

# JULY-DECEMBER 2016 TRAINING CALENDAR

Support for the Center is provided by the following:













Basic Level Intermediate Level Advanced Level

# **JULY**

WEDNESDAY—27 USTEN & LEARN: GRANTSTATION: USING A KEY RESOURCE 12pm-1pm WEBINAR

GrantStation.com is a web-based service for nonprofit organizations with profiles listed for current grantmakers and step-by-step tutorials on ways to secure available funding. Best of all it is free with your membership to the Center. This webinar will show you how to use this empowering technology within your organization.

Free

THURSDAY—28 THE RIGHT WAY TO START A NONPROBIT 9am-3pm JACKSON

This one-day workshop provides the legal and practical steps to successfully organize and secure state and federal approval to operate as a tax-exempt organization. The class includes a guidebook developed by the MS Center for Nonprofits (valued at \$49).

This workshop will cover:

- Completing IRS Form 1023EZ
- Creating by-laws and setting up a board of directors
- Creating a funding plan
- Mississippi Secretary of State requirements

\$139 Per Person

# **AUGUST**

THURSDAY—4 ADVANCED FUNDRAISING 9am-3pm JACKSON

Nonprofit organizations operate in an increasingly complex society and marketplace. Within this environment, fundraising and capacity building skills are crucial in sustaining, enhancing, and expanding necessary programs and services.

Key elements covered in this workshop include:

- Planned Giving, including bequest and estate gifts
- Major Gifts, determining if your organization is ready
- Capital Campaigns, raising money to improve your physical standing

Center Members \$99 Non-Members \$139

TUESDAY—9 "SHOW ME THE MONEY" 9am-12pm MERIDIAN

Many nonprofits face challenges in identifying funding opportunities. We can supply tools and resources to help you with your search.

This half-day workshop provides guidance on:

- Researching funding sources
- Building your organization's capacity to receive funding
- Developing a strategy for submitting a strong funding proposal

Center Members \$69 Non-Members \$99

## WEDNESDAY—17 NORTH MS "MEET THE FUNDERS" FORUM & FUNDRAING WORKSHOP

11am-1pm

**TUPELO** 

This forum is an opportunity to meet funders from your area. Corporate, family and community foundation leaders will share information about their funding streams and related requirements for applicants and grantees. Also included in this session will be a 90 minute presentation on developing your fundraising strategies.

Center Members \$39 Non-Members \$69

## WEDNESDAY—24 GETTING GOVERNMENT GRANTS

9am-4pm

**JACKSON** 

Does your organization have the capacity to pursue government funding?

Learn the process for developing proposals for government support, including:

- How to access and use grant research tools
- Getting your data universal numbering system (DUNS)
- Understanding the federal grant and solicitation process
- Elements of the federal grant proposal
- How a federal grant application is evaluated

Center Members \$139 Non-Members \$199

## WEDNESDAY—31 BROWN BAG LUNCH & LEARN: USING SOCIAL MEDIA

**12pm-1pm** 

**JACKSON** 

Nonprofit organizations have become increasingly social over the past decade, whether cultivating a dedicated Facebook following, or communicating via Twitter. Social media is an opportunity to tell your story, engage with supporters and get results. You bring your lunch; we'll bring the information!

Center Members \$19 Non-Members \$29

## **SEPTEMBER**

#### THURSDAY—8 USING ANALYTICS FOR IMPACT

9am-12pm

**GULFPORT** 

Establishing outcomes allows nonprofits to report measureable results of an activity or program to funders and stakeholders. Attend this class to learn more about using various data collection methods such as pre & post measures, observations and comparisons to determine patterns and trends affecting your organization's programs.

Center Members \$69 Non-Members \$99

#### WEDNESDAY—14 BASIC GRANT PROPOSAL STRATEGIES

9am-4pm

VICKSBURG

Write more persuasive funding proposals for your organization by learning the basics.

You will learn how to:

- Conduct research
- Develop a needs statement
- Create a budget

Center Members \$139 Non-Members \$199

## THURSDAY—22 DELTA REGION MINI-CONFERENCE FEATURING A "MEET THE FUNDERS" FORUM 10am-3 pm CLEVELAND

This mini-conference is designed for both new and experienced nonprofit executives in the Delta region interested in receiving professional instruction in critical areas of nonprofit management. Participants will also benefit from receiving information from regional funders during a lunch panel presentation. Make plans to attend this multi-session event to better position your agency for support and to continue your nonprofit management development.

\$119 Per Person

### WEDNESDAY—28 BROWN BAG LUNCH & LEARN: MITIGATING RISK IN YOUR ORGANIZATION 12pm-1:30pm JACKSON

Given the shoestring budget on which many nonprofits operate, a single large and unexpected expense could lead to financial ruin. Getting the right insurance to guard against the biggest (or 'baddest') threats facing nonprofits is a wise move. Learn from one of Mississippi's largest nonprofit insurance providers, Ross & Yerger, on safeguards your organization should take to help mitigate risk. You bring your lunch; we'll bring the information. Ross & Yerger offers special discounts to nonprofits through the Center's referral program.

