

# Training Calendar

## **Leaders Luncheon with County Executive Scott Walker**

Friday, October 12, 2007 • Noon - 1:30 p.m.  
Milwaukee Center for Independence  
2020 W. Wells Street, Milwaukee

**Bring a brown bag. Beverages will be provided.**

Hear from County Executive Walker about issues that impact Milwaukee County residents including transit services, mental health, and his vision for the Milwaukee County Parks system.

Let County Executive Walker hear from Nonprofit Leaders about how Milwaukee County and the nonprofit sector can work collaboratively to improve the lives of Milwaukee County residents.

Fee: FREE

Please RSVP to Daniel Tobias at 414-344-3933 or by e-mail to [dtobias@nonprofitcentermilwaukee.org](mailto:dtobias@nonprofitcentermilwaukee.org) or use the registration form. Space is limited.

## **Critical Issue Brown Bags**

**Noon - 1:30 p.m.**

**Bring a brown bag. Beverages will be provided.**

### **Foreclosure**

Thursday, October 25, 2007  
See page 4 for details.

### **Milwaukee's Workforce & Economic Development in Alignment**

Tuesday, November 27, 2007  
See page 5 for details.

### **Ready Children, Ready Families, Ready Schools, Ready Communities -**

#### **Where Does the Community Fit In?**

Tuesday, December 4, 2007  
See page 5 for details.

Including Sessions on:

**New Year, New You Series**

**2008 Networking Roundtable Series**

**Financial Management Series**

**Critical Issue Brown Bags**

**Volunteer Recruitment & Management**

**... and Many More!**

See Registration Page for

## **Fall Discounts for Multiple Registrations**

Valid thru 12/31/07

Any 3 registrations \$195; \$135 for Nonprofit Center members and CDBG agency attendees.

Any 5 registrations \$310; \$210 for Nonprofit Center members and CDBG agency attendees.



### **INCLEMENT WEATHER:**

Nonprofit Center workshops will be cancelled for inclement weather when the Milwaukee Public School System is closed as announced by your local news sources.

## OCTOBER 2007

**Accountable Finance: Ensuring Integrity** .....Wednesday, October 3  
8:30 a.m. – Noon page 5

**Working for Your Business: 403b Retirement Plans  
for Nonprofits from Edward Jones**..... Thursday, October 4  
8:30 a.m. – 10:30 a.m. page 8

**Human Resources and Employment Law** .....Tuesday, October 9  
9:00 a.m. - Noon page 9

**NEW DATE** **Vision in Fundraising** .....Thursday, October 11  
5:00 p.m. – 7:00 p.m. page 8

**Leaders Luncheon with County Executive Scott Walker** ..Friday, October 12  
Noon – 1:30 p.m. page 1

**Grant Writing Boot Camp:  
Everybody Writes!** .....Tuesday, October 16  
8:45 a.m. - 12:45 p.m. page 8

**Tax & Compliance Issues** .....Tuesday, October 16  
2:00 p.m. – 4:30 p.m. page 6

**Planners/Grant Writers Roundtable** .....Wednesday, October 17  
8:30 a.m. - 10:00 a.m. page 8

**Volunteer Reflection** .....Wednesday, October 17  
8:30 a.m. - 10:00 a.m. page 11

**Measuring “Results” and “Outcomes” –  
Are You Making a Difference?** .....Wednesday, October 17  
1:00 p.m. - 4:00 p.m. page 4

**Orienting and Training a New Employee  
in Your Department** .....Thursday, October 18  
9:00 a.m. – Noon page 9

**Developing & Monitoring Budgets**.....Tuesday, October 23  
2:00 p.m. – 4:30 p.m. page 6

**Volunteer Center Orientation**.....Tuesday, October 23  
3:00 p.m. to 4:00 p.m. page 12

**NEW DATE** **The Board Building Cycle: Key Steps to Finding, Recruiting and  
Engaging Nonprofit Board Members**  
**Part 1:** .....Wednesday, October 24  
**Part 2:** .....Wednesday, November 7  
4:30 p.m. – 7:00 p.m. page 4

**Foreclosure** .....Thursday, October 25  
Noon - 1:30 p.m. page 4

**Nonprofit Accounting Roundtable** .....Tuesday, October 30  
Noon - 1:30 page 6

**Reading and Interpreting Nonprofit  
Financial Statements**.....Tuesday, October 30  
2:00 p.m. – 4:30 p.m. page 6

## NOVEMBER 2007

**Orientation to Starting a Nonprofit** .....Thursday, November 1  
3:30 p.m. - 5:30 p.m. page 10

**Excel XP Intermediate**  
**Part 1:** .....Friday, November 2  
**Part 2:** .....Friday, November 9  
8:30 a.m.-Noon page 4

**Administrative Support Professionals  
Roundtable** .....Tuesday, November 6  
8:30 a.m. - 10:30 a.m. page 10

**Effective Internal Controls – Reduce Fraud Risk**.....Tuesday, November 6  
2:00 p.m. – 4:30 p.m. page 6

**Become a Voice for Volunteerism**.....Wednesday, November 7  
9:00 a.m. – 11:00 a.m. page 12

**Planning for a Capital Campaign** .....Thursday, November 8  
9:00 a.m. – Noon page 8

**TA Connections**.....Tuesday, November 13  
8:30 a.m. - 9:30 a.m. page 6

**Meet the IFF: A Nonprofit Loan Fund Exclusively  
Serving the Nonprofit Community** .....Tuesday, November 13  
Noon - 1:30 p.m. page 9

**Insurance & Investments**.....Tuesday, November 13  
2:00 p.m. – 4:30 p.m. page 6

**No Nonsense Volunteer Management:  
The Basics** .....Wednesday, November 14  
9:00 a.m. - 10:30 p.m. page 12

**Managing and Improving Employee  
Performance** .....Thursday, November 15  
9:00 a.m. – Noon page 9

**Volunteer Center Orientation** .....Thursday, November 15  
9:00 a.m. to 10:00 a.m. page 12

**Milwaukee’s Workforce and Economic  
Development in Alignment** .....Tuesday, November 27  
Noon – 1:30 p.m. page 5

**Confronting Appropriately: Advanced**.....Wednesday, November 28  
9:00 a.m. to Noon page 10

**Starting a Nonprofit and Beyond:  
Legal Issues and Documents**.....Thursday, November 29  
9:00 a.m. - Noon page 10

**Quickbooks – Level 1** .....Friday, November 30  
8:30 a.m. - Noon page 4

# Calendar

## DECEMBER 2007

Ready Children, Ready Families, Ready Schools,  
Ready Communities .....Tuesday, December 4  
Noon-1:30 p.m. page 5

Volunteer Center Orientation .....Tuesday, December 11  
1:00 p.m. to 2:00 p.m. page 12

