



The Nonprofit Center presents
**Grantseeking in the
Current Economic Climate**

The Nonprofit Center of Milwaukee is presenting four learning sessions designed to give nonprofits the opportunity to dialogue about two key fund development topics that have been getting a lot of attention as a result of the current economy: Federal Stimulus Dollars and Grantseeking Collaborations. Join these sessions to learn more about stimulus dollars, your organization's readiness to apply for and receive federal funding, and how to effectively pursue funding in collaboration with other organizations.

Seeking Stimulus Funding: Ask the Expert

Tuesday, September 29 / 9:30 – 11:30 a.m.

An informal Q & A session to get answers about federal stimulus funding. See page 6.

Collaboration: On Paper and In Practice

Wednesday, October 21 / 9:00 – 10:30 a.m.

Join this roundtable discussion led by experienced and successful collaborators. See page 6.

Should We Apply For Federal Grants?

Tuesday, November 17 / 9:00 - 11:00 a.m.

Assess and develop your organization's potential to apply for, receive and manage federal grants. See page 6.

Collaborative Grantseeking Without Grief

Tuesday, January 19, 2010 / 9:00 a.m. – Noon

Two-thirds of all collaborations fail. Learn about this major trend in grantseeking and how to move forward with successful collaborations. See page 7.

Including Sessions on:

Bookkeeping for Nonprofits

Making Great Presentations

Poverty & Disability Forum

Social Media Series

Supervisor's Learning Circle

... and Many More!

See Registration Page for

**Discounts for
Multiple Registrations**

PLEASE NOTE PAYMENT POLICY

The Nonprofit Center requires full payment along with registration prior to attending a workshop. See registration sheet for complete registration procedures.



This calendar includes workshop opportunities addressing the issues and opportunities facing the local nonprofit sector as a result of the recent economic shifts. Look for classes marked with this symbol

SEPTEMBER 2009

- HR As Coach:**
Assisting Managers with Employee Issues.....Wednesday, September 9
9:00 a.m. – Noon page 7
- Starting a Nonprofit and Beyond:**
Legal Issues and Documents.....Thursday, September 10
9:00 a.m. – Noon page 8
- Donor's Forum of Wisconsin Luncheon**Friday, September 11
Noon – 2:00 p.m. page 8
- Agency Executive's Group (AEG)**Tuesday, September 15
7:30 – 9:00 a.m. page 7
- Grant Writing: The Basics**Tuesday, September 15
9:00 a.m. – Noon page 6
- Volunteer Center Orientation Plus**Wednesday, September 16
9:30 – 10:30 a.m. page 11
- Nonprofit Center Orientation**Thursday, September 17
Noon – 1:00 p.m. page 3
- Open the Board Room Door:**
Answer the Call to Serve.....Thursday, September 17
3:00 – 5:00 p.m. page 10
- Social Media Series Session One –**
Are You Ready for Social Networking?Monday, September 21
10:00 a.m. – Noon page 8
- Social Media Series Session Two –**
Social Networking: The Next GenerationMonday, September 21
1:30 p.m. – 4:30 p.m. page 8
- Nonprofit Board Development Conference**Tuesday, September 22
3:00 – 8:30 p.m. page 4
- Making Your Case**Thursday, September 24
9:00 – 11:00 a.m. page 9
- Seeking Stimulus Funding: Ask the Expert**Tuesday, September 29
9:30 – 11:30 a.m. page 6
- Developing & Monitoring Budgets: Part 1.....**Tuesday, September 29
2:00 – 4:30 p.m. page 6
- Unleashing Your Voice: Making Great Presentations Series**
Session One: The Preparation.....Wednesday, September 30
9:00 – 10:30 a.m. page 4

OCTOBER 2009

- You Can Lead the Way – Become a Project Leader**Thursday, October 1
3:00 – 5:00 p.m. page 10
- Grant Writing 102: Goals, Objectives and Outcomes**Tuesday, October 6
9:00 a.m. – Noon page 6
- Developing & Monitoring Budgets: Part 2.....**Tuesday, October 6
2:00 – 4:30 p.m. page 6
- Unleashing Your Voice: Making Great Presentations Series**
Session Two: The DeliveryWednesday, October 7
9:00 – 10:30 a.m. page 4
- MIP Users Group Meeting**Thursday, October 8
10:00 a.m. – Noon page 5
- Don't Let Things Get You Down: Reduce Stress**
and Worry with Mindfulness MeditationTuesday, October 13
9:00 – 11:00 a.m. page 9
- Build Passionate Volunteers through**
Successful Orientation SessionsThursday, October 15
9:30 – 11:00 a.m. page 11
- Moving Your Organization to the "Cloud":**
How to Use Google for Much More than Search.....Thursday, October 15
1:00 – 4:00 p.m. page 4
- Volunteer Center Orientation Plus**Monday, October 19
2:00 – 3:00 p.m. page 11
- Agency Executive's Group (AEG)**Tuesday, October 20
7:30 – 9:00 a.m. page 7
- Developing Effective Business Conversation Skills**
RoundtableTuesday, October 20
9:00 – 11:00 a.m. page 5
- The Redesigned Form 990 and the IRS' Interest in**
Exempt Organization Governance RoundtableTuesday, October 20
Noon – 1:30 p.m. page 5
- Bookkeeping for Nonprofits.....**Tuesday, October 20
2:30 – 4:30 p.m. page 6
- Collaboration:**
On Paper and In Practice Roundtable.....Wednesday, October 21
9:00 – 10:30 a.m. page 6
- No Nonsense Volunteer Management:**
The Basics Made SimpleThursday, October 22
9:00 a.m. – Noon page 10
- Let's Partner Together:**
Board Development & Governance.....Thursday, October 22
4:00 – 6:00 p.m. page 4
- Using the Media for Change**Tuesday, October 27
9:00 – 11:00 a.m. page 8

