

# NONPROFIT WORKSHOP SERIES: FALL 2019

## BOARD MEMBER BOOTCAMP

(5:00 – 7:30 pm)

Wednesday, September 11. Room 141

Wednesday, November 20. Room 141

**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. (light dinner provided)

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## HOW TO GET A GRANT AND WHAT TO DO NEXT

(9:00 am – 4:30 pm)

Friday, October 18. Room 140

**Presenter:** *Judith Margolin, Needagrant.org*

This full-day workshop (refreshments & lunch provided) teaches the basics of foundation and corporate funding, including what to do when your organization actually receives a grant. The workshop includes interactive group exercises to reinforce what is learned. Topics covered:

- “Prospecting” --finding the right funder for you
- Proposal writing tips and techniques
- Mobilizing your board to help raise funds with energy and enthusiasm
- Effective communication with board, prospects and funders, aimed at getting results
- What to do when you receive a grant
- Stewardship of grant funds

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## EQUITY, DIVERSITY, AND INCLUSION (EDI) 101 FOR NONPROFIT BOARDS

(5:00 – 7:45 pm)

Thursday, November 7. Room 139

**Presenters:** *Jamal Jimerson & Esther Jean-Marie, Minority Inclusion Project*

The EDI 101 for Nonprofit Boards serves as a starter session to introduce board members and nonprofit leaders to a framework for equity in the boardroom. This session will present information about the state of nonprofit diversity and why the topic matters, an overview of a process for advancing equity, diversity, and inclusion in the boardroom, and an opportunity to complete a board EDI self-assessment.

## MISSION POSSIBLE: HOW TO START AND GROW A THRIVING NONPROFIT

(9:30 am – 12:30 pm)

Wednesday, November 13, 2019. Room: Conference Rm, 2nd flr.

**Presenter:** *Roosevelt Smith, Roosevelt Smith Consulting*

Follow your passion and dream of starting a nonprofit organization. This workshop will give you the confidence, conviction, knowhow and do-it-yourself tools, templates and references to start, run and grow a thriving nonprofit organization. In the workshop you will receive practical and specific how-to steps to set a strong foundation, from exploring your idea and effectively articulating your purpose and mission to attracting and building a board. You will also learn key fundamentals around budgeting, designing programs and raising funds for your mission-driven work.

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## ETHICS AND ACCOUNTABILITY FOR NONPROFITS

(9:30 – 11:30 am)

Wednesday, November 20. Room: Conference Rm, 2nd floor

**Presenter:** *Priya Morganstern, Pro Bono Partnership*

This workshop will discuss best practices in the areas of transparency, accountability and ethics, and how we can best operate our nonprofits in a trustworthy way. Topics will include: Applicable state and federal rules that promote accountability, including disclosure and reporting obligations; organizational policies, such as conflict of interest and whistleblower policies, that foster accountability; the role of the board; other recommended practices to foster an environment of integrity; and nonprofit oversight and watch-dog agencies.

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## QUICKBOOKS 101 FOR NONPROFITS

(9:30 am – 12:00 pm), Location to be announced

**Presenter:** *Julio Casiano, U.S. Small Business Administration Connecticut District Office*

(Participants must commit to attend all 5 required sessions)

September 16 - Part 1: Accounting Basics (refresher)

September 18 - Part 2: QuickBooks Setup & Basics

September 23 - Part 3: QuickBooks Transactions

September 25 - Part 4: Invoicing / Payments / Deposits

September 30 - One-on-one self pace day (optional)

October 2 - Part 5: Bank Accounts Reconciliation

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](http://www.hplct.org/library-services/nonprofits/workshops)

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***All workshops are offered at no cost to participants through a partnership between Hartford Foundation for Public Giving and Hartford Public Library***

## PARTICIPANTS MUST REGISTER IN ADVANCE

To register email your name and email address to [nonprofitslearn@hplct.org](mailto:nonprofitslearn@hplct.org)

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

*If you require special accommodations to participate, please call 860-695-6320 two weeks prior to the event.*