

GOOD TO GREAT: Board Leadership in Fundraising

**Date, time and panelists to be announced.
Watch the Nonprofit Center website
and your e-mail for details.**

With the looming challenges of the 2009 economy, it is board directors that will make the difference in sustaining and increasing levels of charitable giving. Effective fundraising is driven by effective board directors and competent staff coordinating their success. Come and learn from business leaders and proven campaign chairs the essential components of their fundraising success, and how each has overcome “fear in asking.” Learn how each has used their passion and value for the work of their organizations to lead board directors in successful fundraising and to cultivate the joy of giving in every donor opportunity. Designed especially for board directors and key staff. Don't miss this exclusive opportunity to learn from the best!

Featured Power Panelists: Business and civic leaders who serve as board directors and lead fundraising with excellence.

Moderator: Shawn Perrin, Principal, VisionFirst LLC

For more information:
e-mail info@nonprofitcentermilwaukee.org or
call 414.344.3933.

A collaboration between the Nonprofit Center and VisionFirst

Registration and Payment Information NEW POLICIES AND PROCEDURES

- 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.
- Registration and payment will be accepted at the door on the day of a workshop. 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. Registration fees for cancellations made after the deadline are non-refundable. If you are unable to attend and have not cancelled prior to the deadline, you will not receive a credit or a refund.
- 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.

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.

**See Registration Page for Discounts
for Multiple Registrations**

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- Going Green: Reducing Your Nonprofit's Environmental Footprint**Tuesday, January 13
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- Exploring Collaboration as a Response to the Economic Crisis**.....Tuesday, January 27
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- HireAbility: Creating an Inclusive Workplace**Tuesday, January 27
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- Assessing Nonprofit Organization and Managerial Effectiveness**Wednesday, January 28
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- Energy for Tomorrow Happens Today!**Thursday, January 29
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- Getting Beyond the Numbers: Profiling Your Clients and Target Neighborhoods**.....Thursday, January 29
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- Best Practices for Congregations**Saturday, January 31
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- 403b Retirement Plans: News You Can Use**.....Wednesday, February 4
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- Orientation to Starting a Nonprofit: To Be or Not To Be**Thursday, February 5
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- Responding to Changing Client Needs**.....Tuesday, February 10
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- Open the Board Room Door: Choosing to Serve**Tuesday, February 10
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- Annual Planning Training: Take the A.P.T. Challenge Part 1:**.....Wednesday, February 11
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- Effective Engagement of Today's Volunteers – Following Up**Thursday, February 12
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- Administrative Support Professionals Roundtable** ..Tuesday February 17
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- Nonprofit Accounting Group Roundtable**Tuesday February 17
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- Volunteer Center Orientation**Tuesday, February 17
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- Planners & Grant Writers Roundtable**Wednesday, February 18
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- Legal Issues in Managing Volunteers and Protections for Volunteers**Thursday, February 19
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- Transform Stress in the Workplace: Mindfulness Meditation**Thursday, February 26
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- A Discussion of Public Policy Choices**Tuesday, February 24
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MARCH 2009

- Nonprofit Center Orientation**Tuesday, March 3
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- Develop Your Leadership Skills - Volunteer!**.....Tuesday, March 3
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- Grant Writing: The Basics**Wednesday, March 4
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- CUP Grants Information Sessions - NPCM**Wednesday, March 4
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- Starting a Nonprofit and Beyond: Legal Issues and Documents**.....Thursday, March 5
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- Technology for Small Nonprofits**Tuesday, March 10
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- Commercial Real Estate: How It Impacts Your Bottom Line**Thursday, March 12
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- Volunteer Center Orientation**.....Wednesday, March 18
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- An Executive Director's "Thrival" Kit How to go beyond Surviving to Thriving**Thursday, March 19
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Mediation Skills for Supervisors: Helping Your Staff
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CUP Grants Information Sessions - NPCMWednesday, April 1
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Teamwork SkillsWednesday, April 8
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CUP Grants Information Sessions - UWMThursday, April 16
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CUP Grants Information Sessions - NPCM.....Tuesday, April 21
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CUP Grants Information Sessions - UWMMonday, April 27
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Focus on... The Law

LEGAL ISSUES IN MANAGING VOLUNTEERS AND PROTECTIONS FOR VOLUNTEERS

Thursday, February 19, 2009

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

See page 10 for details.

EMPLOYMENT LAW FOR NONPROFITS

Tuesday, April 21, 2009

9:00 a.m. – 11:00 a.m.

See page 8 for details

NONPROFIT ACCOUNTING

GROUP ROUNDTABLE

**Legal Issues: Fundraising and Revenue
Generating Activities**

See page 6 for details.

These classes are being offered in collaboration with **Milwaukee
Legal Initiative for Nonprofit Corporations (M-LINC)**,
providing legal information, education and referral service
for nonprofits, www.nonprofitlinc.org.

BOARD DEVELOPMENT & GOVERNANCE

Attention: With one full registration, we invite you to bring other team members at a reduced fee* for the workshops listed below.

Good to Great: Board Leadership in Fundraising

See calendar cover for details.

Legal Risks for Nonprofits

See page 9 for details.

Annual Planning Training: Take the A.P.T. Challenge

Part 1: Wednesday, February 11, 2009 11 a.m. – 1 p.m.

A light lunch will be served.