Calendar

Bookkeeping for Nonprofits.....Tuesday, October 27
2:30 – 4:30 p.m. page 6

Wage and Salary Administration:
Using the 2009 Survey.....Wednesday, October 28
1:00 – 3:00 p.m. page 7

Income Planning: Fund Development Strategies.....Thursday, October 29
9:00 – 11:00 a.m. page 9

I AM an Effective & Engaged Board MemberTuesday, December 8
8:00 – 10:00 a.m. page 4

Volunteer Center Orientation Plus.....Thursday December 17
3:00 – 4:00 p.m. page 11

NOVEMBER 2009

Nonprofit Center OrientationTuesday, November 3
Noon – 1:00 p.m. page 3

Bookkeeping for Nonprofits.....Tuesday, November 3
2:30 – 4:30 p.m. page 6

Forum on Poverty & DisabilityWednesday November 4
8:30 a.m. – Noon page 4

Volunteer Center Orientation Plus.....Thursday November 5
11:00 a.m. – Noon page 11

Orientation to Starting a Nonprofit:
To Be or Not To BeThursday, November 5
4:00 – 5:30 p.m. page 8

Annual Planning Skills TrainingTuesday, November 10
11:00 am – 1:00 pm page 8

Bookkeeping for Nonprofits.....Tuesday, November 10
2:30 – 4:30 p.m. page 6

Projects and Professional OpportunitiesWednesday, November 11
9:00 a.m. – Noon page 10

Agency Executive's Group (AEG)Tuesday, November 17
7:30 – 9:00 a.m. page 7

Should We Apply For Federal Grants?Tuesday, November 17
9:00 – 11:00 a.m. page 6

Bookkeeping for Nonprofits.....Tuesday, November 17
2:30 – 4:30 p.m. page 6

Bookkeeping for Nonprofits.....Tuesday, November 24
2:30 – 4:30 p.m. page 6

DECEMBER 2009

Valuable Volunteer Management Tools
for Nonprofit Organizations.....Wednesday, December 2
8:30 a.m. – 3:00 p.m. page 10

Starting a Nonprofit and Beyond:
Legal Issues and Documents.....Thursday, December 3
9:00 a.m. – Noon page 8



Looking Ahead


JANUARY 2010

Collaborative Grant Seeking Without Grief.....Tuesday, January 19
9:00 a.m. – Noon page 7

Learning Circle for Supervisors
Start Date:Tuesday, January 26
9:00 – 11:00 a.m. page 9

Nonprofit Center Orientation

Brown Bag Lunch Affair
Thursday, September 17 / Noon – 1:00 p.m.
Tuesday, November 3 / Noon – 1:00 p.m.



Join us over lunch to learn how we can support you in building organizational capacity through the services we provide: Technical Assistance, Consulting, Training, Data Center Services, Volunteer Services, Finance Center, and Jobs That Serve.

Facilitator: YLONDA GLOVER, Organizational Development Consultant, Nonprofit Center of Milwaukee
Fee: Free

BOARD DEVELOPMENT & GOVERNANCE

Nonprofit News You Can Use Nonprofit Board Development Conference

September 22, 2009 / 3:00 – 8:30 p.m.

University of Wisconsin -Parkside, Kenosha

For more information contact Paula Plasky at 262-595-2794

Let's Partner Together: Board Development & Governance

Thursday, October 22 / 4:00 – 6:00 p.m.

The gifts, talents and mission-driven passion of your board are key to accomplishing your organization's mission. Recruiting and orienting board members, establishing board structure, and providing board members with the resources to fulfill defined roles and responsibilities are critical to effective board governance and developing a board that is equipped to fulfill the mission. In this workshop, we will learn how to develop board governance policy, identify the difference between governance and management, and develop tentative action steps to help your board move forward. **Designed especially for the Executive Director and the Board President to attend together.**

Presenter: YLONDA GLOVER, Organizational Development Consultant, Nonprofit Center of Milwaukee

Fee: \$50; \$35 Nonprofit Center members and CDBG agency attendees; \$25 nonprofit board members

I AM an Effective & Engaged Board Member

Tuesday, December 8 / 8:00 – 10:00 a.m.

What are the characteristics and responsibilities of an effective and engaged board member? Are you a current board member? If so, you are responsible to invest your time, talents and treasures into the mission of that organization. In this session you will learn the standard principles of board development and governance. You will assess your board member effectiveness, review the roles and responsibilities of boards of directors, and understand the principles for good governance and ethical practice.

Presenter: YLONDA GLOVER, Organizational Development Consultant, Nonprofit Center of Milwaukee

Fee: \$50; \$35 Nonprofit Center members and CDBG agency attendees; \$25 nonprofit board members

Special
Pricing

Special
Pricing

All workshops are at the Nonprofit Center
2819 West Highland Blvd.
unless otherwise noted.
www.nonprofitcentermilwaukee.org

CRITICAL ISSUES FORUMS

Forum on Poverty & Disability

Wednesday, November 4 / 8:30 a.m. – Noon

Location: MCFI Conference Center, 2020 West Wells Street



Milwaukee has one of the nation's highest poverty rates for families with children. The city also has one of the country's highest rates of childhood disability. The forum will feature the latest research on the link between poverty and disability, not just among children, but adults and older adults as well. A panel discussion among experts in poverty and disability will offer practical ideas for addressing these issues.

Featured Panelists include representatives from: Wisconsin Council on Children & Families, Disability Rights Wisconsin and other experts

Fee: \$75; \$50 Nonprofit Center members and CDBG agency attendees.

Co-presented by Milwaukee Center for Independence & The Nonprofit Center of Milwaukee.