Center Members \$19 Non-Members \$29

### **OCTOBER**

#### TUESDAY— 4 CREATING YOUR ANNUAL REPORT

10am-12pm JACKSON

It's officially fourth quarter. How will you summarize the work of your organization this year? An annual report is a widely regarded tool to help you tell your story. Join us for this session to enhance your ability to create an engaging, yet clearly written report to share accomplishments with your readers and donors.

## Participants will receive:

- Key components every annual report should include
- Formatting ideas to meet the needs of different organizations
- Samples and examples to use in creating an annual report

Center Members \$69 Non-Members \$99

#### WEDNESDAY—20 LEGAL COMPLIANCE

9am-12pm HATTIESBURG

Challenges presented by legal or financial missteps can quickly derail an organization. Knowing and understanding the regulatory requirements for nonprofit organizations can help you avoid unnecessary troubles. Join us for this class to learn more.

The following topics will be addressed:

- Complying with legal reporting and filing requirements
- Understanding the fiduciary obligations of nonprofit boards and staff leaders
- Establishing evaluations and organizational practices

Center Members \$69 Non-Members \$99

## WEDNESDAY— 26 LUNCH & LISTEN: PREPARING FOR YEAR END APPEALS

12pm-1pm

**WEBINAR** 

Whether you are an old pro and just want some new tips, or you're writing an appeal letter for the first time, you'll find tried and true strategies in this e-course to take your requests to the next level.

This webinar will cover:

- The different types of appeals
- Crafting eye-catching opening lines
- Making a clear "ask"
- Ways to use stories and statistics for the greatest impact

Center Members \$29 Non-Members \$49

# **NOVEMBER**

THURSDAY & FRIDAY – 3/4 MS CENTER FOR NONPROFITS ANNUAL CONFERENCE, POSITIONED FOR PROGRESS JACKSON

WEDNESDAY— 16 BUILD - A - BUDGET WORKSHOP 9am-12pm JACKSON

A well planned budget is an essential management tool for nonprofit organizations. Learn techniques for developing a budget that can better support and reflect the work of your organization. Bring your laptop to this session for a hands-on exercise to help get you started.

You'll learn the following:

- Projecting income and expenses for program and staff support
- Balancing and adjusting expenses to align with actual income
- Developing and presenting a document with a clear financial picture

Center Members \$19 Non-Members \$29

## **DECEMBER**

THURSDAY—1 THE RIGHT WAY TO START A 501(C) 3 NONPROBT 9am-3pm JACKSON

This one-day workshop provides the legal and practical steps to successfully organize and secure state and federal approval to operate as a tax-exempt organization. The class includes a guidebook developed by the MS Center for Nonprofits (valued at \$49).

This workshop will cover:

- Completing IRS Form 1023EZ
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\$139 Per Person

TUESDAY—6 ADVOCATING FOR YOUR CAUSE 9am-12pm GULFPORT

Nonprofits play a central role in the democratic process. Organizations are encouraged to engage constituents in public policy and advocacy activities as a means to fulfilling their missions and promoting community interests.

This session provides guidance on several of the Center's recommended practices:

- Understanding the Do's and Don'ts of lobbying and advocacy
- Having a written public policy and advocacy plan
- Engaging members, allies and constituents in advocacy activities
- Collaborating with other stakeholders to strengthen impact

Center Members \$69 Non-Members \$99

#### THURSDAY—8 COMPLETING IRS FORM 990

9am-12pm WEBINAR

Completing and filing the annual Form 990 with the IRS is a requirement for most tax-exempt organizations. It provides important information about nonprofit organizations to both the IRS and the public.

This workshop will teach participants how to complete the IRS Form 990 by detailing the following:

- Which revenues and expenses to report
- Fundraising costs to be included
- Statement of accomplishments
- Which members of the organization to list
- How to conduct a board review of your Form 990

Center Members \$69 Non-Members \$99





#### MISSISSIPPI CENTER FOR NONPROFITS ANNUAL CONFERENCE

#### NOVEMBER 3 & 4 JACKSON

Hundreds of professionals from the nonprofit, government, philanthropic and cultural arenas will convene at the Jackson Convention Complex for an inspiring two-day event where participants will exchange innovative strategies and ideas, share insightful new solutions, and explore opportunities for cross-sector collaboration. Visit the conference website at **www.positionedforprogress.com** for more information and to register.



HOW TO REGISTER FOR OUR WORKSHOPS: REGISTER ONLINE AT WWW.MSNONPROFITS.ORG (PAY WITH CREDIT/DEBIT CARD OR ELECTRONIC CHECK). PLEASE REGISTER AT LEAST 2 WEEKS PRIOR TO SCHEDULED WORKSHOP DATE. THE CENTER RESERVES THE RIGHT TO CANCEL A CLASS IF MINIMUM ENROLLMENT IS NOT MET. FOR MORE INFORMATION, CALL THE CENTER AT 601-968-0061.

REFUND AND CANCELLATION POLICIES: CANCELLATIONS RECEIVED 7 DAY PRIOR TO WORKSHOP ARE ENTITLED TO A FULL REFUND (LESS A \$10 PROCESSING FEE). NO REFUNDS WILL BE ISSUED AFTER THEN. ALL CANCELLATIONS ARE ELIGIBLE TO RECEIVE A FULL CREDIT TOWARDS A FUTURE WORKSHOP WITHIN THE CURRENT CALENDAR YEAR.