Part 2: Date to be determined based on availability of class participants

Economy-Proof Organizational Capacity Building Tip: No matter what we are experiencing in our economy, as you continue to sustain your organizational capacity it's important to keep these 3 words in mind: Impact, Alignment and Results. **Impact** - are you creating the intended community impact that reflects your mission? **Alignment** - Are your financial goals/resources (human and technology capital) in alignment with your organizational goals/resources? **Results** - How do you measure your outcome results in order to deliver exceptional service and sustain your organization?

One way to implement this tip is by *Taking the A.P.T. Challenge* to align your financial capital, human capital and resources to enhance your organizational capacity.

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

Fee: \$105; \$65 Nonprofit Center members and CDBG agency attendees

* Reduced fee: \$85; \$50 Nonprofit Center members and CDBG agency attendees

Nonprofit Center Orientation

Tuesday, March 3, 2009 • Wednesday, June 3, 2009
Noon – 1:00 p.m.



Bring a brown bag. Get Connected: 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

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

CRITICAL ISSUES FORUMS: Accepting the Challenges Facing the Sector

Don't miss this free series of Nonprofit Center initiatives addressing the issues and opportunities facing the local nonprofit sector as a result of recent economic shifts.

Fee: FREE

Economic Changes and Volunteerism

Thursday, January 15, 2009

8:30 a.m. – 10:00 a.m.

Location: Nonprofit Center of Milwaukee

Today, volunteers are a more vital resource than ever as the needs for nonprofit services increase and budgets decrease. Volunteers are available to do more than traditional "volunteer work," requiring a strong, creative volunteer program to take advantage of the new skills and ideas being offered. During this session we will review the results of our December survey on volunteerism, discuss what you are experiencing, and next steps for our organizations and community. How can the Volunteer Center help? Both Executive Directors and Volunteer Managers should attend this session to consider organizational needs and readiness for the future.

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

Exploring Collaboration as a Response to the Economic Crisis

Tuesday, January 27, 2009

8:30 a.m. – 10:00 a.m.

Location: Aurora Family Service, 3200 W. Highland Boulevard

Crisis brings opportunity, as organizations explore ways to work together to serve the community more effectively with limited resources. Panelists will represent organizations that have worked together to achieve their common missions. Local organizations have formed collaborations to share space, to share common functions such as outreach or intake, to share a staff specialist and other options. What works and what is challenging about these efforts?

Responding to Changing Client Needs

Tuesday, February 10, 2009

8:30 a.m. – 10:00 a.m.

Location: Aurora Family Service, 3200 W. Highland Boulevard

Nonprofit organizations whose emergency services are a part of the "safety net" are already well aware of increasing needs of Milwaukee residents. But how do decreasing income, unemployment, foreclosure and other crises resulting from the recession affect the services of the rest of the sector? Panelists will represent traditional human services – youth, counseling, education and community building efforts. How do the challenges to the families they serve affect their programming? How do we more effectively advocate on their behalf?

A Discussion of Public Policy Choices

Tuesday, February 24, 2009

8:30 a.m. – 10:00 a.m.

Location: Aurora Family Service, 3200 W. Highland Boulevard

In a time of rapidly changing public policy and new initiatives, what are the choices we face? What will be the focus of the government sector? What is the role of the nonprofit sector leadership in helping to shape these directions? What issues will be addressed and what issues will be left behind as federal, state and local programs are changed? Panelists will represent political observers, government leadership and representative nonprofit community leadership.

Watch the calendar and website for additional information and upcoming events.

DATA, INFORMATION SYSTEMS & TECHNOLOGY

Getting Beyond the Numbers: Profiling Your Clients and Target Neighborhoods



Thursday, January 29, 2009 1:00 p.m. - 4:00 p.m.

Indicator reports and demographic profiles are easily available from the Data Center program and other sources. Often these reports leave an organization with the question – “What does this all mean?” *Getting Beyond the Numbers* focuses on how to present the numbers in a form that lets the “real story” shine through. The workshop is a “hands on” opportunity to review the “facts” in demographic and other tables, to recognize the important trends and comparisons, to write about the key facts without letting the numbers mask the message, select appropriate graphics, and frame the message so that your priorities are addressed. The workshop is tailored to individuals within an organization who have a need to tell the story of their neighborhood or of the customer/client base that they serve. Anyone who has the unenviable task of making sense of data will benefit from this workshop, which describes methods of interpreting data, and communicating the facts in plain English. The workshop will be particularly useful for those writing brochures, grant proposals, or simply communicating with persons within their organization.

Bonus: Identify the neighborhood your agency serves prior to 4:00 p.m. on Thursday, January 20th and the Data Center Program staff will prepare selected demographic profile materials appropriate to that neighborhood. Please call Todd Clausen at 414.344.3933 ext. 140 to make arrangements.

Presenter: MICHAEL BARNDT, Data Center Analyst, Nonprofit Center of Milwaukee

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

Technology for Small Nonprofits

Tuesday, March 10, 2009 Noon - 1:30 p.m.



Bring a brown bag. Find out how to use new technology to attract volunteers and spread the word about your nonprofit. Raise your organization's profile with free and easy online tools. Learn about blogs, wikis, social networks, email marketing and affordable software and how to implement them. Designed specifically for the small nonprofit!

Presenter: MEGAN BRUZAN, CASA Program Manager, Kids Matter Inc.

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

EMPLOYEE DEVELOPMENT

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 2009 Roundtable that is right for you.



Planners & Grant Writers

See page 8 for details.

Nonprofit Accounting Group

See page 7 for details.