DATA, INFORMATION SYSTEMS & TECHNOLOGY

Moving Your Organization to the "Cloud": How to Use Google for Much More than Search

Thursday, October 15 / 1:00 – 4:00

It is likely that you use Google's Search engine every day to find the things you are looking for from Groceries and Hair Salons to getting directions to them. But did you know you can use over 30 other FREE Google services in place of Microsoft Outlook, Word, Excel and even your Receptionist? (Just kidding Daniel.) This workshop will introduce you to the range of Google's online services from Voice to Calendar, Documents and Blogs, and show you how to use them for collaboration and a more efficient office!

Presenter: TODD CLAUSEN, Data Center Coordinator, Nonprofit Center of Milwaukee

Fee: \$35; \$25 Nonprofit Center members and CDBG agency attendees.

EMPLOYEE DEVELOPMENT

Unleashing Your Voice: Making Great Presentations Series

Whether you find yourself presenting to 5 or 5,000 people, learn some simple techniques to help make your presentations meaningful and memorable. Please note that these sessions can be taken together or independently.

Single Session Fee: \$35; \$25 Nonprofit Center members and CDBG agency attendees.

Series Fee: \$55; \$35 Nonprofit Center members and CDBG agency attendees.

SESSION ONE: THE PREPARATION

Wednesday, September 30 / 9:00 – 10:30 a.m.

In the first session, learn how to succinctly organize your thoughts before making a presentation. Most importantly, learn how to capture an audience's attention and not bore them, make sure they understand the main point(s), and check for understanding. Leave with tools that will help even when you are put on the spot!

SESSION TWO: THE DELIVERY

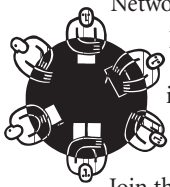
Wednesday, October 7 / 9:00 – 10:30 a.m.

Eliminate the distractions that threaten to undermine your message. In this session we will cover practical tips for making presentations, such as: what to wear; what to do with your hands; where to stand; how to ease your nervous jitters; and whether you should use a power point.

Presenter: DEANNA SINGH, ESQ.

Deanna Singh has spoken professionally all over the country for over 20 years. She has shared podiums with congressmen and women, civil rights leaders, international dignitaries, and major community and business leaders. She has presented in front of thousands of people, including addressing a full crowd on the Washington Mall.

NETWORKING ROUNDTABLES



Networking Roundtables provide a forum 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.

Join the Roundtable that is right for you.

Planners & Grant Writers

See page 6 for details.

Nonprofit Accounting Group

See page 5 for details.

Administrative Support Professionals Roundtable

Developing Effective Business Conversation Skills

Tuesday, October 20 / 9:00 – 11:00 a.m.

Do the words “tell me about yourself” render you speechless? Or even worse, do you find yourself mumbling responses that you instantly regret and later re-play endlessly in your mind? Take heart! Learn and practice communication strategies that will help you increase your conversational competence in any setting and take you from being a fearful fumbler to being a confident communicator.

Presenter: JOANNA PATTERSON, Assistant Director of Career Education Center, Alverno College

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

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

FINANCE CENTER OFFERINGS

Bringing Excellence to Nonprofit Financial Accountability

Nonprofit Accounting Group Roundtable

The Redesigned Form 990 and the IRS' Interest in Exempt Organization Governance

Tuesday, October 20 / Noon – 1:30 p.m.

Bring a Brown Bag.

Beginning in 2009, tax exempt organizations are required to use a redesigned Form 990, Return of Organization Exempt from Income Tax. The IRS has expanded reporting in a number of areas, including corporate governance and compensation arrangements. Join us for an overview of the new reporting requirements and discussion regarding the IRS' renewed interest in nonprofit corporate governance.



Presenters: PAUL M. SENGER, CPA, CVA, ABV, Shareholder, Winter, Kloman, Moter & Repp, S.C. & Attorney ANN M. RIEGER, Shareholder, Davis & Kuelthau

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

MIP Users Group Meeting

Thursday, October 8 / 10:00 a.m. – Noon

Topic: Creating a Revenue & Expense Nets Asset with Fund Activity Report

Learn how to include your fund activity on Revenue & Expense reports created in MIP. This is a great internal management report that provides expanded insight to your financial information. Hear the latest news on MIP v10.2 coming this fall.

The MIP Users 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.

Presenters: ANTHONY HARRIS, ALH Enterprises, Inc. and ANDREW C. HOLMAN, Partner, RitzHolman CPAs

Fee: FREE

To register, please contact the Nonprofit Center at (414) 344-3933 or e-mail rsanchez@nonprofitcentermilwaukee.org.

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2819 West Highland Blvd.
unless otherwise noted.
www.nonprofitcentermilwaukee.org

Bookkeeping for Nonprofits

6 Tuesdays / 2:30 – 4:30 p.m.

October 20 – November 24

Although many people conduct activities related to nonprofit bookkeeping, most have not had the background training to understand all aspects of their job or function. This six session course has been designed for nonprofit staff responsible for bookkeeping entry and other activities related to nonprofit bookkeeping who have not had formal bookkeeping education or training. This course will provide training in concepts and practice in all aspects of nonprofit bookkeeping including double entry bookkeeping, accrual versus cash basis, reading and creating basic nonprofit financial statements, setting up and understanding a chart of accounts, entering and posting revenue and expenses, bank reconciliation procedures, entering and monitoring payroll costs, tying out accounts at month and year-end, and reviewing financial information for accuracy by funding source.

Prerequisites: Some prior or existing bookkeeping experience in the nonprofit setting.

Requirements: *Nonprofit Accounting and Bookkeeping for Dummies* textbook (included in fee), homework assignments, practice outside of class and successful completion of final exam to earn **Certificate of Completion in Nonprofit Bookkeeping**.

Instructor: ANDREW C. HOLMAN, Partner, RitzHolman CPAs

Fee: \$315; \$225 Nonprofit Center members and CDBG agency attendees. Text included.

