



NonprofitsFirst

# EDUCATION NEWSLETTER

## HATS OFF NONPROFIT AWARDS ACCEPTING NOMINATIONS



**Submission Deadline: August 15, 2019  
5:00pm**

Now accepting nominations for the 2019 Hats Off Nonprofit Awards! Nonprofit of the Year, Lifetime Achievement, Volunteer of the Year AND MORE. Do not miss your chance to take part in this lively celebration of Palm Beach County's thriving nonprofit sector. All nominees will be celebrated and 10 honorees will be announced on Tuesday, October 1 at the Harriet Himmel Theater. Don't delay, submit your nominations today!

**Registration** 



## BOARD GOVERNANCE Q&A - CONFERENCE CALL

*Presenter: Jessica Cecere*

**July 16, 2019**

**2:30 pm - 3:00 pm**

Join us for a live Q&A with CEO of Nonprofits First, Jessica Cecere.

**Members: Free**

Registration 



## LEARNING LAB: "12" EXCEL FEATURES EVERY USER NEEDS TO KNOW

*Presenter: Diane Henderson*

**July 17, 2019**

**9:00 am - 11:30 am**

Excel, the most powerful spreadsheet program in the world is loaded with great features that most people are not taking advantage of. In this class you will learn how to automatically format data based on values in the spreadsheet, transpose Data from a Row to a Column, remove duplicate records automatically, display formulas in the cell not the results, print the titles on every page automatically, and many other useful features. Also, each participant will receive a copy of **The Most Useful Excel Keyboard Shortcuts**.

**Members: \$59.99**

**Non-members: \$74.99**

Registration 



## LEARNING LAB: MASTERING DATA OVERLOAD WITH EXCEL-AUTO-FILTERS AND PIVOT TABLES

**Presenter: Diane Henderson**

**July 18, 2019**

**9:00 am - 11:30 am**

Do you have tons of data to report on?  
Are you reporting numbers and data on a monthly or quarterly basis?  
Are you using Filters and Pivot Tables?  
If not this is a must have class. You can save HOURS using these two features Pivot tables and Autofilters.

**Registration** 

**Members: \$59.99**

**Non-members: \$74.99**

## RISING LEADERS CLASS OF 2020 ACCEPTING APPLICATIONS



**Application Deadline: October 25, 2019  
5:00pm**

Rising Leaders is the only local training of its kind, transforming emerging talent into the sector's new generation of top leaders. The comprehensive six-month experience takes you from leadership 101 to high-level management in a supportive peer environment.

**Registration** 

## REQUEST FOR RISING LEADERS SERVICE LEARNING PROJECT PROPOSALS



**Registration** 

**Submission Deadline: November 22, 2019  
5:00pm**

Service Learning Project Proposals are now being accepted!  
Listed below are a few proposed topics from previous years:

- HR Manuals/Policies
- Board Roles/Responsibilities
- Succession Planning
- Strategic Planning
- Project Budgeting
- Marketing Campaigns
- Generating Earned Income for Nonprofits

Please submit your service learning project proposal by visiting **[Rising Leaders Service Learning Project.](#)**



**Registration** 

### **MEMBER APPRECIATION HAPPY HOUR**

**July 18, 2019  
5:30 pm - 7:30 pm**

Nonprofit Members and Affiliate Consultants: Please join us for a casual Member Appreciation Happy Hour at Duffy's on Clematis Street. Guests will enjoy one free drink and appetizers from Duffy's! Free for Nonprofits First Members and Affiliates. Please RSVP Responsibly. Guest tickets: \$25

**Members & Affiliate Consultants: Free  
Non-members: \$25.00**



### **NEW MEMBER ORIENTATION**

**Presenter: Marilyn Bieber  
July 19, 2019  
11:00 am - 12:00 pm**

Being a member of Nonprofits First provides a wealth of resources and tools. Existing members are invited to review member benefits and how to take advantage of them. New members are invited to an introduction on maximizing your benefits. Curious about membership? Join us for more information.

**Members: Free**

Registration 

**Non-members: Free**



### **501cPro TOOLKIT AND ACCREDITATION Q&A**

**Presenter: Adriene Tynes**

**July 19, 2019**

**12:00 - 12:30 pm**

Come learn about the Nonprofits First products and services that can help ensure your organization meets legal requirements and implements best practices that are important to staff, clients, and donors.

**Members: Free**

**Non-members: Free**

Registration 



### **LEARNING LAB: MICROSOFT WORD MAIL MERGE**

**Presenter: Gina Parsons**

**July 23, 2019**

**9:00 am - 11:30 am**

You will learn how to produce multiple and potentially large numbers of documents (labels, envelopes, e-mails or certificates) from a single template form and a structured data source such as excel, outlook contacts or exported data from another source. Users will learn to create one document that contains the information that will be the same in each version and then add placeholders for the information that will be unique for each recipient.

**Members: \$59.99**

**Non-members: \$74.99**

Registration 



## LEARNING LAB: EXCEL BEYOND THE BASICS (FORMULAS & FUNCTIONS/TABLES & DATA ANALYSIS)

**Presenter: Gina Parsons**

**July 30, 2019**

**9:00 am - 1:00 pm**

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If you work with Excel on a regular basis and want to learn more about the functions and abilities then this is the class for you. Uncover ways to collect and format data using columns and rows to organize information effectively. Cleanup and standardize text based information taking capitalized data to proper case. Improve the quality and accuracy of your budgets, expenses report and analyze the results using tables and graphs.