Administrative Support Professionals Roundtable Series

Tuesdays 9:00 a.m. - 11:00 a.m.
2009 Dates: February 17, May 19, August 18, October 20

DATES & TOPICS:

February 17: 50 Sites in 60 Minutes

Meet Bev Butula, Assistant Director of Library Services at Davis & Kuelthau. She has written numerous articles and spoken to organizations on the topics of Online research, website evaluation, search strategies, and quality websites. She currently blogs for the Wisconsin Law Journal. In this roundtable, Bev will introduce you to a variety of websites, search engines and Web 2.0 technologies that can increase efficiency and effectiveness at work.

May 19: Networking at a Business Social Function

Most people, at least until they have had quite a bit of experience with networking, are rather uncomfortable walking into a room full of people for a networking event, or even for networking prior to a meal or a meeting. During this highly interactive, dynamic session, participants will learn appropriate body language, skills for recalling names, beginning conversations, discovering two “Points of Contact,” and leaving a conversation. Through participation in a “simulated” cocktail reception, participants will gain an increased level of confidence when attending networking functions.

Presenter: LORA BURBACK, Executive Assistant to G.M., WISN-TV/DT

August 18, October 20: TBA

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

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

Paid for the year but can't attend all roundtable sessions? Send a colleague from your organization in your place as refunds are not given for absence at individual roundtable sessions when paid for the year.

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

Managing Your Time

Thursday, January 22, 2009 9:00 a.m. - 11:30 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, www.gainingtime.com

Fee: \$65; \$40 Nonprofit Center members and CDBG agency attendees.

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unless otherwise noted.
www.nonprofitcentermilwaukee.org

Transform Stress in the Workplace: Mindfulness Meditation

Thursday, February 26, 2009

9:00 a.m. – 10:30 a.m.

Ever get stressed out during your work day? Looking for ways to deal with difficult situations in the workplace? Join this session and learn how to find calm, balance, and joy in your busy workday through mindfulness meditation. 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 joy 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

Fee: \$40; \$25 Nonprofit Center members and CDBG agency attendees.

Diversity Works: The Everyone Matters Model

Tuesday, April 7, 2009

9:00 a.m. – Noon

No matter what your position is within your organization, the first and sometimes lasting impression that a person develops about your organization is set by the tone of your initial interaction with them. The diversity represented among those we serve, whether a client, funder, member, donor or colleague, goes beyond the color of one's skin and encompasses individuals, communities and groups. Specific topics include individual diversity (how you see yourself and your place in the world), the value and importance of appreciating individual, community and group diversity, and how diversity is transforming our nonprofit organizations and our nation. Especially designed for nonprofit staff, this workshop is a practical, interactive look at the impact of diversity on our communication with others and is intended for people who "interact with people who do not act or look like them." Be prepared to give a two minute talk on "A Diversity Moment," handling a situation that involved interacting with someone who did not look like you, talk like you, dress like you, etc.

Presenter: JOANN LOMAX, MSA, BSN, RN, Manager Patient Relations Department, Froedtert Hospital

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

Get Organized on Your Terms

Thursday, April 2, 2009

9:00 a.m. – Noon

Location: MCFI Conference Center, 2020 W. Wells Street

As more nonprofits and for-profit organizations tighten their belts, individual workloads are becoming overwhelming and work days are getting longer. Rather than expand our work day, we can learn how to streamline processes to keep us organized, meet deadlines, prioritize our work and achieve goals. Learn how to work smarter, and to create the time to find balance in your life. Regardless of your individual style, professional organizer Barb Friedman will show you how it can be done with some simple steps aimed at creating systems and solutions that will work for you.

Presenter: BARB FRIEDMAN, President, Organize IT

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

A collaboration with Milwaukee Center for Independence.

FINANCE CENTER OFFERINGS

Bringing Excellence to Nonprofit Financial Accountability

Nonprofit Accounting Group Roundtable Series

Tuesdays

Noon – 1:30 p.m.

2009 Dates: February 17, May 19, August 18, October 20

DATES & TOPICS:



Bring a Brown Bag.



February 17: Financial Management Excellence

Meet and greet 3 recipients of the Business Journal's first annual CFO of the Year award and hear about how and why they earned this recognition for their contributions and commitment to their professions and organizations. Maybe you can be the next CFO of the Year!

Award Recipient Presenters: RENEE ANDERSON, CFO, St. John's Communities, Inc.; PAUL CIARDO, CFO, Penfield Children's Center; BRIAN LEIBL, Milwaukee Jewish Federation.

May 19: Legal Issues: Fundraising and Revenue Generating Activities

Is your organization properly registered to conduct fundraising and appropriately reporting the donations it receives to the IRS? Do solicitations contain required disclosures? Are the proper acknowledgements being provided to your donors? Are you generating income from a business venture? Do you owe taxes on such income? This educational program is aimed at protecting your organization's tax-exempt status and to ensure that your organization is operating within the legal guidelines for nonprofit fundraising and revenue generating activities.

Presenter: KARIN HOLMBERG WERNER, J.D., Director, Milwaukee Legal Initiative for Nonprofit Corporations (M-LINC)

August 18 and October 20: TBA

Series Facilitator: LAUREL KUPPERMAN, CPA, Director of Finance, Center for the Deaf & Hard of Hearing

Series Fee: \$90; \$60 Nonprofit Center Members and CDBG agency attendees. Paid for the year but can't attend all roundtable sessions? Send a colleague from your organization in your place as refunds are not given for absence at individual roundtable sessions when paid for the year.

