Urban Connection

About Our New Look
We hope that you will enjoy the redesigned Urban Connection. The training calendar listings have been streamlined for a quicker read under a fresh header, Achieve Excellence, with more detail on our website. Many useful articles are now online, with a list of highlights in this column.

Achieve excellence. Visit NonprofitCenterMilwaukee.org to read these articles and more:

2009 Nonprofit Center Annual Report

Our 2010-2012 Strategic Plan
New vision…six goals for mission achievement.

Improving Race Relations in Southeastern Wisconsin
An advisory board is in formation...are you interested?

Tribute to Josephine Oldfield
The longtime economic development specialist and former NPC board member has passed away.

Congratulations, Safe & Sound
A Mutual of America community partnership award recipient!

2010 Inspire By Example Award Winners

Published by the Nonprofit Center of Milwaukee

LEARNING OPPORTUNITIES FOR NONPROFIT STAFF, BOARD AND VOLUNTEERS

Building a Greater Capacity for Collaboration in our Community
The Nonprofit Center is featuring a series of learning opportunities throughout 2010 to expand the capacity of our community to collaborate and help you determine whether collaboration is a profitable strategy for your organization. Upcoming offerings include:

Collaboration Defined: One Strategy for Working Together
Follow-up Exclusively for April 21 Session Participants

Tuesday, June 22 / 8:30 – 10:00 a.m.
See page 3

From Table Sponsor to Strategic Partner: Moving Beyond the Benevolent Donor/Grateful Recipient Relationship

Wednesday, July 21 / 9:00 - 11:00 a.m.
Gain insights on how you can leverage existing philanthropic relationships with larger nonprofits and/or businesses to build successful strategic alliances that create benefits for both partners… and get the tools you need to make it happen.
See page 4

Community Conference on Collaboration
Fall 2010. Date to be announced.
Watch our website, calendars and e-blasts for other opportunities that will increase your understanding of collaboration, build collaborative skills, identify best practices and inspire new thinking.

See inside for sessions on:

- Maximizing Fundraising Results
- Milwaukee Neighborhood Initiatives
- 360 Feedback for Senior Leadership
- Summer Learning Made Fun for Youth Workers
- Workplace Wellness
- …and Many More!

Customized Training & House Calls
The Nonprofit Center can provide customized training tailored to meet the specific development needs of your organization. You choose the date, location and topic. We also make on-site “house calls” for training inside marked with this car symbol. Contact us if you need a house call!
## MAY 2010

### Helping You Help Others: Nonprofit Center Orientation
- **Tuesday, May 11** / Noon – 1:30 p.m.  
  - page 4

### Open the Board Room Door: Answer the Call to Serve
- **Wednesday, May 12** / 4:00 – 6:00 p.m.  
  - page 7

### Orientation to Starting a Nonprofit: To Be or Not To Be
- **Thursday, May 13** / 4:00 – 6:00 p.m.  
  - page 8

### Agency Executives Group (AEG)
- **Tuesday, May 18** / 7:30 – 9:00 a.m.  
  - page 12

### Reading and Interpreting Financial Statements
- **Tuesday, May 18** / Noon - 1:30 p.m.  
  - page 4

### Administrative Support Professionals Roundtable
### Ways to WOW: Making Our Customers Happy
- **Wednesday, May 19** / 9:00 – 10:30 a.m.  
  - page 3

### Nonprofit Accounting Group Roundtable: Recognizing and Reporting Revenue of Nonprofit Organizations
- **Thursday, May 20** / Noon – 1:30 p.m.  
  - page 4