Developing & Monitoring Budgets – 2 parts

Tuesday, September 29 / 2:00 – 4:30 p.m.

Tuesday, October 6 / 2:00 – 4:30 p.m.

Preparation of an effective budget is critical to proper monitoring of fiscal activity and planning for the future. The sessions will review the key elements in constructing and then monitoring a nonprofit budget. Hands-on exercises and budgeting situations will also be covered as part of the course.

Presenter: ANDREW C. HOLMAN, Partner, RitzHolman CPAs

Fee: \$125; \$80 Nonprofit Center members and CDBG agency attendees.

FUND DEVELOPMENT

Grant Writing: The Basics

Tuesday, September 15 / 9:00 a.m. – Noon

How do you go from having a good cause to making your programs a reality? In this workshop, we will review the essential elements of any grant proposal. You will learn who in your organization has the information you need and how to package it. We also will take a look at the Common Grant Application, which is the standard for numerous funders throughout Wisconsin.

Presenter: BRIAN R. SCHARFENBERGER, Director of Grants Administration, Boys & Girls Clubs of Greater Milwaukee

Fee: \$75; \$50 Nonprofit Center members and CDBG agency attendees.

Seeking Stimulus Funding: Ask the Expert

Tuesday, September 29 / 9:30 – 11:30 a.m.



Get answers to your questions about federal stimulus funding from Dr. Lynn Miner, a nationally recognized grantseeking expert. This informal Q&A session is your chance to find out about such things as the following: How much money is available? Am I eligible? How do I apply? How competitive is it? How can I increase my chances of getting funded? What do they fund? Is it really worth it? And more. Bring your questions. Please see *Should We Apply for Federal Grants* for additional learning on this topic.

Presenter: LYNN MINER, Ph.D., Founder and Principal Miner and Associates

Fee: \$35; \$25 Nonprofit members and CDBG agency attendees.

Grant Writing 102: Goals, Objectives and Outcomes



Tuesday, October 6 / 9:00 a.m. – Noon

All funders ask themselves, “If I support this project, will it make a difference?” Learn how to spell out what you hope to accomplish, how you will achieve it and how you will measure your impact. Get fresh strategies on making your grant submissions organized, realistic and compelling. Some grant-writing experience preferred. P.S. Be prepared to have fun!

Presenter: LESLEY SALAS, Director of Grants & Special Initiatives, Boys & Girls Club of Greater Milwaukee

Fee: \$75; \$50 Nonprofit Center members and CDBG agency attendees.

Planners & Grant Writers Roundtable Collaboration: On Paper and In Practice

Wednesday, October 21 / 9:00 – 10:30 a.m.



Good grant writers have put the word “collaboration” on speed dial. We know funders love it, it’s easy to describe, and including good letters from collaborators looks really impressive. However, unless collaborative relationships are planned well ahead of time, they’re not worth the paper they’re written on. What is a good collaboration? What are the key ingredients? How can collaboration help you deal with the hard issues of program quality and sustainability? Reflect on several alternative models in this interesting discussion led by experienced and successful collaborators. Please see *Collaborative Grantseeking Without Grief* for additional learning on this topic.

Facilitator: JANICE WILBERG, Ph.D., Wilberg Community Planning LLC

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

Should We Apply For Federal Grants?

Tuesday, November 17 / 9:00 – 11:00 a.m.



Does it make sense for my organization to apply for federal grants? What are the pitfalls? What are the odds that we can actually capture money from the federal government? Is my agency prepared to receive these funds? Stimulus dollars, where are they and who gets them? This session will help agencies learn how to realistically assess and develop their potential to apply for, receive and manage federal grants. Get your questions answered and learn how to prepare your agency to work with the federal government. Please see

Seeking Stimulus Funding: Ask the Expert for additional learning on this topic.

Presenter: ROSEMARY OLIVEIRA, GrantWorks

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

Collaborative Grant Seeking Without Grief

Tuesday, January 19, 2010 / 9:00 a.m. - Noon



Collaboration is a major trend in grantseeking. In this session, you will learn about different types of collaboration, why two-thirds of all collaborations fail, the crucial roles of trust and leadership, refining collaborative ideas, pinpointing essential resources and communication strategies, writing collaboration agreements, and evaluating collaboration effectiveness. Please see *Planners & Grantwriters Roundtable Collaboration: On Paper and In Practice* for additional learning.

Presenter: LYNN MINER, Ph.D., Founder and Principal, Miner and Associates

Fee: \$75; \$50 Nonprofit members and CDBG agency attendees

HUMAN RESOURCES

Sponsored by **Froedtert HOSPITAL**
Froedtert & Community Health

Human Resource Professionals Leaders Circle

In progress.

Human Resources Summer School Series – Don't miss the last class of the series!

Session 7: HR As Coach: Assisting Managers with Employee Issues

Wednesday, September 9 / 9:00 a.m. - Noon

The human resources professional helps managers address employee issues in ways that result in good choices for the organization and personal growth for the manager. Coaching also provides feedback to managers about the impact of their behavior when leading others. Managers need coaching for dealing with disciplinary issues and legal compliance, as well as performance improvement and career development. Coaching provides Human Resources with the opportunity to ensure that difficult employee situations are handled correctly and to build the capacity of managers in the organization.

Presenter: MARY I. VOELKER, Ph.D., SPHR, Consulting On Change

Fee: \$75; \$50 Nonprofit Center members & CDBG agency attendees.

Making Workplace Connections: Capstone

The date will be determined based on availability of participants.

The capstone will provide the opportunity to make connections across sessions, will assist you in defining priority areas of your human resource function that require development and improvement, and will discuss resources and ideas for making those enhancements. Connect what you know, and apply it directly to your vision for the human resource function in your organization.