## JANUARY 2008

Recruit and Manage Volunteers with VolunteerMilwaukee.org  
Recruit Volunteers .....Thursday, January 10  
9:00 a.m. – 10:15 a.m. page 11  
Manage Volunteers .....Wednesday, January 23  
3:00 p.m. – 4:15 p.m. page 11

Make Your Own Maps - A Guide to Internet and  
Desktop Programs Your Organization Can Use .....Tuesday, January 15  
9:00 a.m. - Noon page 5

Managing Your Time .....Thursday, January 17  
9:00 a.m. – 11:00 a.m. page 11

Planners/Grant Writers Roundtable .....Wednesday, January 23  
8:30 a.m. – 10:00 a.m. page 8

Success Circles:  
Achieving Personal & Professional Goals .....Thursday, January 24  
9:00 a.m. - Noon page 11

**NEW DATE** Marketing Basics for Everyone .....Tuesday, January 29  
9:00 a.m. - Noon page 9

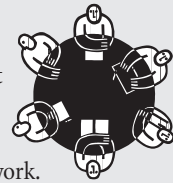
Integrating Your Web Site into Your Organization's  
Communication Strategy .....Wednesday, January 30  
1:00 p.m. - 4:00 p.m. page 9

Transform Stress in the Workplace:  
Mindfulness Meditation .....Thursday, January 31  
9:00 a.m. - 11:00 a.m. page 11

Develop your Leadership Skills – Volunteer! .....Thursday, January 31  
3:00 p.m. - 5:00 p.m. page 12

## Networking Roundtables

### JOIN NOW FOR 2008



Roundtables provide a network for nonprofit staff, in particular areas of expertise, to share successes and challenges, and to keep current on events and technology that impact their work. Sessions are built around a topic, and may include a guest speaker, small group discussion, sharing of information and resources, and networking.

Don't miss the opportunity to join other professionals in your field to share your knowledge, and enhance your skills and abilities by learning from others and experts in the field. Join the Roundtable that is right for you.

### BONUS

In 2008, each roundtable will offer access to a Yahoo Groups Listserv. Only those participants that have paid the annual fee will have access.

### Planners/Grant Writers

See page 8 for details.

**Facilitator:** MARK KESSENICH, Private Industry Council of Milwaukee County

### Nonprofit Accounting

See page 7 for details.

**Facilitator:** LINDA AUSTIN, Finance Center Director, Nonprofit Center of Milwaukee

### Administrative Support Professionals

See page 10 for details.

**Facilitator:** SUSANNE VELLA, Training Coordinator, Nonprofit Center of Milwaukee

## Leaders Circles

Leaders Circles are a coaching and learning experience designed for nonprofit leaders to establish a network of peers to confide in, depend on, and for professional support and growth. Based on an internationally known process called “action learning,” and guided by trained facilitators, the circles provide facilitated discussions, peer coaching, mentoring, resources, and relationships in a confidential and supportive setting. Participants meet for a total of eight, two-hour sessions, held monthly, to share insights and materials, to support and challenge each other, and to develop and keep action plans on track.



**The Result:** Circle participants have reported an increase in personal and organizational effectiveness, decreased isolation, renewed self-confidence, and new opportunities to network and collaborate with other nonprofit leaders. We are currently running Circles for Human Resource Professionals and Executive Directors. **Watch the calendar for upcoming opportunities to join.**

Suggestions for a Leaders Circle gathering or interested in joining? Please contact Susanne Vella TODAY at (414) 344-3933 or [svella@nonprofitcentermilwaukee.org](mailto:svella@nonprofitcentermilwaukee.org).



Leaders Circles are sponsored by U.S. Bank

## BOARD DEVELOPMENT & GOVERNANCE

### The Board Building Cycle: Key Steps to Finding, Recruiting and Engaging Nonprofit Board Members



**Part 1: Wednesday, October 24, 2007 4:30 p.m. – 7:00 p.m.**

**Part 2: Wednesday, November 7, 2007 4:30 p.m. – 7:00 p.m.**

A light supper will be served.

**Attention Executive Directors and Board Members:** With one full registration, we invite you to bring other team members at a reduced fee\* for this workshop.

Good boards do not just happen; they are developed with careful planning and thought. This workshop will focus on nine key steps that boards can follow through the board development process, including: identifying, cultivating and recruiting prospective board members; orientation of new members; educating the board about the organization's work and context; how to rotate out board members to make room for new skills and experience; engaging the board in self assessment/evaluation, and celebrating the board's victories and successes.

**Part 1 Bonus:** BONNIE ANDREWS, Volunteer Center Manager, Nonprofit Center of Milwaukee will join us and tell you how The Volunteer Center can help you recruit board members and other volunteers.

**Presenter:** JOYCE MALLORY, Executive Director, Malaika Early Learning Center

Fee: \$75; \$60 Nonprofit Center members and CDBG agency attendees

\*Reduced fee: \$60; \$45 Nonprofit Center members and CDBG agency attendees.

## COMPUTER SOFTWARE

**Location:** Except where indicated, all Computer Software classes are held at Milwaukee Career College, 3077 N. Mayfair Road, Suite 205. Registration is limited to 12 people. Register with the Nonprofit Center, not the Milwaukee Career College.

**Instructor:** WILLIAM CALTEAUX, MOS Master Instructor, Milwaukee Career College

Fee: \$155; \$125 Nonprofit Center members and CDBG agency attendees.

\*For each full registration from an organization, you receive one registration at a reduced fee.

\*Reduced Fee: \$125; \$95 for Nonprofit Center Members and CDBG agency attendees.

**Customized Needs:** Call the Nonprofit Center to discuss customized training needs for your organization.

### Excel XP Intermediate

**Part 1: Friday, November 2, 2007 8:30 a.m.-Noon**

**Part 2: Friday, November 9, 2007 8:30 a.m.-Noon**

In this hands-on workshop you will learn the following: Working with large worksheets; Working with multiple worksheets and workbooks; Customizing Excel; Advanced charting; Advanced formatting; List management; Documenting and auditing; and Using templates. Book included.

## Quickbooks – Level 1

Friday, November 30, 2007

8:30 a.m. - Noon

This class has been designed for both current and new users of Quickbooks. Current users will enhance their understanding of its uses and their skills in key functions. New users will receive an introduction to the basics and get ideas for applying Quickbooks functions for effective financial management. In this hands-on workshop, you will learn how to do the following: entering deposits, developing a chart of accounts, recording journal entries, entering accounts payable, writing checks, paying bills, voiding checks, producing revenue and expense statements, balance sheets, unpaid bills reports, general ledger, expense by vendor reports, entering budgets and producing budget reports. This class will be taught using Quickbooks 2004. What you will learn is transferable to any version of Quickbooks. Please note that books will not be provided.

**Presenter:** JULIE MERTES, Accounting Manager, Nonprofit Center of Milwaukee

Fee: \$75; \$55 Nonprofit Members and CDBG agency attendees.