### Learning Made Fun in the Summer Environment
- **Tuesday, May 25** / 9:00 a.m. – Noon  
  - page 8

### What Volunteer Tracking Systems Can Do for You
- **Tuesday, May 25** / 3:00 – 4:30 p.m.  
  - page 7

### Maximizing Revenues in a Small Development Team
- **Wednesday, May 26** / 8:30 – 11:30 a.m.  
  - page 5

## JUNE 2010

### Become a Project Leader: You Can Lead the Way
- **Wednesday, June 2** / 4:00 – 6:00 p.m.  
  - page 7

### Starting a Nonprofit and Beyond: Legal Issues and Documents
- **Thursday, June 3** / 9:00 a.m. – Noon  
  - page 6

### 360 Feedback for Senior Leadership Team Development
- **Tuesday, June 8** / 8:00 – 10:00 a.m.  
  - page 6

### Volunteer Management Tools for Nonprofit Organizations
- **Wednesday, June 9** / 8:30 a.m. – 3:00 p.m.  
  - page 7

### Grant Writing: The Basics
- **Wednesday, June 9** / 9:00 a.m. – Noon  
  - page 5

### Delegation Skills for Managers and Supervisors
- **Thursday, June 10** / 9:00 a.m. – Noon  
  - page 6

### Become a Voice for Volunteerism
- **Thursday, June 17** / 9:00 – 11:00 a.m.  
  - page 7

### Collaboration Defined: One Strategy for Working Together
- **Tuesday, June 22** / 8:30 – 10:00 a.m.  
  - page 3

### Volunteer Center Orientation
- **Wednesday, June 23** / 9:30 – 10:30 a.m.  
  - page 7

### JULY 2010

### Grant Writing 102: Goals, Objectives and Outcomes
- **Tuesday, July 13** / 9:00 a.m. – Noon  
  - page 5

### What's New in the Neighborhood
- **Wednesday, July 14** / Noon - 1:30 p.m.  
  - page 4

### Nonprofit Accounting Group Roundtable: Accounting for Donated Materials, Facilities, and Services
- **Thursday, July 15** / Noon – 1:30 p.m.  
  - page 4

### Building Your Board Knowledge
- **Tuesday, July 20** / 4:00 – 5:30 p.m.  
  - page 3

### From Table Sponsor to Strategic Partner: Moving Beyond the Benevolent Donor/Grateful Recipient Relationship
- **Wednesday, July 21** / 9:00 – 11:00 a.m.  
  - page 4

### Planners & Grant Writers Roundtable: Three Hots and Cot… or Not?
- **Wednesday, July 28** / 8:30 – 10:30 a.m.  
  - page 5

### Workplace Wellness
- **Thursday, July 29** / 9:00 – 10:30 a.m.  
  - page 8

### AUGUST 2010

### Transformative Board Governance
- **Tuesday, August 3** / 11:30 a.m. - 1:30 p.m.  
  - page 3

### Efficiency: Save Time While Retaining Impact
- **Wednesday, August 4** / 9:00 – 10:30 a.m.  
  - page 7

### Helping You Help Others: Nonprofit Center Orientation
- **Tuesday, August 10** / Noon – 1:30 p.m.  
  - page 4

### Orientation to Starting a Nonprofit: To Be or Not To Be
- **Wednesday, August 11** / 3:30 – 5:30 p.m.  
  - page 6

### Stress Buster 101: Exploring the Power of Meditation
- **Tuesday, August 17** / 8:30 – 9:30 a.m.  
  - page 8

### Administrative Support Professionals Roundtable
### Google 101: So Much More than a Search Engine
- **Wednesday, August 18** / 9:00 – 10:30 a.m.  
  - page 3

### Executive Directors Leaders Circle
- **Start date: Tuesday, August 24** / 8:30 – 10:30 a.m.  
  - page 6

### Human Resource Professionals Leaders Circle
- **Start date: Wednesday, August 25** / 9:00 – 11:00 a.m.  
  - page 6

### SEPTEMBER 2010

### Learning Circle for Supervisors
- **Start date TBA**  
  - page 6

### Best Practices for Congregations
- **Tuesday, September 14** / 11:00 a.m. – 1:30 p.m.  
  - page 8

### Starting a Nonprofit and Beyond: Legal Issues and Documents
- **Thursday, September 16** / 9:00 a.m. – Noon  
  - page 6

