004
<u>Internet</u>	
The Internet Guide to National Service Networking	i001
<u>Leadership & Member Development</u>	
Leadership Development Training	lmd001
NSLI Fundamentals of Service Leadership	lmd002*
The Leadership Engine: Building Leaders at Every Level	lmd003
The PYLI Participant Manual	lmd004*
The PYLI Program Guide	lmd005*
The Servant as Leader	lmd006
The Summerbridge Forms -Members- Project Star	lmd007
Trainer Toolbox Series 2002	lmd008*
Washington State Leader Corps, Leadership Development Training	lmd009
<u>Life After AmeriCorps</u>	
Career Transitions for National Service Participants	laa001
Next Steps: Life After AmeriCorps	laa002
<u>Literacy/Reading</u>	
America Reads AmeriCorps, Tutor Training	lr001
America Reads Campus "How To" Binder: Billings Public Schools	lr002
America Reads Campus "How To" Binder: MSU Bozeman	lr003
America Reads Campus "How To" Binder: University of Great Falls	lr004

America Reads Campus "How To" Binder: University of Montana	Ir005
America Reads Campus, MSU Bozeman, "How To" Teacher Packet 2000-2001	Ir006
America Reads Campus, MSU Bozeman, Initial American Reads Tutor Training Session	Ir007
America Reads Challenge: Ready Set Read, (2)	Ir008*
AmeriCorps Tutoring Outcomes Study, February 2001, (2)	Ir009
Challenge Journal (Community and Critical Friendships: School Change as Everybody Works), (2)	Ir010
Growing a Volunteer Tutor Program	Ir011
Help America Read (A Handbook for Volunteers)	Ir012
Ideas at work (How to Help Every Child Become a Reader)	Ir013
Identifying Local Resources for Your Literacy Program, (2)	Ir014
LEARNS Literacy Assessment Profile, (2)	Ir016
Montana America Reads Tutor Training Seminar, October 1998	Ir017
MTCC Montana Reads Resource Digest: Alternative America Reads, Bnd #1	Ir018*
MTCC Montana Reads Resource Digest: Big Picture Program Issues, Bnd #3	Ir019*
MTCC Montana Reads Resource Digest: Program Details, Bnd #2	Ir020*
MTCC Montana Reads Resource Digest: Publications	Ir021
MTCC Montana Reads Resource Digest: Tutor Support, Bnd #4	Ir022*
On The Road to Reading (A Guide to Community Partners), (3)	Ir023
Principles and Key Components for High Quality America Reads National Service, (5)	Ir024
Reading Helpers (A Training Handbook for Tutors)	Ir025
Ready Set Read 1997-98 Early Childhood Activity Calendar, (2)	Ir026
Ready Set Read Childhood Growth Chart, (2)	Ir027
Ready Set Read For Caregivers, (2)	Ir028
Ready Set Read For Families, (3)	Ir029
Resources for Math and Reading Tutoring Programs	Ir030
Simple Things You Can 1997	Ir031
So That Every Child Can Read	Ir032
Start Early, Finish Strong (How to Help Every Child Become a Reader), (2)	Ir033
Students Teaching Students (A Handbook for Cross-age Tutoring)	Ir034
The Prudential Youth Leadership Institute	Ir035
The Reading Team (A Handbook for Volunteer Tutors K-3), (2)	Ir036
The Tutor (4)	Ir037
Tips for Parents About Reading, (2)	Ir038
Tips for the Reading Team (Strategies for Tutors), (2)	Ir039
Tips for Tutoring!	Ir040
Tips on Tutoring (A Guide for Committed Tutors)	Ir041
Training the Reading Team (A Guide for Supervisors of a Volunteer Tutoring Program)	Ir042
Tutoring by Project Star	Ir043
Using Volunteers as Reading Tutors: Guidelines for Successful Practices	Ir044
Washington Mutual One-to-one Tutoring Program (Tutor Handbook)	Ir045
Words in a Bag (To Develop and Practice Word and Letter Sounds)	Ir046
Wyoming: Case Study	Ir047
Math	
AC Campus "How To" Binder Montana Tech	ma001
America Counts (Tutor Handbook)	ma002
America Counts Materials, Teachers and Tutors.	ma003
America Counts, Tutor Packet	ma004
Growing a Volunteer Tutor Program	ma005
Learning Survey Assessment Guides	ma006
Resources for Math and Reading Tutoring Programs	ma007

