

Volunteer Engagement Bid Sheet

Project IT Issue Awareness Seminars	
Project Description	<p>IT4Causes is looking for local IT pros to share their knowledge on important IT trends with non-technical audiences as part of a series to spread awareness of our services. While we are open to conducting seminars on any relevant topic, we are particularly interested in holding sessions on topics like:</p> <ol style="list-style-type: none"> 1. Data – The importance of inventorying, classifying , and protecting your data appropriately 2. Security - IT security threats and 10 “Quick Wins” you can implement today (passwords and how to safely keep them (tools), effectively off-boarding employees/interns, downloading apps) 3. Are you ready? – 10 things to prepare for before they happen (power outages, network outage, stolen password, disgruntled employee/intern...) (testing, simulation, risk identification and management) 4. Emails – “Know before you click – common scams and what to do if you get one” 5. IT help - “Who you gonna call? Common scenarios where you need to have professionals readily available.” 6. IT skills – 10 skills that will save time and money and how to get them. (Basics of XL, PPT, Word...) 7. Social media – “The Dark Side – what not to post on social media” <p>Each session would consist of presentation, Q&A, and a brief description of IT4Causes offerings from an IT4Causes staff or board member.</p>
Task	Using your own materials or leveraging royalty-free content from others, provide informative 45-75 minute presentations on one or more technical
Task Description	Identify topic and materials to teach. Coordinate with IT4Causes event staff to plan venue/time/other logistics. Optionally help with marketing of your seminar. Present seminar and respond to Q&A and follow-up.
Requested Timeframe	2-6 months from proposal time to completion
Estimate	1 hour to coordinate and plan with IT4Causes event manager. Time to prepare materials or locate royalty-free materials to present. Any prep time you need to be ready to present the material professionally. 1.5-3 hours for the actual event, including arriving early and staying late.
Skills Needed	IT Topic of Your Choice
Skill Level Requested	Advanced