### Agency Executives Group (AEG)
- **Tuesday, September 21** / 7:30 – 9:00 a.m.  
  - page 12

### Volunteers: Increasing Student Success
- **Tuesday, September 28** / 9:00 a.m. – Noon  
  - page 8

### Open the Board Room Door: Answer the Call to Serve
- **Thursday, September 30** / 4:00 – 6:00 p.m.  
  - page 7

### All workshops are at the Nonprofit Center
2819 West Highland Blvd. unless otherwise noted.
NonprofitCenterMilwaukee.org
Emotional Intelligence: Connecting with Yourself to Understand Others

Wednesday, October 20 / 9:00 – 10:30 a.m.

What is Emotional Intelligence? How can you use it to help you accomplish your day-to-day tasks at work? Come learn and dialogue with others as you explore how you can use Maslow’s Hierarchy of Needs and Emotional Intelligence to create a healthy workplace culture for yourself and your organization.

Presenter: YLONDA D. GLOVER, Organizational Development Consultant, Nonprofit Center of Milwaukee
Facilitator: SUSANNE VELLA, Training Coordinator, Nonprofit Center of Milwaukee
Fee: $30; $20 Nonprofit Center Members and CDBG agency attendees.

Board Development & Governance

Building Your Board Knowledge

Tuesday, July 20 / 4:00 – 5:30 p.m.

Board members are responsible for investing time, talent and treasure into the mission of the organization. Learn the standard principles of board development and governance, the roles and responsibilities of a Board of Directors, and assess your individual board performance. Designed for newer board members and those who want a refresher. Presenter: YLONDA D. GLOVER, Organizational Development Consultant, Nonprofit Center of Milwaukee
Fee: $35; $25 Nonprofit Center members and CDBG agency attendees.

Transformative Board Governance

Tuesday, August 3 / 11:30 a.m. – 1:30 p.m.

A light lunch will be provided.

Transformative Governance is your commitment to revitalizing the role of your board and establishing a new framework for board leadership. Engage in breakthrough thinking that embraces emerging trends and developments in board governance. Designed especially for the Executive Director and the Board President. Come as a team and save!

Presenter: YLONDA D. GLOVER, Organizational Development Consultant, Nonprofit Center of Milwaukee
Fee: $50; $35 Nonprofit Center members and CDBG agency attendees.
Team Discount: With each full registration, we invite you to bring a team member at $15 off the listed fee.

Related Topics:
Reading and Interpreting Financial Statements, page 4
Maximizing Revenues in a Small Development Team, page 5
360 Feedback for Senior Leadership Team Development, page 6

Collaboration Defined: One Strategy for Working Together

Follow-up Exclusively for April 21 Session Participants

Tuesday, June 22 / 8:30 - 10:00 a.m.

Participants in the April 21 session are invited back to share their progress, ask questions, and gain further support for determining whether collaboration is useful for their organization, and if so, how to proceed most effectively.
Facilitators: CHRISTIN HILL, Owner, Collaborative Nature, Adjunct Faculty, UW-Milwaukee, MBA Program; MARGE COMBE, Vernal Management Consultants, LLC
Fee: FREE

Discounts on Multiple Registrations for Sessions with this Symbol

Payment Policy
The Nonprofit Center requires full payment along with registration prior to attending a workshop.
See registration page for complete registration procedures.
Helping You Help Others: Nonprofit Center Orientation

Bring a brown bag.
Beverages provided.

Tuesdays, Noon – 1:30 p.m.
May 11, August 10, November 16

Join us for lunch and learn how we can support you in building organizational capacity through the services we provide: Consulting and Training, Data Center, Volunteer Center, Management Assistance Program, Finance Center, and Jobs That Serve. Concludes with an overview on using VolunteerMilwaukee.org, the online system for listing volunteer opportunities and recruiting volunteers.