<u>Media/Marketing</u>	
A Guide to Working With the Media 1996 AmeriCorps National Service	mm001
A Guide to Working With the Media 1997 Corporation for National Service	mm002
A.S.K. Awareness, Skills, Knowledge, "Media and Marketing"	mm003
Editorial Guidelines (Corporation for National Service)	mm004
Market for Maximum Resources, Volunteer Management Institute	mm005
PR Packet 2001-2002	mm006
Public Relations Tool Kit for National Service Programs	mm007
UM Style Guide	mm008
<u>Mentoring-Academics</u>	
"How to be a Great Mentor," Kaplan Newsweek	mac001
College Bound	mac002
Community Mentoring Program	mac003
Field Guide on Mentoring At-Risk Youth	mac004
Growing a Volunteer Tutor Program	mac005
Life Skills Standard Behavior Assessment Personality Strength	mac006
National Mentoring Center Bulletin 1999	mac007
Quality of School Life Scale	mac008
Service as a Strategy in Out-of-School Time: A How-to Manual, (2)	mac009
Student Mentoring, September 1998	mac010
Yes, You Can (Establishing Mentoring Programs to Prepare Youth for College), (3)	mac011
<u>National Service Day/MLK Jr. Day of Service</u>	
Martin Luther King Day 1999 Themes, (3)	mlk001
Martin Luther King Day of Service 1999 Tool Kit (Corporation for National Service), (2)	mlk002
Martin Luther King Day of Service 1999 Tool Kit (The Montana Campus Compact)	mlk003
National Youth Service Day, April 20-21, 2001: The Power of Youth Serving Youth	mlk004
<u>National Service Manuals and Reports</u>	
A Close Look at Four AmeriCorps Programs in the Pacific Northwest (Oregon, MT, WA, ID)	nsm001
AmeriCorps 101	nsm002
AmeriCorps Vista Supervisor's Manual	nsm003
Impact of AC on Members' Political and Social Efficacy, Social Trust, Institutional Confidence & Values	nsm004
Montana AmeriCorps State Programs 1996-1997	nsm005
Program Director Handbook 2001	nsm006
Programming For Impact National Tool Kit	nsm007
Vista Member Handbook	nsm008
<u>Preparing to be a Trainer</u>	
Corps Design	train001
MOSAICA Starting Strong(Guide to Pre-Service Training)	train002
Students Trained in Advocacy and Community Service Training Manual	train003
Trainer Toolbox Series 2000, (2)	train004
Trainer Toolbox Series 2001	train005
<u>Recruitment</u>	
AmeriCorps Member Recruitment Manual 2000(The Montana Campus Compact)	rec001
Recruiting AmeriCorps Members:	rec002
Recruiting AmeriCorps Members: Creating a Strategy and Making it Work, (2)	rec003
Recruitment Handbook (Recruiting and Selecting AmeriCorps Members), (2)	rec004

<u>Reflection</u>	
A Guide To Conducting Reflection	ref001
Storied of Service, National Service in the Northwest	ref002
<u>Resource Development</u>	
A.S.K. Awareness, Skills, Knowledge, "Resource Development"	rd001
The Relentlessly Practical Guide to Raising Serious Money	rd002
<u>Risk Management</u>	
Crisis Management for Nonprofit Organizations: Ten Steps for Survival	rm001
Crisis Prevention: Effective AmeriCorps Program Management, (2)	rm002
Grievance Procedures for AmeriCorps*USA, (3)	rm003
Kidding Around? Be Serious! A Commitment to Safe Service Opportunities for Young People, (2)	rm004
No Surprises: Controlling Risks in Volunteer Programs	rm005
Principles for High Quality National Service Programs	rm006
Relentlessly Practical Guide to Raising Serious Money	rm007
<u>Service Learning</u>	
A Practitioner's Guide to Reflection in Service Learning	sl001
AACC Survey Report (SL and Community Colleges: Where We Are)	sl002
Building Sustainable Programs	sl003
Expanding Boundaries Building Civic Responsibility. Within Higher Ed.	sl004
Expanding Boundaries: Service and Learning, (4)	sl005
Flathead Valley Community College Service Learning	sl006
Learning Through Service: Ideas from the Field	sl007
Service Learning..A World of Challenge..A World of Opportunity	sl008
Service Learning and Reflection: a questioning approach	sl009
Service Learning Teacher In-Service	sl010
<u>Stress Management</u>	
National Service Stress Survival Guide (A Facilitator's Manual)	
National Service Stress Survival Guide (Participant Handout)	sm001
Stress Management For Supervisors	sm002
	sm003
<u>Supervision, Management, & Working with Teams</u>	
A Manager's Guide to Communication	sw001
AmeriCorps front-line Supervisors' Workshop 1996 (participants' Notebook)	sw002
AmeriCorps National Direct: An Introduction to Multi-Site Management, Participant Manual	sw003
Attitude: Your Most Priceless Possession, (2)	sw004
Becoming a Better Supervisor 1996 (Participants' Notebook), (3)	sw005
Couching and Counseling: A Practical Guide for Managers and Team Leaders	sw006
Field Guide to Mentoring At-Risk Youth	sw007
FiSH, A Remarkable Way to Boost Morale and Improve Results	sw008
Giving and Receiving Criticism: Your key to Interpersonal Success	sw009
Leadership Skills for Women: Achieving Impact as a Manager	sw010
Learning to Lead: An Action Plan for Success	sw011
Managing Negative a People: Strategies for Success	sw012
Multi-Site Management	sw013
Practical Applications: Strategies for Supporting a Diverse Corps, (2)	sw014
Six Thinking Hats	sw015
Team Problem Solving	sw016
The Art of Communicating	sw017