## DATA & INFORMATION SYSTEMS

### Measuring “Results” and “Outcomes” – Are You Making a Difference?



Wednesday, October 17, 2007

1:00 p.m. - 4:00 p.m.

Organizations in Milwaukee have learned over the last several years to assess their programs by developing “outcomes” measures – which monitor the positive results of the program on the customers served. However, few organizations are measuring community or neighborhood-based “results” – as the community changed. This workshop will review the “results” model developed by Mark Friedman, and place that work in perspective with the “Logic Model” for outcomes developed by the United Way and others. How can an organization measure “results”? How do we make the case that investments in our work are improving Milwaukee neighborhoods? What community indicators would be most useful and available for this purpose?

**Presenters:** MICHAEL BARNDT, Data Center Analyst and TODD CLAUSEN, Data Center Coordinator, Nonprofit Center of Milwaukee

Fee: \$70; \$50 Nonprofit Center members and CDBG agency attendees.

### Foreclosure

Thursday, October 25, 2007

Noon - 1:30 p.m.



**Bring a Brown Bag. Beverages will be provided.**

This brown bag will focus on patterns of foreclosure within the City of Milwaukee and significant trends during the past few years. We will discuss the impact of mortgage lending practices and a strong housing market on current patterns of foreclosure. This forum will expand on the gentrification discussions that we began in Fall 2006 which highlighted the work of housing organizations and the effects on Milwaukee neighborhoods.

**Presenters:** MICHAEL BARNDT, Data Center Analyst and TODD CLAUSEN, Data Center Coordinator, Nonprofit Center of Milwaukee

Fee: \$15; FREE Nonprofit Center Members and CDBG agency attendees.

## Milwaukee's Workforce & Economic Development in Alignment

Tuesday, November 27, 2007

Noon - 1:30 p.m.



Bring a Brown Bag. Beverages will be provided.

Workforce development and economic development are key elements of economic growth. UEDA's 6th Annual Community Development Summit, held in July, provided an opportunity to hear and discuss the City of Milwaukee's Economic Opportunities, Vision and Strategy Framework, which was developed in conjunction with the Milwaukee 7, and will inform the creation of the City's Economic Development Plan. How this plan impacts and includes "front line" housing, employment & training, and community/neighborhood development organizations is key to successful economic growth efforts. This brown bag will feature panelists who will discuss efforts to align workforce and economic development resulting in economic growth for the community. **Facilitator:** HOWARD SNYDER, Executive Director, Northwest Side Community Development Corporation

**Panelists Include:** MARK KESSENICH, Private Industry Council, JENNIFER RIGGENBACH, Assistant Director, Center for Workforce Development, School of Continuing Education, University of Wisconsin-Milwaukee

Fee: \$15; FREE Nonprofit Center Members and CDBG agency attendees.

## Make Your Own Maps - A Guide to Internet and Desktop Programs Your Organization Can Use



Tuesday, January 15, 2008

9:00 a.m. - Noon

Many aspects of Geographic Information Systems (GIS) require a professional perspective. Increasingly, however, tools and resources for building useful maps are available to non-professionals through the Internet. The workshop will review the options available on several sites including Google Maps, the U.S. Census Bureau and the City of Milwaukee. In addition, a moderately priced desktop program, Microsoft MapPoint, will be introduced. MapPoint is available to nonprofit organizations for less than \$25 - See Tech Soup for details.

**Presenters:** MICHAEL BARNDT, Data Center Analyst, and TODD CLAUSEN, Data Center Coordinator, Nonprofit Center of Milwaukee  
Fee: \$80; \$50 Nonprofit Center members and CDBG agency attendees

## Ready Children, Ready Families, Ready Schools, Ready Communities - Where Does the Community Fit In?



Tuesday, December 4, 2007

Noon-1:30 p.m.

Bring a Brown Bag. Beverages will be provided.

The Nonprofit Center of Milwaukee has received a small capacity grant to increase its ability to organize and share information with the community on the status of children's lives. Why is this topic important to community nonprofits? How can we reach consensus about what "readiness" means and how it should be measured? How can we articulate the special roles of organizations working with health, youth and families in this effort? How do we begin to quantify and communicate the benefits of school readiness to the larger community? Join us for an open discussion of the role of the nonprofit sector working with child care, schools and others to insure school readiness and success for our next generation of children.

**Facilitators:** MICHAEL BARNDT, Data Center Analyst; JOYCE MALLORY, Executive Director Malaika Early Learning Center; JERI A. ROSE, Community Collaboration Coach, State of Wisconsin, Department of Public Instruction  
Fee: FREE

## Integrating Your Web Site into Your Organization's Communication Strategy



Wednesday, January 30, 2008

1:00 p.m. - 4:00 p.m.

See page 9 for details.

## FINANCE CENTER OFFERINGS

*Bringing Excellence to Nonprofit Financial Accountability*

### Accountable Finance: Ensuring Integrity

Wednesday, October 3, 2007

8:30 a.m. - Noon

**Location:** Milwaukee Center for Independence  
2020 W. Wells Street, Milwaukee

It is imperative that we not only talk about financial accountability, but that we actually implement practices that can make it work. How do we structure leadership and operations to face the increasing demands of federal and state charity officials, funders, and constituents to be financially accountable and transparent? At this workshop, you will learn what steps are needed to achieve a greater measure of accountability and how to utilize practical tools to strengthen your mission. Discussion topics will include:

- Mitigating Financial Risks
- Financial Oversight and Decision-Making
- Strategic Financial Planning
- Practical Financial Reporting

**The result:** *Strong nonprofit organizations that are financially accountable and transparent to funders and those they serve.*

**Presenter:** DOTTIE JOHNSON, CPA, Director of Financial Management Services Program of Lumity

Fee: \$90; \$70 Nonprofit Center Members and CDBG agency attendees.

All workshops are at the Nonprofit Center  
2819 West Highland Blvd.  
unless otherwise noted  
web page: [www.nonprofitcentermilwaukee.org](http://www.nonprofitcentermilwaukee.org)

## NONPROFIT FINANCIAL MANAGEMENT SERIES

Presented by Ritz, Holman, Butula, Fine LLC

Tuesdays, 2:00 p.m. - 4:30 p.m.

Whether you are a seasoned nonprofit employee or board member, or just getting started, take this opportunity to sharpen your nonprofit financial management skills. Board Members, Executive Directors, Program Managers and Accounting staff will benefit from the valuable information presented in this series. **Special Note:** If you are a for-profit accountant transitioning into the role of nonprofit accountant...this series will work for you.

Single session Fee: \$70; \$50 Nonprofit Center members and CDBG agency attendees.

Series Fee: \$275; \$175 Nonprofit Center members and CDBG agency attendees. A certificate of completion will be awarded to individuals completing all five sessions.