Facilitator: YLONDA D. GLOVER,
Organizational Development Consultant,
Nonprofit Center of Milwaukee.
Fee: FREE

Network Roundtables

Networking Roundtables provide a forum for nonprofit staff in specific 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.

Planners & Grant Writers, page 5
Nonprofit Accounting Group, page 5
Administrative Support Professionals, page 3

Reading and Interpreting Financial Statements

Tuesday, May 18 / Noon - 1:30 p.m.
A light lunch will be provided.
Covers basic concepts in reading and reviewing nonprofit financial statements, including key questions that board and management need to consider; and practical tips and tools to help you serve your agency and finance staff more effectively. Designed for non-financial managers, executive directors and board members.

Presenter: ANDREW C. HOLMAN, CPA, Partner, RitzHolman CPAs
Fee: $35; $25 Nonprofit Center members and CDBG agency attendees

Recognizing and Reporting Revenue of Nonprofit Organizations

Thursday, May 20 / Noon – 1:30 p.m.
Bring a brown bag.
Beverages provided.

Focuses on the accounting and reporting requirements for revenue received by nonprofit organizations, including how to properly recognize, report and classify income. Discussion includes information about how to recognize and report transactions that have a contribution element, such as corporate sponsorships, membership dues, and grant agreements.

Presenter: DAVID JOHNSEN, Manager, Wegner LLP CPAs & Consultants
Facilitator: LAUREL KUPPERMAN, CPA, Director of Finance, Center for Communication, Hearing & Deafness
Fee: $30; $20 Nonprofit Center Members and CDBG agency attendees

Accounting for Donated Materials, Facilities, and Services

Thursday, July 15 / Noon – 1:30 p.m.
Bring a brown bag.
Beverages provided.

Many groups receive donated materials, facilities, and services but may not know what should be recorded in the organization’s financial statements. This roundtable will discuss what is required to be recorded,
what is required to be excluded, and how organizations should value their donated items.

Presented by: Wegner LLP CPAs & Consultants
Facilitator: LAUREL KUPPERMAN, CPA, Director of Finance, Center for Communication, Hearing & Deafness
Fee: $30; $20 Nonprofit Center Members and CDBG agency attendees

**Nonprofit Accounting Best Practices**
Thursday, October 21 / Noon – 1:30 p.m.

Bring a brown bag.
Beverages provided.
Highlights best practices used by nonprofit leaders and invites participants to share best practices from their own organizations.
Come prepared with examples of what is working well for you, and leave with new ideas and tools that will support good management in your organization.

Presenters: Nonprofit financial leaders and you!
Facilitator: LAUREL KUPPERMAN, CPA, Director of Finance, Center for Communication, Hearing & Deafness
Fee: $30; $20 Nonprofit Center Members and CDBG agency attendees

**Grant Writing: The Basics**
Wednesday, June 9 / 9:00 a.m. – Noon

Learn the essential elements of any grant proposal, identify who in your organization has the information you need, and how to package it all. We will review the Common Grant Application, the standard for funders throughout Wisconsin. Go from having a good cause to making your programs a reality.

Presenter: BRIAN R. SCHARFENBERGER, Director of Grants Administration, Boys & Girls Clubs of Greater Milwaukee
Fee: $75; $50 Nonprofit Center members and CDBG agency attendees.

**Grant Writing 102: Goals, Objectives and Outcomes**
Tuesday, July 13 / 9:00 a.m. – Noon

Convince funders your project will make a difference. Learn how to spell out what you hope to accomplish, how you will achieve it and how you will measure impact. Get fresh strategies on making your grant submissions organized, realistic and compelling. Some grant-writing experience preferred.

Presenter: LESLEY SALAS, Director of Grants & Special Initiatives, Boys & Girls Clubs of Greater Milwaukee
Fee: $75; $50 Nonprofit Center members and CDBG agency attendees.