Wage and Salary Administration: Using the 2009 Survey

Wednesday, October 28 / 1:00 - 3:00 p.m.

Do you know if the salaries in your organization are fair? Do you have problems attracting qualified candidates for job openings? Do the benefits you provide compare to other organizations in the sector? The 2009 Compensation & Benefits survey is complete. The results include benchmark data for salaries, salary ranges and benefits for 53 positions, and a menu of benefits provided to employees of nonprofit organizations. Don't miss the opportunity to obtain relevant and meaningful compensation and benefits information and how to use it to benefit your nonprofit organization, including tactics to reduce costs in response to the economy. Current and accurate compensation and benefit information will assist you and your board to administer an effective salary and benefits program.

The Salary & Benefits Survey is a collaborative effort between The Agency Executives Group of Greater Milwaukee, the Nonprofit Center of Milwaukee and MRA-the Management Association, Inc.

Presenters: MAVIS H. LUTHER, Manager, Human Resource Consulting, WIPFLI, LLP; BONNI YORDI, Ph.D., Director, Surveys and Business Research, MRA-The Management Association

Fee: \$55; \$35 Nonprofit Center Members & CDBG agency attendees.

Special Offer: Participants may purchase the 2009 Compensation & Benefits Survey at the discounted price of \$75.

MANAGEMENT & LEADERSHIP

Agency Executive's Group (AEG)

The Agency Executive's Group of Greater Milwaukee has been serving as a forum for the professional development of executive directors for the past 39 years through education, support and information sharing. If you are an executive director who wishes to know more about issues effecting the nonprofit sector; improve personal skills, knowledge and professional development; and share concerns and interests with executives of other nonprofit organizations, consider joining AEG now. Eight regular meetings offer wonderful opportunities to network with other professionals. Presentations and roundtable discussions cover a broad range of topics and areas of interest. The bi-annual Nonprofit Compensation & Benefits Survey will be done online in 2009. Results will be available in the fall.

FALL AEG MEETINGS

Tuesday, September 15 - Fall kick-off event with Mayor Tom Barrett (invited)

Tuesday, October 20 - Report on the 2009 Compensation & Benefits Survey Results

Tuesday, November 17 - Executive Director Performance Evaluation & 360 Degree Feedback

7:30 a.m. Continental Breakfast; 8:00-9:00 a.m. Program

Location: American Red Cross-2600 West Wisconsin Ave. (free parking)
Fee: \$75.00 covers the cost of 8 meetings; executives can choose to attend up to two meetings for \$15.00 each and then apply the funds to full membership. Join now and receive three extra free months of membership. Members receive monthly program announcements and other discounts. Make checks payable to AEG.

For more information, contact Rodney Sanchez, 414.344.3933, ext. 124 or rsanchez@nonprofitcentermilwaukee.org.

Executive Directors Leaders Circle

In progress.

Annual Planning Skills Training

Tuesday, November 10 / 11:00 am – 1:00 pm

A light lunch will be provided.

Don't have the money to hire a consultant? Need to develop an annual plan? What are the components to a great annual plan? Come, Learn, and Get the Tools necessary to conduct your own annual plan in-house. During this training we will focus on three components for a great annual plan: **Impact:** Are you creating the intended community impact that reflects your mission; **Alignment:** Are your financial goals/resources in alignment with your organizational goals/resources (human and technology capital); and **Results:** To deliver exceptional service and sustain your organization, how do you measure your outcome results? At the end of this session you will learn how to align your financial, human capital (staff members, board, volunteers, etc.) and resources together to enhance your organizational capacity.

Presenter: YLONDA GLOVER, Organizational Development Consultant, Nonprofit Center of Milwaukee

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

MARKETING & PUBLIC RELATIONS

Using the Media for Change

Tuesday, October 27 / 9:00 – 11:00 a.m.

Join Sangita Nayak, 9to5 Milwaukee's Lead Organizer, to learn about how to raise the visibility of your cause and use the media to change policy to create a better Milwaukee.

Sangita will share non-traditional techniques and insights to increase earned media and low budget paid media.

Presenter: SANGITA NAYAK, Lead Organizer, 9to5 Milwaukee; Board Member, Freedom Now Collaborative

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

SOCIAL MEDIA SERIES

SESSION ONE: ARE YOU READY FOR SOCIAL NETWORKING?

Monday, September 21 / 10:00 a.m. – Noon

Location: Manpower, 100 Manpower Place, Milwaukee

This hands-on workshop will introduce basic LinkedIn and Facebook concepts with an emphasis on using these tools in a nonprofit organization environment. All participants will have access to the internet and by the end of the workshop, will have created a LinkedIn page and a Facebook business page. No previous experience with LinkedIn or Facebook is necessary. **Session One will prepare you for participation in Session Two.**

Presenter: JULIE WHELAN CAPELL, Julie/INK

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

SESSION TWO: SOCIAL NETWORKING – THE NEXT GENERATION

Monday, September 21 / 1:30 – 4:30 p.m.

Location: Manpower, 100 Manpower Place, Milwaukee

This hands-on workshop will move participants beyond the basics of LinkedIn and Facebook in order to manage your nonprofit brand. All participants will have access to the internet and by the end of the workshop, will have learned how to use these important tools to connect with donors, clients and other constituencies. Twitter and blogging will also be introduced, and participants will be able to start tweeting by the end of the class. **Prerequisite:** You must already have a LinkedIn page and a Facebook business page, and have some basic experience using these sites prior to taking this workshop.

Presenter: JULIE WHELAN CAPELL, Julie/INK

Fee: \$75; \$50 Nonprofit Center members and CDBG agency attendees. Series Fee Discount: \$105; \$70 Nonprofit Center members and CDBG agency attendees.

NONPROFIT SECTOR

Nonprofit News You Can Use

Donor's Forum of Wisconsin's National Day of Service and Remembrance Luncheon

Friday, September 11 / Noon – 2:00 p.m.