**Members: \$99.99**

**Non-members: \$119.99**

## REQUEST FOR GENERAL EDUCATION PROPOSALS



Registration 

**Submission Deadline: August 16, 2019  
5:00pm**

Proposals are being accepted from qualified instructors and facilitators with the capacity to design, develop, and deliver both live and online courses that support the knowledge and skills nonprofit professionals need to remain relevant and advance in their field, while promoting excellence within their organizations and the communities in which they serve.

For more information or to submit your proposal please visit [Nonprofits First General Education RFP](#).



### **SPONSORSHIP 101**

**Presenter: Elizabeth Suit**  
**August 1, 2019**  
**9:00 am - 12:00 pm**

A rudimentary guide to starting the sponsorship acquisition process. This workshop seeks to empower, and instill confidence in obtaining sponsors, by teaching specific strategies/tactics and providing tools.

**Members: \$74.99**  
**Non-members: \$99.99**

**Registration** 



### **501cPro TOOLKIT AND ACCREDITATION Q&A**

**Presenter: Adriene Tynes**  
**August 2, 2019**  
**12:00 - 12:30 pm**

Come learn about the Nonprofits First products and services that can help ensure your organization meets legal requirements and implements best practices that are important to staff, clients, and donors.

**Members: Free**  
**Non-members: Free**

**Registration** 



### **LEARNING LAB: EXCEL ADVANCED FORMULAS**

**Presenter: Diane Henderson**  
**August 6, 2019**  
**9:00 am - 11:30 am**

Wish you more knowledgeable about Excel Formulas? Now is your chance to learn some of the most useful formulas in Excel. We will start with an overview of Formulas, go over how to use the insert function dialog box to write a function, then cover how to

Registration 

use Vlookup, Hlookup, Concatenate, Median, Roundup, Rounddown, and Create a hyperlink to move around a large spreadsheet or multiple sheets within the file.

**Members: \$59.99**

**Non-members: \$74.99**



### LEARNING LAB: EXCEL "12" FEATURES EVERY USER NEEDS TO KNOW

**Presenter: Diane Henderson**

**August 6, 2019**

**1:00 - 3:30 pm**

Excel, the most powerful spreadsheet program in the world is loaded with great features that most people are not taking advantage of. In this class you will learn how to automatically format data based on values in the spreadsheet, Transpose Data from a Row to a Column, remove duplicate records automatically, display formulas in the cell not the results, print the titles on every page automatically, and many other useful features. Also every participant will receive a copy of **The Most Useful Excel Keyboard Shortcuts**.

Registration 

**Members: \$59.99**

**Non-members: \$74.99**



### LEARNING LAB: MICROSOFT ONENOTE

**Presenter: Diane Henderson**

**August 13, 2019**

**9:00 am - 12:00 pm**

Microsoft OneNote is a computer program for free-form information gathering and multi-user collaboration. It gathers users' notes (handwritten or typed), drawings, screen clippings and audio commentaries. Notes can be shared with other OneNote users over the Internet or a network. Microsoft OneNote lets you create and store notes in a convenient location, enabling you to find and use them simply. The organizational power of OneNote is essential to maintaining productivity..

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**Members: \$59.99**

**Non-members: \$74.99**





## INTRO TO THE MEMBERSHIP EXPERIENCE FOR POTENTIAL MEMBERS

**Presenter: Marilyn Bieber**

**August 16, 2019**

**11:00 am - 12:00 pm**

Curious about membership? Being a member of Nonprofits First provides a wealth of resources and tools. Those considering membership for your organization are invited to attend for a snapshot of member advantages and to learn how membership can benefit your organization. Join us for this overview and Q & A. We're here to help!

Registration 

**Non-Members: Free**



## 501cPro TOOLKIT AND ACCREDITATION Q&A

**Presenter: Adriene Tynes**

**August 16, 2019**

**12:00 - 12:30 pm**

Come learn about the Nonprofits First products and services that can help ensure your organization meets legal requirements and implements best practices that are important to staff, clients, and donors.

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**Members: Free**

**Non-members: Free**

## 501(c)Jobs

Looking for a job in the nonprofit sector? Visit [www.501cjobs.org](http://www.501cjobs.org) to view job postings, submit an application, and attach your resume.



## Become A Member of Nonprofits First

Members of Nonprofits First enjoy exclusive benefits designed to increase your capacity to serve the needs of your clients. In addition to the cost saving opportunities on all Nonprofits First services, members are part of a community of nonprofit professionals with a demonstrated commitment to the continued strengthening of our industry.

JOIN NOW



Become a new member



To reserve the workstation and use this resource, contact Charlotte Gill at [cgill@nonprofitsfirst.org](mailto:cgill@nonprofitsfirst.org) or 561-910-3891.

Nonprofits First is a Funding Information Network partner of the Foundation Center. You know funders are out there. Foundation Directory Online is the most extensive, up-to-date database of philanthropic giving. It shows you where the funders are – and can help you win more funding. The database is free to use on-site at Nonprofits First and open to the public. Reservations are available Monday-Friday from 9 -3 PM, limited to 2 hours, and based on availability. To reserve the workstation and us.

**FREE AND OPEN TO THE PUBLIC**



NonprofitsFirst

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