**Thinking Outside the Text Box**
Tuesday, October 19 / 8:30 – 10:30 a.m.

Online submissions have created a new way of doing things. This panel of experienced grant writers will discuss mastering the art of the “1000-character box” for grants online. Topics include the ins and outs of registration, text space limitations, and required formatting adaptations.

Facilitators: LESLEY SALAS, Director of Grants & Special Initiatives, Boys & Girls Clubs of Greater Milwaukee; JANICE WILBERG, Ph.D., Wilberg Community Planning LLC
Fee: $30; $20 Nonprofit Center Members and CDBG agency attendees.

**Grant Writing: The Basics**
Wednesday, June 9 / 9:00 a.m. – Noon

Learn the essential elements of any grant proposal, identify who in your organization has the information you need, and how to package it all. We will review the Common Grant Application, the standard for funders throughout Wisconsin. Go from having a good cause to making your programs a reality.

Presenter: BRIAN R. SCHARFENBERGER, Director of Grants Administration, Boys & Girls Clubs of Greater Milwaukee
Fee: $75; $50 Nonprofit Center members and CDBG agency attendees.

**Grant Writing 102: Goals, Objectives and Outcomes**
Tuesday, July 13 / 9:00 a.m. – Noon

Convince funders your project will make a difference. Learn how to spell out what you hope to accomplish, how you will achieve it and how you will measure impact. Get fresh strategies on making your grant submissions organized, realistic and compelling. Some grant-writing experience preferred.

Presenter: LESLEY SALAS, Director of Grants & Special Initiatives, Boys & Girls Clubs of Greater Milwaukee
Fee: $75; $50 Nonprofit Center members and CDBG agency attendees.

**Thinking Outside the Text Box**
Tuesday, October 19 / 8:30 – 10:30 a.m.

Online submissions have created a new way of doing things. This panel of experienced grant writers will discuss mastering the art of the “1000-character box” for grants online. Topics include the ins and outs of registration, text space limitations, and required formatting adaptations.

Facilitators: LESLEY SALAS, Director of Grants & Special Initiatives, Boys & Girls Clubs of Greater Milwaukee; JANICE WILBERG, Ph.D., Wilberg Community Planning LLC
Fee: $30; $20 Nonprofit Center Members and CDBG agency attendees.

**PLANNERS & GRANT WRITERS ROUNDTABLES**

**Three Hots and Cot… or Not?**
Wednesday, July 28 / 8:30 – 10:30 a.m.

A panel of planners/grant writers who have been on both sides of the equation – working for themselves vs. being employed full-time by an organization – will discuss the pros and cons of each option. Learn about available resources for striking out on your own. Bring ideas, challenges and expertise to this lively discussion.

Facilitators: LESLEY SALAS, Director of Grants & Special Initiatives, Boys & Girls Clubs of Greater Milwaukee; JANICE WILBERG, Ph.D., Wilberg Community Planning LLC
Fee: $30; $20 Nonprofit Center Members and CDBG agency attendees.

For detailed workshop descriptions please visit NonprofitCenterMilwaukee.org
**LEADERSHIP & MANAGEMENT**

**360 Feedback for Senior Leadership Team Development**

**Tuesday, June 8 / 8:00 – 10:00 a.m.**

Review examples of the use of 360 feedback tools, their pros and cons, and considerations to be aware of during design and implementation of the 360 process. Learn critical action steps to identify and develop future leaders from within the organization. Designed for board members, executive directors and other key organization decision makers.

Presenters: **DENNIS ANDERSON**, Director, Executive Compensation Services; **FRAN WIESNER**, Senior Business Advisor, MRA – The Management Association

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

Team Discount: With each full registration, we invite you to bring a team member at $15 off the listed fee.