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

MIP Users Group Meeting

Dates & Topics TBA

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.

Presented by Sage Software

Fee: \$50, FREE to any registered client of NFP Consultants

To register & for more information, please contact Noelle at NFP Consultants directly at 800-632-6372 or noelle@nfpconsultants.com

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

FUND DEVELOPMENT

Good to Great: Board Leadership in Fundraising

See calendar cover for details.

Planners & Grant Writers Roundtable

Wednesdays 9:00 a.m. – 10:30 a.m.
2009 Dates: February 18, May 20, August 19, October 21

DATES & TOPICS:

February 18: Raising Money in a Changing Philanthropic Environment

Meet **Deborah Fugenschuh**, President of The Donors Forum of Wisconsin, a regional association of grant makers serving over 180 foundations, with members who hold over 3 billion in foundation assets and contribute over 180 million to nonprofit organizations on an annual basis. Deborah has been instrumental in creating a voice for the nonprofit sector at the state and national level, and has played a key leadership role in the initiative to promote philanthropy in Wisconsin. Learn to look beyond the grant application process at the whole picture of revenue generation in a rapidly changing philanthropic environment, discuss foundation response to current economic shifts and learn how the shift may impact foundation giving.

May 20: Game Changer: Grants in the Obama World

President Obama has been called the ultimate game changer, an individual whose influence is likely to be felt around the globe. But how will the Obama Administration change federal grants? Will there be new priorities, different expectations, and more opportunities? How will Obama's election change the grant game for you? Participate in this early read on the new administration provided by a panel of federal grant 'insiders'.

August 19: Using Evidence-Based Practices to Enhance Fundability

Best practices, model programs, evidence-based practices – these have become common terms in federal, state, local and foundation funding guidelines. Increasingly, funders want guarantees that proposed programs have been proven to be effective. How can you successfully negotiate the sea of information about evidence-based practices? And how do you make sure an evidence-based practice makes sense for your agency and your customers? Talk with two agency representatives who have successfully incorporated evidence-based practices in their grants.

October 21: Collaboration: On Paper and In Practice

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. But 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.

Series Facilitator: JANICE WILBERG, PH.D., Wilberg Community Planning LLC

Series Fee: \$90; \$60 Nonprofit Center Members and CDBG agency attendees. Paid for the year but can't attend all roundtable sessions? Send a colleague from your organization in your place as refunds are not given for absence at individual roundtable sessions when paid for the year.

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

Grant Writing: The Basics

Wednesday, March 4, 2009 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, Associate Director, Grants Administration, Boys & Girls Clubs of Greater Milwaukee
Fee: \$80; \$50 Nonprofit Center members and CDBG agency attendees.

Grant Writing 102: Goals, Objectives and Outcomes



Wednesday, April 1, 2009 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: \$80; \$50 Nonprofit Center members and CDBG agency attendees.

CUP Grants - Free Information Sessions

Community/University Partnership (CUP) Grants support limited-term projects and events that promote activities between UWM and the diverse communities it serves. Any coordinated activity centered on an educational, cultural or social justice project or event that brings together a community group and a university group constitutes an eligible partnership project. This informational meeting will provide prospective applicants with step-by-step instructions on how to develop a competitive grant. Former CUP recipients will share their successful projects. For further information and to register go to www.cc.uwm.edu/cup or call 414.229.1159. Registration required.

Presenters: DR. CHERYL AJIROTUTU, Associate Professor of Anthropology, Associate Director, Cultures and Communities Program and MONIQUE HASSMAN, Graduate Project Assistant
Fee: FREE

Location: Nonprofit Center of Milwaukee, 2819 W. Highland

Wednesday, March 4, 2009 12:15 p.m. – 1:45 p.m.

Wednesday, April 1, 2009 12:15 p.m. – 1:45 p.m.

Tuesday, April 21, 2009 3:00 p.m. – 4:30 p.m.

Location: UW-Milwaukee Union, 2200 E. Kenwood Blvd

Tuesday, April 7, 2009 10:00 a.m. – Noon, Union 340

Thursday, April 16, 2009 4:00 p.m. – 6:00 p.m., Union 340

Monday, April 27, 2009 11:00 a.m.–1:00 p.m., Union 340

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GREEN NONPROFITS

Energy for Tomorrow Happens Today!

Thursday, January 29, 2009

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

Save money on your energy bills! This free session is an introduction to renewable energy and the We Energies Renewable Energy Development Program - including information on project incentives ranging from \$10,000 to \$100,000 for nonprofit organizations. Discover the actions you can take today to increase the generation and use of renewable energy. The We Energies Nonprofit Energy Incentive program is designed to reduce the amount of energy it takes to power buildings without reducing comfort levels. Don't miss this chance to learn how to lower your monthly energy bills, and help reduce the amount of greenhouse gases emitted into the atmosphere.

Presenters: CONNIE LINDHOLM, Wisconsin Green Building Alliance, Renewable Energy Development and ANTHONY TAYLOR, Program Manager, Small Commercial/Nonprofit Franklin Energy
Fee: FREE



Going Green: Reducing Your Nonprofit's Environmental Footprint

Tuesday, January 13, 2009

Noon - 1:30 p.m.



Bring a Brown Bag.

Is your organization ready to go green? Have you begun the process of going green? Do you know how and where to start? In this workshop, we will talk about what you are already doing and discuss tips for getting started or moving forward. Yes, you can make a difference by Going Green! Participants will receive free portable ashtrays and Glad Force Flex trash bags.