### Tax & Compliance Issues

October 16, 2007

The ways of Uncle Sam greatly influence the proper operation of a nonprofit. This session will review the federal and state rules that all nonprofits must know to operate successfully.

### Developing & Monitoring Budgets

October 23, 2007

Preparation of an effective budget is critical to proper monitoring of fiscal activity and planning for the future. This session will review the key elements in constructing and then monitoring a nonprofit budget.

### Reading and Interpreting Nonprofit Financial Statements

October 30, 2007

It can often be a challenge to understand nonprofit financial information. This session will go over the basics in working with key financial reports and fiscal oversight in any nonprofit.

### Effective Internal Controls - Reduce Fraud Risk

November 6, 2007

An ounce of prevention is worth a pound of cure when it comes to proper financial controls in an organization. This session will review methods to bring fiscal controls and cross-checking to an organization.

### Insurance & Investments

November 13, 2007

Insurance and risk management, along with investment policies and practices, are key factors in effectively planning for and managing a nonprofit's finances. Learn about investment approaches and options for nonprofits, and discuss key considerations when determining your nonprofit's insurance and risk management needs.

**Guest Presenters:** JOSEPH R. KASLE, President, Redwood Insurance Center, LLC; JEFFREY ROBB, Equity Analyst, Premier Investment Consulting, LLC

## Nonprofit Accounting Roundtable

Tuesdays

Noon - 1:30 p.m.

2007 Date Remaining: Tuesday, October 30

TOPIC & PRESENTER:

October 30 - Statements on Auditing Standards (SAS),

BRIAN J. MECHENICH, CPA, Manager, Reilly, Penner & Benton LLP

The Statements on Auditing Standards (SAS) 104 thru 111 issued by the AICPA Auditing Standards Board (ASB) will apply to audits of financial statements for periods beginning on or after December 15, 2006, having a direct impact on Calendar 2007 audits and beyond. The standards are part of the ASB's ongoing effort to develop stronger and more definitive auditing standards intended to enhance auditor performance and improve audit effectiveness. Learn about the impact the SAS may have on how you and your audit firm prepare for and conduct the annual audit for your organization, and discuss what you must do to be prepared for the new auditing standards.

**Facilitator:** LAUREL KUPPERMAN, Director of Finance, Center for Deaf and Hard of Hearing

Fee: \$25; \$20 Nonprofit Center members and CDBG agency attendees.

### MIP User Group Meeting

Dates & Topics: TBA.

The MIP User Group is an excellent way to network with other MIP users, stay up-to-date on your accounting systems, and discuss tips and resources for resolving problems and increasing accuracy and effectiveness. Contact Julie Mertes, (414) 344-3933, ext. 126 for the October and November dates and topics.

Presented by Sage Software

Fee: FREE

### TA Connections

Tuesday, November 13, 2007

8:30 a.m. - 9:30 a.m.

Join us for Coffee and Croissants and get acquainted with the services of the Nonprofit Center of Milwaukee.

Learn about how we can support you in building organizational capacity by connecting you to the services we provide: *Technical Assistance, Consulting, Training, Data Center Services, Volunteer Services, and Finance Center.*

**Facilitator:** BETSY LIERK, Coordinator, Management Assistance Program (MAP), Nonprofit Center of Milwaukee

Fee: Free - RSVP at least 3 days in advance to

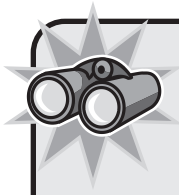
info@nonprofitcentermilwaukee.org or by phone (414) 344-3933



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unless otherwise noted

web page: [www.nonprofitcentermilwaukee.org](http://www.nonprofitcentermilwaukee.org)



## Looking Ahead 2008 Accounting Roundtable Series

Tuesdays

Noon – 1:30 p.m.

2008 Series Fee: \$100; \$75 Nonprofit Center Members and CDBG agency attendees.

2008 Single Meeting Fee: \$35; \$25 Nonprofit Center Members and CDBG agency attendees.

2008 Facilitator: Linda Austin, Finance Center Director, Nonprofit Center of Milwaukee

### 2008 DATES AND TOPICS

**February 19, Financial Management at Your Special Event**, Linda Austin, Finance Center Director for the Nonprofit Center of Milwaukee

How do you protect your organization's assets at your special events/fundraisers? What are the rules for holding raffles and auctions? How do you process cash received at the event? These and other questions related to accountable financial management at your special event or fundraiser will be discussed.

**April 15, Identity Theft Protection**, Katie Felten, Certified Identify Theft Risk Management Specialist and, an independent associate for Identity Theft Shield.

Reinforce identity theft protection for your organization, your employees, your client information, and your donor information.

**June 17, Preparing for the Annual Audit**, Mark Potts, CPA, Winter, Kloman, Moter & Repp, S.C.

Learn techniques for having your organization's books and fiscal management systems 'audit-ready' throughout the year; whether you're required to have an audit or not...excellence is the standard.

**August 19, Cost Allocation**, Linda Austin, Finance Center Director for the Nonprofit Center of Milwaukee

Direct vs. indirect expenses, program expenses vs. management/general and fundraising expenses...what are some acceptable methods for allocating costs to your organization's programs?

**October 21, Fundraising Effectiveness...the Accountant's View**, Steve Zimmerman, CPA, MBA, President of Spectrum Nonprofit Services, LLC

Are your fundraising efforts cost effective? What is the average value of a donor and how much should you spend to acquire them? Are you recovering the cost of your programs in your grant proposals? These and other questions related to the financial management side of fundraising will be discussed.

## 2008 Accounting Roundtable Designed Exclusively for...



Thursdays

5:30p.m. –7:00p.m.

Per session Fee: \$35; \$25 Nonprofit Center Members and CDBG agency attendees.

### 2008 DATES AND TOPICS

**March 13, Financial Management Governance**, Linda Austin, Finance Center Director, Nonprofit Center of Milwaukee

*Designed exclusively for* nonprofit board members, especially board treasurers, finance and audit committee members, and board presidents. Executive Directors are also encouraged to attend. Learn techniques, strategies, and requirements for providing effective fiscal governance for your organization.

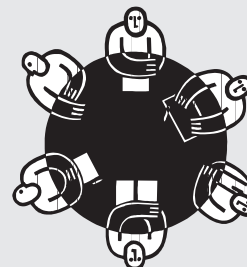
**May 8, Accountable Financial Management for Churches**, Rolunda Dixon, President, Kingdom Financial Services.

*Designed exclusively for* churches and other worship centers, particularly those who receive donations and grants for outreach programs, or run schools and/or daycare centers. *Accountability, transparency, integrity...* learn how to strengthen your financial management process to give donors/grantors, parishioners, and the community more confidence in having the answer to the "where does the money go?" question.



