

NONPROFIT WORKSHOP SERIES

FREE

FALL 2018

FREE

Date/Time	Event	Description
<p>Wednesday, September 12 OR Wednesday, November 28, 5:00 - 7:30 pm</p>	<p>BOARD MEMBER BOOTCAMP Room 26</p>	<p>Presenter: Mae Maloney, Leadership Greater Hartford Newly appointed nonprofit board members or serving board members that have never received formal board training will learn about the ten basic responsibilities of nonprofit boards as well as the duties of individual board members, relationship between board and staff, and common issues facing nonprofit boards. <i>(light dinner provided)</i></p>
<p>Wednesday, September 26, 9:00 am - Noon</p>	<p>SO, YOU'VE DECIDED TO BUILD A NON- PROFIT. NOW WHAT? Room 141</p>	<p>Presenter: Martey Rhine, Management Solutions & Resources This workshop will cover the basics of building a board, budgeting, operational planning, marketing, and fundraising – all the building blocks your nonprofit organization needs. It will also provide you with the tools, templates, and references for taking the action steps to effectively structure your nonprofit organization and enhance your ability to achieve the mission.</p>
<p>September 17, 19, 24, 26 and October 3 Sessions from 9:30 am to noon</p>	<p>QUICKBOOKS 101 FOR NONPROFITS <i>(Participants must commit to attend all 5 sessions)</i> Location to be announced</p>	<p>Presenter: Julio Casiano, U.S. Small Business Administration Connecticut District Office Part 1 – Accounting Basics Part 2 – QuickBooks Setup & Basics Part 3 - QuickBooks Transactions Part 4 – Invoicing / Payments / Deposits Part 5 – Bank Accounts Reconciliation See Reverse for Session Contents NOTE: Attendance is capped at 12 (one person per organization). A signed commitment letter from the executive director or board president is required for registration. See letter form at www.hplct.org/library-services/nonprofits/workshops</p>
<p>Wednesday, November 14, 10:00 - Noon</p>	<p>BOARDS MATTER! Room 140</p>	<p>Presenter: Janna Pedersen, Ampersand Consulting Even in small nonprofits, board and staff roles are different. This workshop will provide an overview of the board's role and responsibility in finance, fundraising, and organizational performance. Participants will have the opportunity to discuss board and staff roles and learn ways to make board work more effective.</p>

All workshops are offered as a partnership between Hartford Foundation for Public Giving and Hartford Public Library

TO REGISTER: To register email your name and email address to dalexandre@hplct.org

Location: Hartford Public Library, 500 Main Street, Hartford, CT 06103