Pfister Hotel, 424 East Wisconsin Ave., Milwaukee

You can learn more by visiting the DFW website www.dfwonline.org.

Orientation to Starting a Nonprofit: To Be or Not To Be

Thursday, November 5 / 4:00 – 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: YLONDA GLOVER, Organizational Development Consultant, Nonprofit Center of Milwaukee

Fee: \$20.

Starting a Nonprofit and Beyond: Legal Issues and Documents



Thursday, September 10 / 9:00 a.m. – Noon

Thursday, December 3 / 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, Boynton Law Offices

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

STRESS MANAGEMENT

Don't Let Things Get You Down: Reduce Stress and Worry with Mindfulness Meditation

Tuesday, October 13 / 9:00 – 11:00 a.m.

Are you working harder with fewer resources? Struggling with difficult co-workers and/or clients? Feeling the pressure of getting all of your work done? Wondering how you can stay balanced when it feels like your day is unraveling? One solution is the practice of Mindfulness Meditation. Sign-up for this workshop to learn simple Mindfulness Meditation techniques. Find calm and ease through conscious breathing. Learn to be present with whatever rises in your life, then respond with clarity and skillfulness through looking deeply. Face the ups and downs of your day with an open heart and good humor that rises from a wisdom based on your own experience. This isn't new-age, rose-colored glasses stuff. This is a serious commitment to happiness that, if applied with diligence, will surprise you with how it affects your life. The tools are simple. The results profound.

No prior meditation experience required. Folks with meditation experience welcome.

Presenter: RODNEY SANCHEZ, Dharma Teacher, and Executive Assistant, Nonprofit Center of Milwaukee.

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

SUPERVISION

Learning Circle for Supervisors

Start Date: Tuesday, January 26, 2010 / 9:00 – 11:00 a.m.

Additional meeting dates determined by participants.

This learning experience is designed for new and experienced supervisors who want a peer-directed learning environment that leads to improvement and refinement of their supervisory practices. The learning circle is premised on the idea that every member has something to contribute and that every member has something to learn. Learning objectives and topics are agreed upon by the group members. The schedule of meetings is determined by the group at its first meeting. The format of the learning circle can include presentations, demonstrations, and discussions. A distinctive feature of the learning circle is an individual action plan developed around the application and expected results of new knowledge, skills, and attitudes acquired at each meeting. This Learning Circle will meet 4 times and the fee includes *Supervisors Survival Kit* textbook by authors Goodwin and Griffith.

Facilitator: MARY I. VOELKER, Ph.D., SPHR, Consulting on Change

Fee: \$175; \$130 Nonprofit Center members and CDBG agency attendees. **Early Bird Discount:** Register by November 30 Fee: \$155; \$110 Nonprofit Center members and CDBG agency Attendees



CDBG TECHNICAL ASSISTANCE SESSIONS

Come and Learn: The Nonprofit Center of Milwaukee invites you to learn how to connect to the Center's technical assistance/consulting, training, data center and volunteer services, and to receive training specifically designed for CDBG organizations. These informational sessions will enhance your organizational capacity and are FREE to CDBG organizations.

Making Your Case

Thursday, September 24 / 9:00 – 11:00 a.m.

Now more than ever it is critical that nonprofits be able to articulate their "case." A case statement is used to educate potential donors and encourage their partnership. It should evoke a sense of urgency and be perceived as a personal appeal for support. A well written case statement is an invaluable tool in fundraising, grant writing, marketing, volunteer training, staff and board training, special events, and public relations. In this training session, you will learn and review the components of a good case statement, and through a small group process, you will develop the outline for your own case statement.

Presenter: JOAN EKLUND JACOBS, Principal, Chrysalis Solutions, LLC
Fee: FREE to CDBG agency attendees.

Income Planning: Fund Development Strategies

Thursday, October 29 / 9:00 – 11:00 a.m.

In this faltering economy, income planning has become increasingly critical to the sustainability of nonprofits. A comprehensive plan focuses on diversification and should include not only projected sources of funding/support but also specific strategies for garnering that support from each source. In this training session, you will review the process for developing an Income Plan based on an operating budget that directly reflects the organization's goals and objectives for programs and administration.

Presenter: JOAN EKLUND JACOBS, Principal, Chrysalis Solutions, LLC
Fee: FREE to CDBG agency attendees.

**All workshops are at the Nonprofit Center
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unless otherwise noted.
www.nonprofitcentermilwaukee.org**

VOLUNTEER CENTER TRAINING

Sponsored by Bostik 

Open the Board Room Door: Answer the Call to Serve

Thursday, September 17 / 3:00 – 5:00 p.m.

You hear about it on the news, from the White House, and at work – volunteering is a great thing to do! Today, as the demand for nonprofit services increases and budgets are tightened, your help is needed more than ever. This is the time to act by serving on a nonprofit Board of Directors. Learn about the benefits of board service; board duties and responsibilities, including legal and financial; different types of boards; the role of nonprofits; and questions to ask of yourself and the nonprofit organization before joining a board. You will have the opportunity to assess your own personal interests and skills and learn how to take the next step. Join us and consider whether opening the door to the board room is right for you. The workshop is intended for people with no previous service on a board of directors.

Presenters: Experienced board members will share their experience, and **DEBBIE KNEPKE**, Corporate & Events Manager, Nonprofit Center of Milwaukee will facilitate.

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

You Can Lead the Way – Become a Project Leader

Thursday, October 1 / 3:00 – 5:00 p.m.