**September 11, Accountable Nonprofit Financial Management Consulting**, Terrence K. Rice, CPA.

*Designed exclusively for* CPAs and other consultants who assist nonprofit organizations with financial management issues. A great opportunity for networking, sharing best practices and sharing resources. A forum for collaborating versus competing in an effort to help strengthen financial management practices in the nonprofit sector...*placing mission before profit.*



**Make plans to attend NOW!**

## FUND DEVELOPMENT

### Grant Writing Boot Camp: Everybody Writes!

Tuesday, October 16, 2007

8:45 a.m. - 12:45 p.m.



This hands-on workshop will move you beyond grant writing theory and set the stage for you to write a proposal using the Common Funders Application format and your own proposal idea for a specific program or organization. Come prepared to write! Please bring the following information and anything else that would be helpful to you in writing the grant: Relevant agency information, a proposal in progress or a past proposal, programmatic outcomes, a project/organizational budget, and your grant winning idea. Laptops are welcome!

**Presenter:** AMALIA F. SCHOONE, CFRE, In Progress Consulting  
Fee: \$70; \$50 Nonprofit Center members and CDBG agency attendees.

### Planners & Grant Writers Roundtable

Wednesdays

8:30 a.m. - 10:00 a.m.

2007 Date Remaining: October 17



Share your experience and enhance your access and effectiveness in the world of nonprofit planning, grant writing and fund development.

**October 17** - Meet L.G. Shanklin-Flowers, Program Manager for the Women's Fund of Greater Milwaukee, and learn about how the Fund can benefit the girls and women you serve.

**Facilitator:** MARK KESSENICH, Private Industry Council of Milwaukee County

Fee \$25; \$20 Nonprofit Center members and CDBG agency attendees.



### Looking Ahead

### 2008 Planners & Grant Writers Roundtable Series

#### 2008 Meeting Dates & Times

January 23, April 23, July 23, October 22

Wednesdays

8:30 a.m. - 10:00 a.m.

Topics and Presenters: TBA. See Winter 2008 Calendar.

2008 Series Fee: \$90; \$60 Nonprofit Center Members and CDBG agency  
2008 Single Meeting Fee: \$30; \$20 Nonprofit Center Members and CDBG agency attendees

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unless otherwise noted  
web page: [www.nonprofitcentermilwaukee.org](http://www.nonprofitcentermilwaukee.org)  
for easy reference

## Vision in Fundraising

Thursday October 11, 2007

5:00 p.m. - 7:00 p.m.

NEW DATE

A light supper will be served.

**Attention Executive Directors, Board Members and Development Officers:** With one full registration, we invite you to bring other team members at a reduced fee\* for this workshop.

If you want to reach new benchmarks in your fundraising, you need to offer donors a new level of partnership in the accomplishment of your mission. One key to achieving this level is to first clarify your organization's vision, strategic goals and strategies, and then demonstrate to your donors how increased giving will result in greater mission impact for the organization. Learn how to clarify, demonstrate and articulate the work of your organization into new and informed giving opportunities for donors. This workshop is for Executive Directors, Board Members and Development Staff.

**Presenter:** SHAWN PERRIN, CFRE, President, VisionFirst, LLC  
Fee: \$45; \$35 Nonprofit Center members and CDBG agency attendees.  
\*Reduced fee: \$35; \$25 Nonprofit Center members and CDBG agency attendees.

### Planning for a Capital Campaign

Thursday, November 8, 2007

9:00 a.m. - Noon



NEW DATE

A capital campaign is a carefully organized, structured fund raising program. The goal of the campaign is to raise a specific dollar amount, for specific needs, within a specific time frame.

Preparing for a capital campaign includes assessing the organization's readiness for the campaign initiative, and identifying what needs to be in place before launching the campaign. The feasibility study, campaign objectives, establishing a case for support, determining dollar goals, creating gift range charts, and the quiet phase will be included in the discussion of critical elements of a capital campaign. This workshop will provide you with valuable information for determining your organization's readiness to initiate, conduct and complete a successful capital campaign.

**Presenter:** JOYCE ALTMAN, President/CEO, Altman Consulting  
Fee: \$70; \$50 Nonprofit Center members and CDBG agency attendees.

## HUMAN RESOURCE MANAGEMENT

### Working for Your Business: 403b Retirement Plans for Nonprofits from Edward Jones

Thursday, October 4, 2007

8:30 a.m. - 10:30 a.m.

Tight administrative funds and lower wages in the nonprofit sector have made it challenging for organizations to offer savings plans for their employees, and for individual employees to save. Help your employees plan for retirement today by learning how you can offer them a 403B Savings plan as a benefit for their service to the organization. This seminar will show you how the right retirement plan can help you attract and retain quality employees, provide a means for employees to direct earnings into secure savings for retirement, and help employees to understand the value added benefit of reduced taxes. In addition we will discuss how your organization can reduce costs by offering these plans to your employees.

**Presenter:** REANN HOLMES, AAMS, Investment Representative, Edward Jones  
Fee: \$15; FREE Nonprofit Center members and CDBG agency attendees.

## Human Resources and Employment Law

Tuesday, October 9, 2007

9:00 a.m. - Noon



The Department of Labor, Equal Employment Opportunity Commission (EEOC), and National Labor Relations Board oversee the laws and regulations that protect employee rights. This session will provide employers with a better understanding of the laws and regulations that impact their organizations on a daily basis.

**Presenter:** MAVIS LUTHER, Manager, Human Resource Consulting, Wipfli LLP

Fee: \$70; \$50 Nonprofit Center members and CDBG agency attendees.

## HUMAN RESOURCE SERIES FOR MANAGERS AND SUPERVISORS:

### What Every Manager Must Know about Human Resource Management

As a manager or supervisor, you are expected to perform human resource responsibilities under the direction and support of your agency's human resource professionals. Two classes remain in this series that define the role of the supervisor in conjunction with the human resource professional, and will address key human resource responsibilities critical for effective management and supervision of employees. Take the classes that address your particular needs.

### Orienting and Training a New Employee in Your Department



Thursday, October 18, 2007

9:00 a.m. - Noon

You and your agency spend a lot of time and money hiring the best candidate, and that new employee comes eager and motivated on the first day. As a supervisor, what you do on that first day and in the weeks that follow to help the new employee learn about the agency, the department, and their job will determine if their initial motivation increases and they become the productive employee you imagined – or if their motivation begins to fail and they never reach their promise. We'll look at simple methods of planning and conducting your new employee departmental orientation and job training so that everyone's high expectations are met.

**Presenter:** ANN HEIDKAMP, Instructor in Management, Milwaukee Area Technical College

Fee: \$70; \$50 Nonprofit Center members and CDBG attendees.

### Managing and Improving Employee Performance



Thursday, November 15, 2007

9:00 a.m. - Noon

Once an employee is hired and trained, the supervisor plays the most critical role in ensuring that high performance continues. Most agencies have a formal performance appraisal system that supervisors need to conduct every six months or year, but employees need feedback on performance throughout the year. Learn about using both your agency's formal performance appraisal system, as well as on-going feedback techniques to keep employee's accomplishment high. When performance falls, learn how to coach for improvement, and use discipline procedures effectively.