Presenter: JOE WILSON, Executive Director, Keep Greater Milwaukee Beautiful
Fee: \$15; FREE to Nonprofit Center members and CDBG agency attendees

HUMAN RESOURCE MANAGEMENT

HireAbility: Creating an Inclusive Workplace

See page 10 for details.

Legal Issues in Managing Volunteers and Protections for Volunteers

See page 10 for details.

403b Retirement Plans: News You Can Use

Wednesday, February 4, 2009

Noon - 1:30 p.m.



Bring a brown bag.

Have you been considering a 403b plan for your nonprofit organization but don't know where to start? Do you currently have a plan but need assistance with interpreting the new compliance requirements for 2009? In this brown bag, our panelists will address the changes to the 403b IRS code and how these changes will impact organizations with 403b plans. For those of you considering a 403b plan, panelists will address the benefits of having a plan both to the organization and employees, identify retirement plan options to 403b plans, and will provide tips about things to consider when selecting a plan and provider.

Presenters: REANN HOLMES-AAMS, Financial Advisor, Edward Jones; ANDREW LAFONTAIN, V.P. Rozman Wealth Management, and JEFFREY ROBB, Equity Analyst, Premier Investment Consulting LLC
Fee: \$15; FREE to Nonprofit Center Members & CDBG agency attendees.

Employment Law for Nonprofits

Tuesday, April 21, 2009

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

Sound employment practices are crucial for the success of nonprofit organizations. This important workshop covers the basics of employment law, including: hiring and firing, classifying workers as employees/ independent contractors and exempt/nonexempt employees, harassment policies, personnel policies, employee discipline issues, maintaining employee records, state and federal laws affecting the employment relationship, and much more.

Presenters: DAVID B. KERN, Partner, Quarles & Brady LLP; SEAN SCULLEN, Partner, Quarles & Brady LLP and KARIN HOLMBERG WERNER, JD, Director, Milwaukee Legal Initiative for Nonprofit Corporations (M-LINC)
Fee: \$35; \$25 Nonprofit Center members and CDBG agency attendees.

MANAGEMENT & LEADERSHIP

New
Date

Assessing Nonprofit Organization and Managerial Effectiveness

Wednesday, January 28, 2009

8:30 a.m. - 3:00 p.m.

Location: Nonprofit Center of Milwaukee

While performance measurement tools focus on evaluating the agency's external products and services, a manager also needs a scorecard to review the quality of the organization's internal operations, as well as managerial skills. This workshop introduces assessment techniques to assist in this process.

Presenter: MARY VOELKER, Ph.D. SPHR, Consulting on Change
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

Annual Planning Training: Take the A.P.T. Challenge

See page 4 for details.

An Executive Director's "Thrival" Kit How to Go Beyond Surviving to Thriving

Part 1: Thursday, March 19, 2009

8:30 a.m. - Noon

Part 2: Date to be determined based on availability of class participants

At a time when the economy is suffering, our donors are constrained, and our constituencies struggle, effectively managing a nonprofit takes on new meaning. Knowing how to manage roles, boundaries, expectations, along with your internal relationships, specifically board directors and staff, are crucial and creates a great opportunity for learning. Understanding how to thrive in this environment may make the difference between whether you (and by extension your organization) barely survive or thrive as a model of health and influence in the community. In this workshop, you will learn how to evaluate your communication style and its impact on others; how roles, boundaries, and expectations impact outcomes; and how to accurately assess your internal audience (board directors and staff) and influence their behavior toward healthy outcomes. Leave this class with a "Thrival Tool Kit" which will support you as you take your understanding into implementation. Designed especially for Executive Directors or Administrators of nonprofit organizations.

Presenter: CHRISTINE B. HILL, Communication/HR Consultant
Fee: \$155; \$95 Nonprofit Center members and CDBG agency attendees.

Commercial Real Estate: How It Impacts Your Bottom Line

Thursday, March 12, 2009

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

The wild swing in the economy has brought everyone to wonder the same things. Do we sell our building? Do we extend our lease? Do we acquire real property now? Will anyone lend us money?

How capital markets have effected real estate is astonishing and sometimes down right scary. Come learn about what is really going on with buildings, landlords and financial institutions. Learn about ways you can take advantage of a turbulent market and add dollars to your bottom line. Whether you lease or own property, this session will give your organization a crash course on the commercial real estate market today.

Presenter: JENNIFER L. GREEN, Vice President, Brokerage Services, Office Properties Group, CB Richard Ellis, Eastern Division

Fee: \$15; FREE to Nonprofit Center members & CDBG agency attendees

Legal Risks for Nonprofits

Tuesday, March 24, 2009

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

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

This course is designed for nonprofit board and staff leadership, and for those who may be interested in joining a board in the future. It will cover governance liability, state and federal filing requirements, charitable giving definitions and rules, fundraising regulations, fundamental legal definitions of corporate nonprofit concepts, and lobbying definitions and rules for nonprofits. Join this workshop and learn about the legal issues that keep your nonprofit running smoothly and the oversight responsibilities of the board that monitor and ensure compliance.

Presenter: JACQUELINE BOYNTON, Attorney, Boynton Law Offices

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

*Reduced fee: \$40; \$25 Nonprofit Center members and CDBG agency attendees.

MARKETING & PUBLIC RELATIONS

Email Marketing for Nonprofit Organizations

Tuesday, April 7, 2009

1:00 p.m. - 3:00 p.m.

