



### HATS OFF NOMINATION INFORMATION WEBINAR

**Presenter: Charlotte Gill**

**July 11, 2019**

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

Join us for a live information session to learn about the new award categories and for tips on your Hats Off Nonprofit Awards nominations. Based on feedback from last year's judges, these tips will help you provide a stand-out nomination for the 2019 Hats Off Nonprofit Awards.

[Registration](#)

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



### RESEARCH INSIGHTS WEBINAR

**Presenter: Todd L'Herrou**

**July 12, 2019**

**12:00pm**

Want to know what's happening in nonprofit sector research but don't have the time or resources to comb through all the journals, newspaper articles, and blogs? We've got you covered! Join Nonprofits First's Accreditation Department for a webinar exploring current research and trends in nonprofit management.

[Registration](#)

**Members & Accredited Organizations: Free**  
**Non-members: \$25.00**



### RISING LEADERS ALUMNI COMMITTEE MEETING

**July 12, 2019**

**12:00pm**

Calling all Rising Leaders Alumni -You're cordially invited to attend and learn all about the Rising Leaders Alumni Committee! This is your opportunity to apply your leadership skills and support future Rising Leaders through coaching, mentoring, sharing ideas and facilitating workshops.

[Registration](#)

**Rising Leaders Alumni: Free**



### 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

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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**



### 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.

**Members: \$59.99**  
**Non-members: \$74.99**

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### 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**  
**Non-members: Free**

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### 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**

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### 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.

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**Members: \$59.99**

**Non-members: \$74.99**



### BOARD GOVERNANCE Q&A - CONFERENCE CALL

*Presenter: Jessica Cecere*

**July 23, 2019**

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

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

**Members: Free**

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

*Presenter: Gina Parsons*

**July 30, 2019**

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

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.

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**Members: \$99.99**

**Non-members: \$119.99**



### 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**

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## 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**



(561) 214-7435 | [Nonprofitsfirst.org](http://Nonprofitsfirst.org)