**Presenter:** ANN HEIDKAMP, Instructor in Management, Milwaukee Area Technical College

Fee: \$70; \$50 Nonprofit Center members and CDBG attendees.

## MARKETING & PUBLIC RELATIONS

### Marketing Basics for Everyone



NEW DATE

Tuesday, January 29, 2008 9:00 a.m. - Noon

Many nonprofit organizations do not have a dedicated marketing staff member...just can't afford one. This workshop will present, explore and demystify the basics of marketing and the role everyone can play in marketing your organization. After all, you and your volunteers are your agency's best marketing strength.

**Presenter:** CANDY WALTON, Director of Major Gifts & Planned Giving, American Red Cross in Southeastern Wisconsin

Fee: \$80; \$50 Nonprofit Center members and CDBG agency attendees.

### Integrating Your Web Site into Your Organization's Communication Strategy



Wednesday, January 30, 2008

1:00 p.m. - 4:00 p.m.

Web sites are not simply a technical exercise to delegate to a consultant. Organizations need to seriously examine what content they will share on a site. This workshop will include a survey of organization web sites to demonstrate content options. What do your customers/members need to know? What information can keep your site fresh and interesting? When might on-line transactions enhance your work? Michael Barndt has prepared an assessment tool - "Non Profits at Work on the Internet" that will be the basis for this presentation. This session is not for technical staff, but for persons responsible for communication, education and organization of programs.

**Presenters:** MICHAEL BARNDT, Data Center Analyst and TODD

CLAUSEN, Data Center Coordinator, Nonprofit Center of Milwaukee

Fee: \$80; \$50 Nonprofit Center members and CDBG agency attendees.

## NONPROFIT MANAGEMENT & LEADERSHIP

### Meet the IFF: A Nonprofit Loan Fund Exclusively Serving the Nonprofit Community

Tuesday, November 13, 2007

Noon - 1:30 p.m.



Bring a brown bag. Beverages will be provided.

Learn about a highly successful alternative approach for financing real estate and equipment projects. IFF has served nonprofits for 17 years, and recently began expansion throughout Wisconsin and across the Midwest. Participants will be introduced to the IFF's below-market rate loan program that is designed at every step exclusively for the way nonprofits operate. By drawing on examples from affordable nonprofit loans IFF has made in Wisconsin and the Midwest, you will come away better prepared to successfully borrow for your agency's next capital project. After the presentation, IFF staff will be on hand to discuss your specific real estate or equipment projects.

**Presenter:** AMY STEWART, Business Development Director, IFF

Fee: \$15; FREE to Nonprofit Center Members and CDBG agency attendees.

## HUMAN RESOURCE MANAGEMENT

### Orientation to Starting a Nonprofit

Thursday, November 1, 2007

3:30 p.m. - 5:30 p.m.

This useful orientation will cover some of the basic questions that you must answer to assess your readiness to start a nonprofit. Readiness will be measured based on a number of factors including your experience, available finances, intended mission and vision, and access to human and volunteer resources to support you in the process. We will examine the importance of financial accountability, board development, fund raising, and developing by-laws. We will use a checklist as a guide to review "things to be done" when starting a nonprofit organization. This course is strongly suggested as a prerequisite to "Starting a Nonprofit and Beyond: Legal Issues and Documents."

**Presenter:** JOYCE MALLORY, Executive Director, Malaika Early Learning Center

Fee: \$20

### Starting a Nonprofit and Beyond: Legal Issues and Documents



Thursday, November 29, 2007

9:00 a.m. - Noon

This hands-on workshop will take you beyond assessing your readiness to start a nonprofit and guide you through the completion of necessary forms to become a 501(c)(3). Using a step-by-step approach, you will learn how to complete the Articles of Incorporation, Application for Employer Identification Number-Form SS-4, and the Application for Recognition of Exemption-Form 1023. Using a set of sample by-laws, you will have the opportunity to review and develop specific by-laws for your nonprofit organization. "Orientation to Starting a Nonprofit" is strongly suggested as a prerequisite to this class.

**Presenter:** JACQUELINE BOYNTON, Attorney

Fee: \$70; \$50 Nonprofit Center Members & CDBG Agency attendees.

## PROFESSIONAL DEVELOPMENT

### Administrative Support Professionals Roundtable

Tuesdays

8:30 a.m. - 10:30 a.m.

2007 Date Remaining: November 6

Network with others who are part of the administrative support team in their organizations. Join this group, share your expertise and learn from others. **The result: Skilled, informed, competent and HEALTHY administrative support.**

**November 6 Topic: "Unwrap the Gift of Health...Some Assembly Required"**

Administrative support professionals often have to be all things to all people. The procrastination of others often becomes their urgency. They enter data, take and compile meeting minutes, prepare board meeting agendas, open and sort mail while answering the phone with a smile in their voice and greeting guests with a smile on their face. Their visibility and flexibility require that they are always on top of their game. How does one do all of this and maintain a healthy mind, body and spirit? What does it take to assemble a healthy you? Come and unwrap the gift of

health; we'll look at key individual parts to this gift and discuss how they should be joined together for optimum health.

**Presenter:** LINDA AUSTIN, Finance Center Director, Nonprofit Center of Milwaukee & Founder of Spiritual Warfare Against Cancer Commission, a prayer and spiritual support ministry for cancer victors and their families.

**Facilitator:** SUSANNE VELLA, Training Coordinator, Nonprofit Center of Milwaukee

Fee: \$25; \$20 Nonprofit Center members and CDBG agency attendees.

### Looking Ahead - 2008 Administrative Support Professionals Roundtable Series

2008 Meeting Dates & Times

February 5, May 6, August 5, November 11

Tuesdays

8:30 a.m. - 10:30 a.m.

**Topics and Presenters:** TBA. See Winter 2008 Calendar.

2008 Series Fee: \$90; \$60 Nonprofit Center Members and CDBG agency attendees.

2008 Single Meeting Fee: \$30; \$20 Nonprofit Center Members and CDBG agency attendees.

### Confronting Appropriately: Advanced



Wednesday, November 28, 2007

9:00 a.m. - Noon

You asked for it, you got it! This class picks up where Social Styles and Confronting Appropriately left off. As you learned in the previous classes, in a dialog gone wrong, ineffective communication can stop the wheels of productions, end a relationship, confuse the issue or cause you to spend too much time beating around the bush. In this workshop, you will apply "confronting appropriately" and "social styles" concepts and ideas to real life situations. This practical, hands-on experience will make a positive difference in your relationships with board, staff and volunteers, and will improve your effectiveness to lead and direct in the workplace.

**Presenter:** LORI L. HAYES, Associate, Outward Focus

Fee: \$70; \$50 Nonprofit Center Members & CDBG Agency attendees.