---

**LEADERS CIRCLES**

These coaching and learning experiences are designed for nonprofit leaders to establish a network of peers to confide in and depend on for professional support and growth. Guided by trained facilitators, the circles provide facilitated discussions, peer coaching, mentoring, resources, and relationships in a confidential and supportive setting.

**Human Resource Professionals**

Reaching Now!

Start date: **Wednesday, August 25**

9:00 – 11:00 a.m.

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

Seven additional monthly meeting dates determined by participants.

**Executive Directors**

Reaching Now!

Start date: **Tuesday, August 24**

8:30 – 10:30 a.m.

Facilitator: **ANGELA RESTER**, Rester & Associates

Seven additional monthly meeting dates determined by participants.

Leaders Circles Fee: $290; $200 Nonprofit Center members and CDBG agency attendees.

**RELATED TOPICS:**

- **Agency Executives Group (AEG), page 12**
- **From Table Sponsor to Strategic Partner: Moving Beyond the Benevolent Donor/Grateful Recipient Relationship, page 4**
- **Transformative Board Governance, page 3**

---

**NONPROFIT SECTOR**

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

**Thursday, May 13 / 4:00 – 6:00 p.m.**

**Wednesday, August 11 / 3:30 – 5:30 p.m.**

**Thursday, November 18 / 4:00 – 6:00 p.m.**

Assess your readiness to start a nonprofit, including experience, available finances, intended mission and vision, and access to resources to support you in the process. Examine the importance of financial accountability, board development, fund raising, and developing by-laws. Review a “things to be done” checklist. Recommended prerequisite to “Starting a Nonprofit and Beyond: Legal Issues and Documents.”

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

Fee: $20.

**Starting a Nonprofit and Beyond:**

**Legal Issues and Documents**

**Thursday, June 3 / 9:00 a.m. – Noon**

**Thursday, September 16 / 9:00 a.m. – Noon**

**Thursday, December 9 / 9:00 a.m. – Noon**

This hands-on workshop guides you in completing the necessary forms to become a 501(c)(3), including Articles of Incorporation, Application for Employer Identification Number (Form SS-4), and Application for Recognition of Exemption (Form 1023), as well as developing specific organizational by-laws. “Orientation to Starting a Nonprofit: To Be or Not To Be” is a recommended prerequisite.

**SUPERVISION**

**Delegation Skills for Managers and Supervisors**

**Thursday, June 10 / 9:00 a.m. - Noon**

Learn the skill of delegation. Based on principles of effective delegation, you will learn when to delegate, to whom to delegate, practical steps for how to delegate and the opportunity to practice and receive feedback on your delegation skills.

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

---

**LOOKING AHEAD**

**Learning Circle for Supervisors**

**Start Date: September 2010**

Additional meeting dates determined by participants. Watch the Fall Calendar for details.

Designed for new and experienced supervisors, this learning circle provides a peer-directed environment that leads to improved and refined individual supervisory practices. Format includes presentations, demonstrations and discussions. Participants develop an individual action plan for application and expected results of new knowledge, skills, and attitudes acquired at each meeting.

Facilitator: **MARY I. VOELKER**, Ph.D., SPHR, Consulting on Change and LORI SHEETS, HR Director, Wisconsin Community Services
For detailed workshop descriptions please visit NonprofitCenterMilwaukee.org
Faith often motivates people to begin volunteering, and they will continue if they have a positive experience. Incorporating effective volunteer management practices will help you better utilize volunteers within your congregation and mobilize them for service in the community.

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

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

Volunteers: Increasing Student Success
Tuesday, September 28 / 9:00 a.m. – Noon

Volunteers support education by tutoring, listening as students read, helping with homework, and in the classroom. Whether volunteers are currently engaged or you want to get something started in your school or nonprofit, this session will help! Must register to attend.

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

Fee: FREE thanks to a Volunteer Impact, Retention and Expansion grant from Hands On Network.

The Volunteer Management Essentials Series

This three-part series is designed for new volunteer managers and those who want to review essential principles and strategies. While you can attend any one of the sessions, you will benefit most by attending all sessions and reviewing every aspect of your agency’s volunteer program.