Email marketing is about getting your message heard in a world of increasing email communications! In this workshop, you will learn how email marketing works, discover the nuts and bolts including email marketing strategy and techniques, and how to build and use subject lines to get your emails opened. Join us and learn how to make email marketing work for your nonprofit organization.

Presenter: STEVE ROBINSON, Regional Development Director - Illinois, Constant Contact

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

NONPROFIT SECTOR

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

Thursday, February 5, 2009

4:00 p.m. - 5:30 p.m.

Thursday, May 7, 2009

4:00 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: YLONDA GLOVER, Organizational Development Consultant, Nonprofit Center of Milwaukee

Fee: \$20.

Starting a Nonprofit and Beyond: Legal Issues and Documents

Thursday, March 5, 2009

9:00 a.m. - Noon

Thursday, June 4, 2009

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.

SUPERVISION

The Role of the New Supervisor



New Date

Tuesday, February 3, 2009

9:00 a.m. - Noon

Good News! You have been promoted to Supervisor! Now what?

This session is designed for new supervisors transitioning from a worker role. We will define the role of a front-line supervisor, and describe how it differs from the worker role, and other roles in the management hierarchy. Learn the major responsibilities of an effective front-line supervisor, and discuss the challenges of transitioning from being a worker to being a supervisor often within the same agency. The program will conclude with the analysis of several mini-case studies about common events faced by supervisors.

Bonus: After the workshop, participants are encouraged to schedule a one-hour consultation with Dr. Voelker to develop an individual action plan for personal improvement and development as a supervisor. This service is free and available to workshop participants through the Nonprofit Center's Consultant Café.

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

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

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

Mediation Skills for Supervisors: Helping Your Staff Work Through Conflicts Productively



Tuesday, March 31, 2009

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

Mediation is the process of people in conflict working together to find a mutually satisfying agreement with the help of a third party. In the workplace, a manager or supervisor often takes on that role. Come to this session with Kerry Egdorf, Ph.D., Marquette University's ombudsman, to discover how you, as a supervisor, can identify the early stages of conflict and help your employees to transform their conflict into an opportunity for creative problem solving.

Presenter: KERRY EGDORF, Ph.D., Ombudsman, Marquette University
Fee: \$80; \$50 Nonprofit Center members and CDBG agency attendees.

Teamwork Skills



Wednesday, April 8, 2009

9:00 a.m. - Noon

Looking to develop your teamwork skills? There is something here for you. In this experience based course, you will see teamwork skills in action. We will consider communication, decision making and conflict management skills, and address threats to team performance and how to avoid them. The course will close with a discussion about awareness of diversity as a teamwork skill.

Presenter: MARY I. VOELKER, Ph.D., SPHR, Consulting on Change
Fee: \$80; \$50 Nonprofit Center members and CDBG agency attendees.

VOLUNTEER CENTER TRAINING

Sponsored by – 

HireAbility: Creating an Inclusive Workplace

Tuesday, January 27, 2009

9:00 a.m. - Noon

Location: MCFI Conference Center, 2020 W. Wells Street
Learn from a National Expert on Disabilities at an affordable price!
Fifty-six percent of the 33 million people in the US with disabilities (age 16-64) are employed. How many are working or volunteering in your office? Your best staff and volunteers may have a disability – do you know how to meet their needs and follow the law? While hiring staff and engaging volunteers with disabilities may seem costly and challenging, we will address some of those myths and perceived obstacles. We will discuss the American Disabilities Act, compliance and adaptability; identify fair and legal pre-and post-employment inquiries; define reasonable accommodations and undue hardship; and discuss some low cost ideas that can be implemented at your agency. Join us and increase your knowledge about hiring staff and engaging volunteers with disabilities, learn how to make reasonable accommodations, and become more comfortable with tapping resources that will add value to the work place.

Presenter: MICHAEL ROUSH, MA, Program Associate, National Disability Institute, Washington, DC

Fee: \$25; \$15 Nonprofit Center Members and CDBG agency attendees.

A collaboration with Milwaukee Center for Independence

Volunteer Management

Best Practices for Congregations

Saturday, January 31, 2009

9:00 a.m. - Noon

Location: Nonprofit Center of Milwaukee, 2819 W. Highland Blvd.
In the U.S. today, more people volunteer through religious organizations than

through any other type of organization. The most effective congregations have a written process for utilizing volunteers inside their walls, and mobilizing them for service in the community. How does faith connect with action in your congregation? Whether you are recruiting religious education teachers, doing background checks on volunteers, or sending volunteers to build homes, this workshop has something for you. We will review volunteer management best practices and models that work in large and small local congregations. The topics include: creating position descriptions, a skills/interest inventory, recruiting and screening volunteers, and acknowledging the volunteers' efforts. Barriers to volunteering and a "Safe Sanctuaries" model for screening volunteers will also be reviewed. Studies show that faith is MAGNIFIED when people serve others. We will review models for mobilizing your congregation for transformation in the community, including episodic and "tag team" volunteering models. Who should attend: pastors, staff, lay leaders and anyone involved in recruiting and coordinating volunteers in your congregation. Participants will receive handouts, a list of resources and the first 10 registrations will receive a free copy of "Be the Change" an inspiring book containing stories of everyday volunteer heroes.

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

Fee: \$40 for the first person from your congregation and \$30 for one other person from the same congregation.

Open the Board Room Door: Choosing to Serve

Tuesday, February 10, 2009

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

Wednesday, May 20, 2009

4:00 p.m. - 6:00 p.m.