### A NEW YEAR, A NEW YOU!

THREE-PART SERIES

Personal and professional goal setting, and time and stress management are the focus of this three part series designed to support you in achieving some of those **new year resolutions** that are often forgotten by the time Spring arrives. Join others in learning valuable practices that can be applied to your life to enhance who you are personally and professionally. Take a single class or take the series.

Fee for Single Sessions: \$55; \$35 Nonprofit Center members and CDBG agency attendees.

Fee for Series: \$135; \$85 Nonprofit Center members and CDBG agency attendees.



## Managing Your Time

Thursday, January 17, 2008

9:00 a.m. - 11:00 a.m.

Come to this powerful and entertaining look at time management and learn how to get more time in your day. Time management is one of the top challenges for most people. There never seems to be enough time in the day to accomplish everything. As a result, stress levels rise and the happiness factor diminishes. This workshop is designed to assess your current time management skills, and to strengthen the most important skills, so that you can gain more time in your day, reduce your stress and assist others to do the same. Bring along your personal calendar or coordination system that you use to keep yourself organized. Please... be prompt!  
**Presenter:** CRAIG BODOH, Coach, Seminar Leader, Author Personal Effectiveness Plus, LLC

## Success Circles: Achieving Personal & Professional Goals

Thursday, January 24, 2008

9:00 a.m. - Noon

Whether you're leading a fulfilling life or don't have the energy to think about how to have more balance, many of us want to reach our potential as human beings. There just might be something missing. Do you know what it is? And if you do, what are you doing about it?

Well, you don't need to figure it out on your own. Deborah Lukovich, of aline solutions, LLC, has started a new program called Success Circles – small groups of people who provide support and accountability to each other to achieve those goals and dreams.

As part of the New Year, New You series, get an introduction to Deb's Success Circle by attending a special three-hour session. During the session, you'll discuss personal values and missions and how your goals fit in. We'll talk about what you need to ask for from others – something women aren't so good at doing. Heard of The Secret? Deb will share how she put some of those concepts to work in her own life with amazing results.

You'll walk out of Deb's powerful session solid on your top three values, a personal mission statement and a plan of action for achieving that goal or dream you haven't been able to move forward.

**Presenter:** DEBORAH LUKOVICH, President/CEO, aline project solutions, LLC

## Transform Stress in the Workplace: Mindfulness Meditation

Thursday, January 31, 2008

9:00 a.m. - 11:00 a.m.

Ever get stressed out during your work day? Looking for ways to deal with difficult situations in the workplace? Sign-up now and learn how to find calm, balance, and joy in your busy workday through mindfulness meditation. In this workshop, you will learn simple meditation techniques and skillful ways to deal with the stress and anxiety of your busy job. Learn mindfulness practices that help you respond with clarity and calm as you face difficult situations with clients and customers. Putting these practices to work will bring light to your day, enhance your individual and organizational ability to achieve goals, and create an environment where you can better serve your clients and community.

**Presenter:** RODNEY SANCHEZ, Executive Assistant, Nonprofit Center of Milwaukee, Meditation Teacher

## VOLUNTEER CENTER MANAGEMENT

### Volunteer Center Networking

One of the most valuable ways to learn is by sharing information with peers. The Volunteer Center's Networking Sessions provide an opportunity for you to meet and exchange ideas on current topics in volunteer management.

**Facilitator:** BONNIE ANDREWS, Volunteer Center Manager, Nonprofit Center of Milwaukee

Fee: \$15; Free for Nonprofit Center Members and CDBG agency attendees. Please RSVP to (414) 344-3933 for all sessions as space may be limited.

### Volunteer Reflection

Wednesday, October 17, 2007

8:30 a.m. - 10:00 a.m.

**Location:** Milwaukee Center for Independence, 2020 W. Wells Street, Milwaukee (parking available behind the building)

When volunteers reflect after a volunteer experience it allows them to look back on, think critically about, and learn from their experience. Providing a framework for reflection can magnify learning, prevent misperceptions, and help bring the volunteers back again! Reflection can be formal or informal, and is often done with groups of volunteers. It allows individuals to process their volunteer experience, especially if they are working in a new environment or are unfamiliar with the people you serve. At this session you will learn some models for reflection and specific questions that you can use with volunteers in your organization.

**Presenter:** BONNIE ANDREWS, Volunteer Center Manager, Nonprofit Center of Milwaukee

### Recruit and Manage Volunteers with VolunteerMilwaukee.org

#### RECRUIT VOLUNTEERS

Thursday, January 10, 2008

9:00 a.m. - 11:00 a.m.

VolunteerMilwaukee.org is a new web-based system for listing nonprofit volunteer opportunities. In just four months we have over 500 registered volunteers and 10,000 visitors. This session will cover some basics for using this tool for recruitment including writing, entering and updating opportunities, adding new contacts and locations, and creating date-specific opportunities, along with tips for following up with prospective volunteers. Bring your questions, and we can share experiences and ideas to help you recruit more volunteers. **This session is intended for organizations and staff new to the Volunteer Center's website.**

#### MANAGE VOLUNTEERS

Wednesday, January 23, 2008

3:00 p.m. - 4:15 p.m.

Many nonprofits utilize the Volunteer Center's website to recruit volunteers, which lists over 650 opportunities! Did you know that you can also log your volunteers' hours, track the number of people who see your opportunity, access archives of referrals, and link opportunities to your agency's website? Learn how to utilize all the features that our website offers. **This session is intended for organizations and staff who currently use the Volunteer Center's website to recruit volunteers.**

**Presenters:** BONNIE ANDREWS, Volunteer Center Manager and MEGAN STOELB, Program Assistant, Nonprofit Center of Milwaukee

## VOLUNTEER CENTER TRAINING

### Become a Voice for Volunteerism

Wednesday, November 7, 2007

9:00 a.m. - 11:00 a.m.

Could you help encourage local volunteerism by speaking to small groups who want to learn how to help our community? If you answered yes then this session is for you! We are launching Volunteer Voices, a group of informed and enthusiastic individuals who will encourage local volunteerism by speaking to small groups from schools, civic groups and organizations who want to learn more about volunteering. This session includes speech outlines for both recognizing and engaging volunteers. Also included are tips and resources on how to deliver an excellent presentation that is both personal and engaging. We will provide training tips, speech outlines, and other resources to ensure you are equipped to deliver an excellent presentation. Attending this session will not oblige you to become a speaker, but we hope you will see this as a great way to make a difference in Milwaukee!

Presenter: TBA

Fee: FREE

### No Nonsense Volunteer Management: The Basics

Wednesday, November 14, 2007

9:00 a.m. - 10:30 p.m.