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

Series Fee: $195; $130 Members and CDBG agency attendees.
Single Session: $75; $50 Members and CDBG agency attendees.

Build Volunteer Program Success
Tuesday, October 12 / 9:00 a.m. – Noon

Create a Volunteer Recruitment Plan that Works
Tuesday, October 26 / 9:00 a.m. – Noon

Retain Volunteers and Maintain Successful Relationships
Tuesday, November 9 / 9:00 a.m. – Noon

Stress Buster 101: Exploring the Power of Meditation
Tuesday, August 17 / 8:30 – 9:30 a.m.

Join us to explore various methods that can help reduce stress and bring us more present. We will look at ways that our mind gets caught in stress and teach practical techniques that we can use to bring us more present. The session ends with a guided meditation.

Presenter: NARESH YALLAPRAGADA, Milwaukee Director, Art of Living Foundation USA.

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

Wellness

Workplace Wellness
Thursday, July 29 / 9:00 – 10:30 a.m.

Learn how to start a wellness program in your organization that is results-oriented, easy to implement and affordable. The Wellness Council of Wisconsin, local affiliate of Wellness Councils of America, will present the Well Workplace framework that has proven successful in small organizations of all types.

Presenter: THERESA ISLO, Director of Operations, The Wellness Council of Wisconsin

Fee: $15; FREE to Nonprofit Center members and CDBG agency attendees.
PAYMENT & REGISTRATION

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.

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.

Summer Discounts

symbols mark workshops that qualify for the summer training special. Bundle and SAVE $25 on three! Any 3 registrations $200; $125 Nonprofit Center members and CDBG agency attendees. All three registrations must be submitted together to receive the discount.
The experienced staff and consultants at the Nonprofit Center are passionate about the health of nonprofits. All organizations in our diverse and dynamic sector count on these creative problem solvers to provide expert consultation and high quality services.

Member groups receive an array of benefits, including significant discounts on trainings and resources.

## Our Programs

### CONSULTING AND TRAINING

**Building Organizational Capacity and Excellence**
Workshops and services designed to help nonprofits grow, increase effectiveness, and save time and money

### DATA CENTER

**Support for Informed Decisions**
Data and analysis to help nonprofits better know the people they serve and to reach them with viable programs

### MANAGEMENT ASSISTANCE PROGRAM

**Matching Experienced Consultants to Nonprofit Needs**
Consultants with diverse backgrounds and skills provide expertise in a range of nonprofit management areas

### VOLUNTEER CENTER OF GREATER MILWAUKEE

**Expanding Effective Volunteerism**
The area’s essential resource for volunteerism, featuring instant online connection at VolunteerMilwaukee.org

### JOBS THAT SERVE

**Find the Right People to Meet Your Mission**
An affordable job posting service at JobsThatServe.com designed exclusively for nonprofit organizations

### FINANCE CENTER

**Bringing Excellence to Nonprofit Financial Accountability**
Direct services and consultation to support the financial responsibilities required of nonprofit organizations

---

Helping You Help Others

NonprofitCenterMilwaukee.org
VolunteerMilwaukee.org
JobsThatServe.com
414-344-3933
2819 W. Highland Blvd., Milwaukee WI 53208
Join AEG, the Forum for Executive Directors

Through education, support and information sharing, the Agency Executives Group of Greater Milwaukee has served as a popular and effective forum for the professional development of executive directors for the past 39 years. If you are an executive director who wishes to know more about issues affecting 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.

For membership and meeting information, contact Rodney Sanchez, 414-344-3933, ext. 124 or rsanchez@NonprofitCenterMilwaukee.org.

Visit NonprofitCenterMilwaukee.org for a 20% DISCOUNT COUPON on the newly updated NONPROFIT SALARY & BENEFITS SURVEY through May 15, 2010