



Mississippi
Center for
Nonprofits

Working Smarter Together

JANUARY-DECEMBER 2017 TRAINING CALENDAR

Support for the Center is provided by the following:



W.K. Kellogg Foundation

JANUARY

TUESDAY—31

THE RIGHT WAY TO START A 501(C)3 NONPROFIT

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

\$139 Per Person

FEBRUARY

TUESDAY—21

BUDGET BASICS

9am-12pm

JACKSON

Join this class to learn techniques for developing a budget that can better support and reflect the work of your organization. Bring your laptops for a hands-on learning experience.

The following points will be discussed:

- 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 \$69 Non-Members \$99

MARCH

WEDNESDAY—1

PRINCIPLES & PRACTICES AND PHILANTHROPY

9am-4pm

HERNANDO

This day-long training event will include two training workshops, a panel discussion on nonprofit leadership and a networking forum with presentations from funding representatives that support your community. Make plans to join us for this regional learning opportunity developed specifically for your service area.

Center Members \$99 Non-Members \$139

THURSDAY—9

BASIC GRANT WRITING PROPOSAL STRATEGIES

9am-4pm

JACKSON

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

THUR./FRI,—23/24

EXCELLENCE IN ACTION (EIA)

8:30am-4 pm

JACKSON

EIA is the Center's signature certification program developed for established nonprofit organizations and leaders. Board members and directors participate in an accelerated two-day series of workshops to learn nationally recognized nonprofit management best practices. The instruction is taught in an interactive classroom learning environment with self-guided activities and projects that continue for up to one year before full certification is met.

\$295 Per Person

APRIL

THURSDAY— 13

PRINCIPLES OF GOOD GOVERNANCE & ETHICAL PRACTICES

9am-3pm

GULFPORT

Nonprofit boards of directors are responsible for defining the organization's mission and for providing overall leadership and strategic direction to the organization. This class is designed specifically for board members to share best practices that will help them serve more effectively in their role. Join us for training on 4 key areas of governance:

- Board governance
- Legal compliance
- Financial management
- Fundraising

Center Members \$99

Non-Members \$139

TUESDAY—25

BASIC GRANT WRITING PROPOSAL STRATEGIES

9am-4pm

TUPELO

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

MAY

TUESDAY - 9

ENGAGING SUPPORTERS THROUGH SOCIAL MEDIA

9am-12pm

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.

What you'll learn:

- The trends that are influencing engagement and what that means for your organization
- How to create donor and volunteer opportunities
- The role that social media can play in engaging your stakeholders

Center Members \$69

Non-Members \$99

WEDNESDAY - 17

ADVOCATING FOR YOUR CAUSE

9am-12pm

JACKSON

The time is now to plan your advocacy efforts for next year's legislative session. Attend this workshop to learn the rules and regulations for advocating for your cause, along with tips to help you become more effective.

Center Members \$69 Non-Members \$99

TUESDAY – 23

MAKING SENSE OF DOLLARS AND CENTS

9am-3pm

HATTIESBURG

This workshop is designed to help organizational leaders better understand and utilize financial information with boards to make strategic financial decisions. This workshop is also right for you if you are a program or finance staff person with budget management responsibilities.

Center Members \$99 Non-Members \$119

JUNE

THURSDAY—1

PRINCIPLES & PRACTICES AND PHILANTHROPY

9am-4pm

JACKSON

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Center Members \$99 Non-Members \$139

THURSDAY—22

OUTCOMES MEASUREMENT

9am-12pm

JACKSON

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

JULY

WEDNESDAY—12

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 \$119

AUGUST

WEDNESDAY—16

BOARDS AND STRATEGIC PLANNING

9am-12pm

CLEVELAND

A strategic planning process identifies measurable growth opportunities to help an organization achieve its mission. As key staff and boards engage in the process, they establish and approve priorities for implementation, with the commitment to revisit the plans throughout the year. Join us for guidance on how to begin this critical process for your organization.

Class participants will learn more about how to:

- Conduct an environmental scan to identify trends and new models for the organization
- Engage with stakeholders and partners
- Conduct a S.W.O.T. analysis of the organization
- Analyze cost and set budget targets
- Set indicators for monitoring progress and achievements

Center Members \$69

Non-Members \$99

FRIDAY – 25

PRINCIPLES & PRACTICES AND PHILANTHROPY

9am-4pm

GULFPORT

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Center Members \$99

Non-Members \$139

SEPTEMBER

THURSDAY—28

THE RIGHT WAY TO START A 501(C)3 NONPROFIT

9am-3pm

TUPELO

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\$139 Per Person

OCTOBER

THURSDAY—12

PRINCIPLES & PRACTICES AND PHILANTHROPY

9am-4pm

MERIDIAN

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Center Members \$99

Non-Members \$139

TUESDAY – 24

“CRACKING” THE TAX CODE

9am-4pm

JACKSON

Understanding the tax regulations governing nonprofits can be a daunting task. This class allows participants to learn from IRS professionals on what it takes to remain compliant.

- Filing the required (and appropriate) IRS Forms
- Donor and Tax Deductibility
- Employment and Tax issues

This workshop is recommended for new nonprofit leaders, financial staff and legal/fiscal contractors.

Center Members \$99 Non-Members \$119

NOVEMBER

WEDNESDAY—8

DIVERSIFYING YEAR END APPEALS

9am-12pm

JACKSON

Year-end appeals can be a highly effective way to cultivate donors. This workshop will highlight various methods to use when crafting your organization’s message for support and solicitation. Join this class to expand your use of:

- Personal letters
- Client/service testimonials
- E-Newsletters
- Direct Mailers

Center Members \$69 Non-Members \$99

DECEMBER

TUESDAY—12

FORM 990/ANNUAL REPORTING

9am-12pm

JACKSON

Completing and filing the annual Form 990 with the IRS is a requirement for certain tax-exempt organizations, It provides the IRS with information about your nonprofit's activities and financial status to demonstrate that it continues to meet the qualifications for tax-exemption. The form is also reviewed by potential donors and grantors to learn about an organization's mission, programs and finances.

This webinar 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

Special Event



FEBRUARY

THURSDAY— 16

NONPROFIT DAY AT THE CAPITOL

1pm-4pm

JACKSON

This is an opportunity for Center members to showcase their organization through a tabling event at the Mississippi State Capitol during the 2017 legislative session. Space is limited, so this event is open to the first twelve member organizations to complete an on-line registration at www.msnonprofits.org.

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.