If you need volunteers and a system for managing them, but have little time to create the forms and procedures to do it, the *No Nonsense Volunteer Management Toolkit* is for you! In this workshop you will learn the basics of the volunteer management process and review the forms in the *No Nonsense Volunteer Management Toolkit*. This streamlined system will help you quickly get the information you need to effectively engage volunteers in your organization. The No Nonsense packet contains policies, procedures and 8 different forms on a CD that you can customize for use in your organization. Included in the forms are application, screening, interview and agreement formats. **You will receive the No Nonsense Packet and CD FREE**, regularly priced at \$50 or \$35 for members.

Presenter: BONNIE ANDREWS, Volunteer Center Manager, Nonprofit Center of Milwaukee

Fee: \$50; \$35 Nonprofit Center Members and CDBG agency attendees.

### Develop your Leadership Skills - Volunteer!

Thursday, January 31, 2008

3:00 p.m. - 5:00 p.m.

If you have a commitment to volunteerism, ideas for how to improve our community, and an interest in leadership, sign up for this workshop. The Volunteer Center's new affiliation with the Hands On Network opens the opportunity for volunteer project coordinators to work with a nonprofit organization to organize or develop a project, plan for the work, and engage volunteers to complete the tasks. This workshop will be an introduction to the Hands On volunteer leadership model, and will provide practical information on how to create real change for people in Milwaukee. Time commitment and complexity will vary. The Volunteer Center will provide guidance for projects as they develop.

This workshop is right for current volunteers who want to be more involved in a nonprofit, young professionals who want to develop leadership skills, baby boomers who are interested in using their management skills, and many others. Join us as we launch this exciting Hands On Network program. Your attendance does not commit you to a project.

Presenters: BONNIE ANDREWS, Volunteer Center Manager and DEBBIE KNEPKE, Corporate and Events Manager, Nonprofit Center of Milwaukee. Fee: \$15; FREE Nonprofit Center Members and CDBG agency attendees.

### Volunteer Management Audit

Wednesday, February 13, 2008

9:00 a.m. - Noon



Intermediate Workshop

Volunteers comprise the unpaid personnel department of a nonprofit organization - how effectively do you incorporate them into yours? Do you recognize the strengths and opportunities for improvement in your management of volunteers?

This session can help answer these questions.

Participants will evaluate their own programs by answering questions from the *Volunteer Management Audit* created by expert Susan Ellis. The areas include planning, screening, recruitment, supervision and recognition of volunteers. We will review some recognized best practices in each area, share successes, and work together on specific strategies for improvement. Each participant will leave with ideas to increase their volunteer management effectiveness.

Presenters: BONNIE ANDREWS, Volunteer Center Manager, Nonprofit Center of Milwaukee

Fee: \$80; \$50 Nonprofit Center Members and CDBG agency attendees.

### Volunteer Center Orientations

Are you familiar with all of the services available through the Volunteer Center? The following orientations are scheduled for coordinators new to their position, and agencies new to the Volunteer Center services of the Nonprofit Center. Bring along your volunteer position descriptions so we can add them to our website. Join us on one of the dates listed below:

Tuesday, October 23

3:00 p.m. to 4:00 p.m.

Thursday, November 15

9:00 a.m. to 10:00 a.m.

Tuesday, December 11

1:00 p.m. to 2:00 p.m.

Facilitator: MEGAN STOELB, Program Assistant, Nonprofit Center of Milwaukee

Fee: Free.

RSVP to Daniel Tobias (414) 344-3933 or dtobias@nonprofitcentermilwaukee.org

All workshops are at the Nonprofit Center  
2819 West Highland Blvd.  
unless otherwise noted  
web page: [www.nonprofitcentermilwaukee.org](http://www.nonprofitcentermilwaukee.org)

# NONPROFIT CENTER OF MILWAUKEE REGISTRATION FORM

**PLEASE REGISTER IN ADVANCE FOR ALL WORKSHOPS. Please Print Clearly.**

Occasionally, we have full registration or the number of registrants is less than required to conduct the workshop. We urge you to call and confirm only if you have not pre-registered.

Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

**\*As a United Way funded agency, we are required to track the race, gender, and home zip code of those we serve. We use this information for outcomes reporting purposes only.**

PARTICIPANT NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ TELEPHONE NUMBER (INCLUDE AREA CODE): \_\_\_\_\_ FAX: \_\_\_\_\_

WORKSHOP TITLE: \_\_\_\_\_ DATE \_\_\_\_\_ FEE: \$ \_\_\_\_\_

\*RACE \_\_\_\_\_ GENDER  Male  Female HOME ZIP CODE \_\_\_\_\_

PARTICIPANT NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ TELEPHONE NUMBER (INCLUDE AREA CODE): \_\_\_\_\_ FAX: \_\_\_\_\_

WORKSHOP TITLE: \_\_\_\_\_ DATE \_\_\_\_\_ FEE: \$ \_\_\_\_\_

\*RACE \_\_\_\_\_ GENDER  Male  Female HOME ZIP CODE \_\_\_\_\_

PARTICIPANT NAME: \_\_\_\_\_ POSITION: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ TELEPHONE NUMBER (INCLUDE AREA CODE): \_\_\_\_\_ FAX: \_\_\_\_\_

WORKSHOP TITLE: \_\_\_\_\_ DATE \_\_\_\_\_ FEE: \$ \_\_\_\_\_

\*RACE \_\_\_\_\_ GENDER  Male  Female HOME ZIP CODE \_\_\_\_\_

TOTAL FEES: \$ \_\_\_\_\_  : Have you considered your discount? See discount options below.

Billing Contact: \_\_\_\_\_ Indicate Method of Payment:  Check Enclosed  Pay at Door  Charge to Mastercard/Visa  Other

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ Customer Code \_\_\_\_\_


Name as it appears on credit card: \_\_\_\_\_ Organization name if it appears on credit card: \_\_\_\_\_

Street Address \_\_\_\_\_ City, State, Zip Code: \_\_\_\_\_

**Return with checks payable to: Nonprofit Center • 2819 W. Highland Blvd. • Milwaukee WI 53208.**

**Information (414) 344-3933 Fax (414) 344-7071 E-mail [info@nonprofitcentermilwaukee.org](mailto:info@nonprofitcentermilwaukee.org)**

## Fall Specials

 symbols mark workshops that qualify for the fall training special: Any 3 registrations \$195; \$135 for Nonprofit Center members and CDBG agency attendees. Any 5 registrations \$310; \$210 for Nonprofit Center members and CDBG agency attendees.

**REGISTRATION DEADLINE** is two working days prior to the session date. **REFUNDS** will be made, or fees applied to future workshops, only for cancellations made prior to the deadline date. Coffee and Refreshments available 15 minutes before the program begins.

### REGISTRATION INFORMATION

**By mail:** 2819 W. Highland Blvd. Milwaukee, WI 53208

**By phone:** (414) 344-3933

**By fax:** (414) 344-7071

**By e-mail:** [info@nonprofitcentermilwaukee.org](mailto:info@nonprofitcentermilwaukee.org)