What would make a difference in the lives of people in Milwaukee? There are hundreds of projects, large and small, that would help. Some are well thought out and others are great ideas waiting for a leader to plan the details. Could that person be you? Lead the way! Nonprofits have many things to accomplish and you can help by leading a project such as a special event, supply drive, client picnics, even renovating a house. At this workshop you will learn how to be an effective leader, manage projects and get information about projects you can do in Milwaukee. The workshop is right for current volunteers who want greater impact, young professionals, baby boomers and those who want to use their current skills, and others seeking new skills and connections. Volunteer experience and a commitment to volunteerism are required! Time commitment and complexity will vary. Attendees are not required to lead 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.

No Nonsense Volunteer Management: The Basics Made Simple



Thursday, October 22 / 9:00 a.m. – Noon

If you need volunteers and a system for managing them, but have little time to create the forms and procedures, the No Nonsense Volunteer

Management Toolkit is for you! In this workshop you will learn the basics of the strategy and process for effectively utilizing volunteers. We'll also review the forms in this streamlined system to help you get ready to engage volunteers.

Volunteers are the vital resource making it possible for many organizations to thrive. Nonprofits, schools, and congregations can all benefit from this straightforward approach to screening and managing volunteers. The Toolkit contains sample policies, procedures and 8 different forms that you can customize for your organization's needs. Receive one FREE No Nonsense Toolkit and CD, regularly priced at \$35-\$50, when you attend this workshop.

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

Fee: \$75; \$50 Nonprofit Center Members and CDBG agency attendees.

If cost prohibits you from attending, limited scholarships are available to Nonprofit Center members and CDBG agencies thanks to a donation from Bostik, Inc. For information contact Bonnie Andrews at 273-7887.

Projects and Professional Opportunities



Wednesday, November 11 / 9:00 a.m. – Noon



Design opportunities to attract NEW volunteers

The world is changing – boomers, young professionals, job seekers, and Obama inspired volunteers are all out to change the world. Let's make sure they start in our organizations! This “new breed” of volunteer is looking for something beyond the weekly opportunities that are the mainstay of many nonprofits. They may want to use their professional skills in a role more like a consultant, want to lead a project, or take an entrepreneurial volunteer perspective on your issue. This workshop will cover how to design these opportunities and then attract the right people. There will be time for each organization to brainstorm and create a position attractive to the NEW volunteer.

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

Fee: \$75; \$50 Nonprofit Center Members and CDBG agency attendees.

If cost prohibits you from attending, limited scholarships are available to Nonprofit Center members and CDBG agencies thanks to a donation from Bostik, Inc. For information contact Bonnie Andrews at 273-7887.

Valuable Volunteer Management Tools for Nonprofit Organizations

Wednesday, December 2 / 8:30 a.m. – 3:00 p.m.

Location: UW-Milwaukee School of Continuing Education - 161 W Wisconsin Avenue
Volunteers are critical components for the successful operation of many nonprofit organizations. This session, part of the Professional Certificate in Nonprofit Management at UWM's Helen Bader Institute, will explore best practices for volunteer management including recruitment, training, effective skill utilization, performance recognition and liability. Trends, attitudes and systems will be explored to optimize this growing resource.

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

Fee: \$150 includes lunch

This workshop is part of the UWM School of Continuing Education and the Helen Bader Institute for Nonprofit Management Professional Certificate in Nonprofit Management program. To register, contact Shirley Bufford (414) 227-3157, sbufford@uwm.edu.

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.

Build Passionate Volunteers through Successful Orientation Sessions

Thursday, October 15 / 9:30 – 11:00 a.m.

Location: IndependenceFirst, 540 South 1st Street

Volunteer orientation and training are the keys to having enthusiastic and productive volunteers. Orientations should be a time to inform volunteers of important policies and procedures, but should also be a time to build energy and passion for the mission of your organization. Join us as we discuss what we can do to be more effective and engaging trainers. We'll share ideas of ways that we can energize and motivate volunteers of all ages and learning styles. Discuss how we can use technology such as youtube to add a new flare to your sessions. Bring along your orientation materials to share with the group and leave the session with some great ideas to inspire your volunteers.

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

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

Find us on facebook to receive information about volunteering and Volunteer Center workshops
www.facebook.com/volunteermilwaukee

Five Strategies for Volunteer Retention

Most nonprofits do not view their volunteers as strategic assets and have not developed ways to take full advantage of them. Stanford Social Innovation Review – Winter 2009

This eye-opening quote is from an article titled "The New Volunteer Workforce" which goes on to say that most nonprofit CEOs do a poor job of managing volunteers. What is needed is a more strategic approach to manage this undervalued talent pool.

Some organizations spend a great deal of time recruiting and screening volunteers, however, about one-third of volunteers nationally do not continue volunteering from one year to the next.

Why are volunteers leaving? Studies conclude that fewer than half of nonprofits that manage volunteers have adopted a significant number of important volunteer management practices. Basically, volunteers leave because of poor management.

VOLUNTEER CENTER ORIENTATION PLUS

In the first half of this session, learn about the services available through the Volunteer Center and how to use volunteermilwaukee.org, the web-based system for listing volunteer opportunities. This portion of the session will cover what programs the Volunteer Center has to offer and how to use the website as a tool for recruitment including writing, entering, and updating opportunities. The second half of the session will cover the topic area listed with each date. This orientation is for coordinators new to their positions, agencies new to the Volunteer Center, and coordinators that may need a refresher.

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

Fee: FREE

Wednesday, September 16 / 9:30 – 10:30 a.m.

Learn about "tag-team" volunteering and how you might be able to use this style in your volunteer program.

Monday, October 19 / 2:00 – 3:00 p.m.

Receive one-on-one assistance entering your agency descriptions and opportunities on our website. Bring along your agency mission and opportunity descriptions and use one of the Volunteer Center's computers to get your information posted right away.

Thursday, November 5 / 11:00 a.m. – Noon

What could you do if only you had a volunteer to lead the project? What might be on your wish list? Share with us your special project needs and we will discuss how the Volunteer Center can help you.