Thursday, September 17, 2009

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

Board service is a challenging and rewarding volunteer assignment. Choosing where you want to invest your time, talent and treasure requires that you learn about the responsibilities of effective board service, know what to ask about the prospective organization including the programs, financial status and board/staff relationships, and feel a personal interest and commitment to the organization's mission. In this workshop, we will review the basic duties and responsibilities of a board member, discuss how an effective board should function, identify the types of boards, discuss organizational structure, and share with you a set of key questions you should ask of the organization and of yourself before joining a board. You will have the opportunity to assess your personal interests and skills as a prospective board member and the option of taking the next step. Join us and consider whether or not opening the door to the board room is right for you.

Presenters: A team of experienced board members will be available to share their board service experience with you.

Facilitator: DEBBIE KNEPKE, Corporate & Events Manager, Nonprofit Center of Milwaukee

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

Legal Issues in Managing Volunteers and Protections for Volunteers

Thursday, February 19, 2009

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

What is a volunteer? Are your staff members volunteers or employees? What laws apply and don't apply to volunteers? Should you screen potential volunteers and how? When and how can a nonprofit organization be held liable for the negligent acts of its volunteers? Can your volunteers be sued? What procedures can reduce the risk of liability to your volunteers? This workshop will also discuss the federal Volunteer Protection Act, which affords protections to nonprofit agency volunteers, including volunteer board members, and other state-specific

protections that reduce or guard against volunteer liability.

Presenter: KARIN HOLMBERG WERNER, J.D., Director, Milwaukee Legal Initiative for Nonprofit Corporations (M-LINC)

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

Develop Your Leadership Skills - Volunteer!

Tuesday, March 3, 2009

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

Wednesday, June 3, 2009

4:00 p.m. - 6:00 p.m.

Thursday, October 1, 2009

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 creates an opportunity for volunteer project coordinators to work with nonprofits to organize or develop a project, plan for the work, and engage volunteers to complete the tasks. This workshop will also cover leadership principals and will provide practical information on how to create real change for people in Milwaukee. Time commitment and complexity of projects will vary and 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 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 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.

Effective Engagement of Today's Volunteers – Following Up

Thursday, February 12, 2009

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

At our conference on November 12, national trainer Betty Stallings stressed the importance of executive leadership's commitment to volunteerism in your organization. We also worked together on setting goals to improve volunteer utilization. Are you achieving the goals you set? This networking session is your opportunity to review your goals and see how your action plan is coming. Don't have an action plan? Now is the time to create one! We will also cover tips and best practices for achieving your goals. We can use the energy and expertise of the group to move forward on great ideas generated in November. This session is recommended for those who attended the November 12 session on Effective Engagement.

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

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

VOLUNTEER CENTER ORIENTATIONS

Tuesday, February 17, 2009

2:30 p.m. - 3:30 p.m.

Wednesday, March 18, 2009

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

Tuesday, April 14, 2009

1:00 p.m. - 2:00 p.m.

Learn about the services available through the Volunteer Center and how to use volunteermilwaukee.org, the web-based system for listing volunteer opportunities. This orientation is for coordinators new to their position and agencies new to the Volunteer Center services and website. This 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, adding new contacts and location, and creating date-specific opportunities.

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

Fee: FREE

A Very Special Thank You to the 2008 Training Faculty

| | | | |
|----------------------|--|----------------------|---|
| Steve Adams | Riverworks Development Corporation | Faithe Colas | The Salvation Army of Greater Milwaukee |
| Dr. Cheryl Ajjrotutu | Cultures and Communities Program, UWM | Martin J. Cowling | People First – Total Solutions |
| Bonnie Andrews | Nonprofit Center of Milwaukee | Patrick Cronin | Robert W. Baird |
| Linda Austin | Nonprofit Center of Milwaukee | Gwendolyn Dansby | JP Morgan Chase Foundation |
| Tony Baez | Council for the Spanish Speaking | Danae D. Davis | PEARLS for Teen Girls, Inc. |
| David Balcer | U.S. Department of Housing & Urban Development | Eric Decker | Small Business Times |
| Michael Barndt | Nonprofit Center of Milwaukee | Rolunda Dixon | Running Rebels Community Organization, Kingdom Financial Services |
| Pat Batemon | Planning Council for Health and Human Services, Inc. | Angela Dresen | Cardinal Stritch University |
| Nan Bialek | Milwaukee Center for Independence | Ayiesha Domino-Brown | Easter Seals Southeast Wisconsin |
| Corry Joe Biddle | FUEL | Kerry Egdorf | Marquette University |
| Deborah Blanks | Community Relations - Social Development Commission | Phoebe Eng | National Lecturer, Consultant & Author |
| Craig Bodoh | Personal Effectiveness Plus, LLC | Dorothy Fare | Milwaukee Center for Independence |
| Jacqueline Boynton | Boynton Law Offices | Katie Felten | Identity Theft Shield |
| William Calteaux | Milwaukee Career College | Ginny Finn | Athlone Consulting LLC |
| Hugo Cardona | La Causa, Inc. | Colleen Fitzgerald | Coaching Creates LLC |
| James Carlson | Bucketworks | John Fitzgerald | Interfaith Conference of Greater Milwaukee |
| Al Castro | Rosalie Manor | | |
| Todd Clausen | Nonprofit Center of Milwaukee | | |

(continued on page 12)