The Woman Manager	sw018
Working in Teams: A Team Member Guidebook	sw019
Yellow Taxi Trainers' Guide: Creating a System Without Boundaries	sw020
Yellow Taxi: Creating a System Without Boundaries	sw021
<u>Volunteer Management</u>	
AmeriCorps Member Recruitment Guide	vm001
AmeriCorps Swearing-in Ceremonies: "How to" Guide	vm002
Join Hands Day: Action Guide	vm003
Make-A-Difference-Day Guide	vm004
Make-A-Difference-Day Guide Awards (USA Weekend)	vm005
Practical Volunteer Management Skills (Volunteer Montana!1998)	vm006
The Twin Cities Volunteer Handbook: How to Build the Community We Want	vm007
Volunteer Management (Mobilizing All The Resources Of The Community)	vm008
<u>Voting</u>	
"New Campaign Targets Youths Who Don't Vote" (Washington Times Article-2000)	vt001
Service Vote2000:Voters Tool Kit, (2)	vt002
<u>Youth/PYLI</u>	
Do Something! Community Connections Campaign: How-to Guide	y001
It's Your Serve: How You Can Promote Volunteerism, Student Leader, Winter 1999	y002
National Youth Service Day 1996 Tool Kit	y003
National Youth Service Day 1997 Tool Kit, (2)	y004
National Youth Service Day 1998 Tool Kit, (2)	y005
National Youth Service Day 1999 Tool Kit, (4)	y006
National Youth Service Day 2000 Tool Kit, (3)	y007
National Youth Service Day 2001 Tool Kit	y008
Prudential Youth Leadership Collection	y009
Ten years of Youth Service To America	y010
The Prudential Youth Leadership Inst.	y011
The Prudential Youth Leadership Inst.	y012
The Prudential Youth Leadership Inst. Program Guide	y013
<u>MTCC VIDEO RESOURCES</u>	
America Reads: Building Literacy Through Community Partnerships	v001
AmeriCorps (Public Service Announcement), (2)	v002
AmeriCorps Northwest Literacy Training (Emerging Reader)	v003
AmeriCorps Under the Big Sky(Produced by Jen Gardner, AmeriCorps Leader), (3)	v004
An America Reads Tutoring Support Program(Delivering Effective Tutor Training)	v005
Brandy Carestia, Short Video for Presidential Scholarship (Sample of Work)	v006
Campus Corps Footage (FVCC Youth Leadership Camp: March 16-20, 1998)	v007
Ceremony for Civic Engagement (News Clip-Helena Station), (2)	v008
Everyday Heroes	v009
FVCC Youth Camp (AmeriCorps Community Service)	v010
Getting Things Started	v011
I Am AmeriCorps	v012
Lisa and Crystal: Learning to Read, (2)	v013
People With Disabilities Getting Things Done (Access AmeriCorps)	v014
Power of One/Ceremony for Civic Engagement/They Changed America	v015
Service Learning, "The Power of Experience," Volunteer Action Services, University of Montana	v016
Service Related Video Catalogue	v017

The People and The Power Game (Program One: The Lobbies and the Media), (2)	v018
The People and The Power Game (Program Two: Presidency and Congress), (2)	v019
This is National Service	v020
Walk the Walk (An AmeriCorps Recruitment Video)	v021
Yolene and Blayn: Reading Comprehension	v022
* Located in Assorted Binder Category	
Files Updated April 16, 2002	
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