Thursday, December 17 / 3:00 – 4:00 p.m.

Receive one-on-one assistance entering your agency descriptions and opportunities on our website. Bring along your agency mission and opportunity descriptions and use one of the Volunteer Center's computers to get your information posted right away.

Here are five strategies for retaining volunteers, based on the main reasons why volunteers leave.

1. Match a volunteer's skills with the assignment. This is especially important for highly skilled and professional volunteers.
2. Recognize volunteers' contributions to your organization. Only 35% of the organizations surveyed recognize their volunteers!
3. Measure the value of volunteers.
4. Train your volunteers and staff. Only 19% of organizations train staff to work effectively with volunteers.
5. Provide strong leadership. Employing a trained manager of volunteer resources is the most important thing an organization can do to value volunteers.

LEARN MORE by attending one of the classes offered on volunteer management at the Nonprofit Center. It's a cost effective way to manage your strategic assets.

2008 Volunteerism Rates Decline Locally

The national spotlight is on service as the unemployed discover volunteering, and the White House promotes serving our communities.

While 2009 volunteer rates are no doubt increasing, the recent 2008 report from the Corporation for National and Community Services shows little change in national volunteerism over the previous year. In 2008 61.8 million Americans, 26.4% of the adult population, volunteered for a nonprofit organization, contributing 8 billion hours of service valued at \$162 billion.

...Nonprofit organizations play an important role in building the local culture of volunteerism. The community characteristics that impact volunteerism and the factors that keep people from volunteering should be considered and addressed as part of effective volunteer recruitment efforts.

Local Statistics

Both Milwaukee and Wisconsin have high volunteer rates relative to the rest of the nation, however, the Milwaukee area rate declined from 34.6% in 2007 to 30.5% last year (based on three year average rates) and moves our city from 7th to 12th on the listing of large cities.

The State of Wisconsin rate dropped from 35.6% to 33.3% during the same time frame, moving from 10th to 12th in the ranking.

The good news... young people are leading Milwaukee's volunteerism, with 31% of this group engaged and ranking third in the nation. Also rising is the number of people

working with their neighbors to fix a problem or improve a condition in their community, which is not measured in the volunteer rates above.

The report cites that no factor can singularly explain changes in an area's volunteer rate, however, there are a number of community characteristics that can work together to have an impact. Cities with higher homeownership rates, higher education levels, shorter commute times, higher numbers of community organizations and lower levels of poverty and unemployment tend to have higher volunteer rates.

What stops people from volunteering? In national discussion groups non-volunteers revealed what kept them from serving.

- First is attitude. Non-volunteers think of a volunteer as someone who is retired and with an excess of leisure time.
- Second, they fear the time commitment and an indefinite service requirement.
- Third, non-volunteers prefer to volunteer if asked by a trusted friend and can use skills they already possess.

Nonprofit organizations play an important role in building the local culture of volunteerism. The community characteristics that impact volunteerism and the factors that keep people from volunteering should be considered and addressed as part of effective volunteer recruitment efforts.

For more information on Volunteering in America visit www.nationalservice.gov. To learn more about local volunteer recruitment and management contact the Volunteer Center of Greater Milwaukee, a service of the Nonprofit Center at (414) 273-7887, www.volunteermilwaukee.org, or bandrews@volunteermilwaukee.org.

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NONPROFIT CENTER OF MILWAUKEE REGISTRATION FORM

REGISTRATION INFORMATION: PLEASE PRINT CLEARLY. USE A SEPARATE FORM FOR EACH PARTICIPANT.

Organization: _____

Street Address: _____

City, State, Zip Code: _____

PARTICIPANT NAME: _____ POSITION: _____

E-MAIL: _____ PHONE WITH AREA CODE: _____ FAX: _____

WORKSHOP TITLE: _____ DATE: _____ FEE: \$ _____

*RACE _____ GENDER Male Female HOME 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.

TOTAL FEES: \$ _____



: Have you considered your discount? See discount options below.

Billing Contact: _____ Indicate Method of Payment: Check Enclosed Voucher Charge to Mastercard/Visa/Discover 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: _____

PLEASE NOTE NEW POLICIES FOR 2009

Payment Information

- The Nonprofit Center requires full payment along with registration prior to attending a workshop. **A participant is not registered until payment is received.** Registration and payment should be made at least 3 days prior to the workshop.
- Registration and payment may be made via phone, fax or regular mail using check, credit card, cash or voucher.
- If paying by credit card, mail or fax the completed registration form
- If paying by check, please fill out this form and mail with your check to: Nonprofit Center of Milwaukee, 2819 W. Highland Blvd., Milwaukee, WI 53208
- If paying with a voucher, the original voucher must be included with your registration form.
- If registering and paying by phone, have your credit card information available.
- Registration and payment will be accepted at the door on the day of a workshop. Bring your payment and completed registration form with you. **If you have not registered and paid in advance, call to confirm that the workshop is being held as scheduled and that space is available.**

Cancellations, Refunds, Credits and Transfers

- The deadline to cancel is 3 business days prior to the workshop. Cancellations made after the deadline are non-refundable. If you are unable to attend, and have not cancelled in advance, you will not receive a refund or credit.
- For cancellations made prior to the deadline, registrants may choose a refund or apply the amount paid toward a future workshop.
- Refunds or credits will be offered for workshops cancelled by the Nonprofit Center.
- Paid workshop registrations may be transferred to another person within the same organization upon request.

Phone: 414-344-3933 • Fax: 414-344-7071

Mail: Nonprofit Center of Milwaukee, 2819 W. Highland Blvd., Milwaukee, WI 53208

Fall Discounts



symbols mark workshops that qualify for the fall training special: Any 5 registrations \$350; \$220 for Nonprofit Center members and CDBG agency attendees.