A Very Special Thank You to the 2008 Training Faculty

(continued from page 11)

| | | | |
|-----------------------|---|---------------------|--|
| Corey Foster | Community Solutions Inc | Shawn Perrin | VisionFirst LLC |
| Deborah Fugenschuh | Donors Forum of Wisconsin | Robert Pietrykowski | Nonprofit Consultant |
| Lawrence Gebhard | Winter, Kloman, Moter & Repp, S.C. | Mark Potts | Clear Verve Marketing, LLC |
| Ylonda Glover | Nonprofit Center of Milwaukee | Mindy Lubar Price | Leading Transitions LLC |
| Debbie Grede | DG Marketing - Mailing Specialists | Susan Reske | St. Catherine Residence |
| Debra Haight | Integrity Printing & Graphics | Angela Rester | Rester & Associates |
| Scott R. Haumersen | Wegner CPAs and Consultants | Jeffrey Robb | Premier Investments |
| Monique Hassman | Cultures and Communities Program, UWM | Rick Romano | St. John's Communities, Inc. |
| Lori Hayes | Outward Focus | Jeri Rose | Department of Public Instruction |
| Dawn Helmrich | United Way of Greater Milwaukee | Lesley Salas | Boys & Girls Clubs of Greater Milwaukee |
| Jim Henderson | Alverno College | Carol Sample | Spotted Eagle, Inc. |
| Alvin Hill, Jr. | Milwaukee Center For Independence | Rodney Sanchez | Nonprofit Center of Milwaukee |
| Andy Holman | RitzHolman CPAs | Rosario Sanchez | RSC Consulting |
| Joan Jacobs | Community Consultant | Shelly Schnupp | Helen Bader Institute for Nonprofit Management |
| Doug Jansson | Greater Milwaukee Foundation | Amalia F. Schoone | In Progress Consulting |
| Clarence Johnson | Justice - 2000 | Jan Serak | WI Facets |
| Theresa Jones | Wheaton Franciscan Healthcare | LG Shanklin-Flowers | Women's Fund of Greater Milwaukee |
| Raejean Kanter | Community Volunteer | Jasmeet Sidhu | Alliance for Justice |
| Joseph Kasle | Robertson Ryan & Associates | Howard Snyder | Northwest Side CDC |
| Mark Kessenich | Milwaukee Area Workforce Investment Board | Katy Sommer | Ritz Holman Butala & Fine |
| Colleen Klehr | Strategy & Human Capital Consulting | Rena Sommersan | RSM McGladrey, Inc. |
| Debbie Knepke | Nonprofit Center of Milwaukee | Betty Stallings | International Trainer, Consultant & Author |
| Praveen Krishnamurti | ENTECH | Christina Steder | Clear Verve Marketing, LLC |
| Laurel Kupperman | Center for Deaf & Hard of Hearing | Megan Stoelb | Nonprofit Center of Milwaukee |
| Sarah LaFollette | VisionFirst LLC | Sandra Strelka | Winter, Kloman, Moter & Repp, S.C. |
| Elizabeth Lierk | Nonprofit Center of Milwaukee | Diana Sullivan | IndependenceFirst |
| Bonnie Litz | Nonprofit Consultant | Donald Sykes | Workforce Investment Board |
| Deborah Lukovich | alinea project solutions | Bobby Tanzilo | OnMilwaukee.com |
| Mavis Luther | WIPFLI LLP | Corey Taratuta | |
| Nick Lyons | Literacy Services of Wisconsin | Roxane Theisen-Kapp | Johnson Controls, Inc. |
| Carolyn "Sam" Macklem | The Macklem Group | Dan Ullrich | Nonprofit Center of Milwaukee |
| Steve Mahan | City of Milwaukee | Susanne Vella | Nonprofit Center of Milwaukee |
| Joyce Mallory | Malaika Early Learning Center | Mary Voelker | Consulting on Change |
| Elaine Maly | Women's Fund of Greater Milwaukee | Wendy Volz-Daniels | University of Wisconsin-Milwaukee |
| Mary McCarthy | Evergreen Fundraising Consultants | Candace Walton | American Red Cross Greater Milwaukee |
| Sandra McFarland | WI Facets | Julie Whelan Capell | Julie/Ink |
| Crystal McNeal | Blood Center of Wisconsin | Marcus White | Greater Milwaukee Foundation |
| Marilyn Miller | Lutheran Human Relations Association | Linda Wickstrom | Nonprofit Public Relations Consultant |
| Sernorma Mitchell | Community Volunteer | Jeanne Wieland | CNI Newspapers |
| Alicia Moore | United Way of Greater Milwaukee | Janice Wilberg | Wilberg Community Planning LLC |
| Dorothy Moore | Office of Milwaukee County Executive | Donita Wilbon | Girl Scouts of Wisconsin Southeast |
| James Mosley | Independent Thinking | Tim Wise | National Speaker |
| Mayhoua Moua | Moua Consulting Group LLC | Mike Wittenwyler | Godfrey & Kahn |
| Jack Murtaugh | 4th Street Forum MPTV | Bonni Yordi | MRA - The Management Association |
| Janan Najeeb | Milwaukee Muslim Women's Coalition | Deon Young | Milwaukee LGBT Community Center |
| Lynne Oehlke | St. Catherine Residence | Steve Zimmerman | Spectrum Nonprofit Services, LLC |
| Sandee Peller | Italian Community Center | | |

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 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: _____

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. 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. Bring your payment and completed registration form with you.

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

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


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.

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.

Winter Discounts

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