



NonprofitsFirst

# EDUCATION NEWSLETTER



**\*\*SOLD OUT\*\***

## 2019 Hats Off Nonprofit Awards

October 1, 2019

5:00 - 7:30 pm

The Hats Off Nonprofit Awards honor Palm Beach County nonprofit organizations, staff, and volunteers who are dedicated to the business of doing good in our community.

**Ticket Price: \$85.00**



## LEARNING LAB: WINDOWS 10

**Presenter: Gina Parsons**

October 2, 2019

1:00 pm - 3:30 pm

Windows 10, the newest operating system from Microsoft, offers a more robust, more powerful, and completely unique computing experience. In this course, you will gain the foundation you need to get started right away using Windows 10. Learn the basics that every

## Registration

computer user must know in order to use a computer with minimal frustration followed by the most important skills and terminology that allow you to control what you see on your screen at all times.

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



[More Info](#)

## **CLEMATIS BY FRIGHT** *Presented by: The City of West Palm Beach*

The City of West Palm Beach is look for non-profit organizations to participate in the "Trick or Treat" area during Clematis by Fright on October 31, 2019.

For questions, please directly contact Dawn Caputo, Community Events Coordinator [dcaputo@wpb.org](mailto:dcaputo@wpb.org)

**NOTE: The application deadline is Friday, October 4, 2019.**

For further information on this opportunity, please see the "Non-profit Application for Fright Night" below.

[Nonprofit FRIGHT Application](#)



## STRATEGIC PR PLANNING FOR NONPROFITS: HOW TO FOCUS ON COMMUNICATIONS THAT DEEPENS STAKEHOLDER RELATIONSHIPS, RAISES MONEY, AND MOVES YOUR MISSION FORWARD

*Presenter: Jennifer R. Hudson*

**October 8, 2019**

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

You're not alone in your marketing communications pain. Companies and nonprofits alike struggle with the best way to strengthen their brand long-term with the stakeholders most important to their success. In this workshop, you'll learn about the four phases of communications planning and how to create a realistic, achievable, and measurable plan that gets results!

**Registration** 

**Members: \$150**

**Non-members: \$250**



## STRATEGIC PLANNING & PERFORMANCE MONITORING (Program Outcomes)

*Presenter: Paul R. Hamaty*

**October 10, 2019**

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

This 2-hour course provides an introduction to strategic planning and performance monitoring so you can apply these concepts to achieve maximum impact of your programs. You will learn the components of a strategic plan, create "SMART" goals, understand how to develop appropriate metrics for your agency, and identify best practices. Participants will also have the opportunity to work with the consultant to develop "SMART" goals and metrics.

**Registration** 

**Members: \$90**

**Non-members: \$150**



## LEARNING LAB: EXCEL GETTING ACQUAINTED

**Presenter: Gina Parsons**

**October 16, 2019**

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

Learn the basics of Excel. You will enter and edit information in a worksheet, modify the worksheet by resizing, adding and deleting columns and rows, learn new techniques for navigating in the worksheet, and find the method for making column and row headings locked so you can always see them. You will copy, move and sort data.

Registration 

**Members: 59.99**

**Non-members: \$74.99**



**\*LUNCH & LEARN\***

## NONPROFIT RETIREMENT PLAN FIDUCIARY & COMPLIANCE REQUIREMENTS FOR 2020

**Presenters: Eric Inge & Jacki Betz**

**October 17, 2019**

**12:00 pm**

Have you reviewed your organization's retirement plan recently? Are you aware of the mandatory upcoming deadline for restatement of 403(b) plan documents? Do you regularly meet with an advisor to review plan expenses and fund performance? If you answered no to any of these questions, you may want to consider attending this lunch and learn where you will hear from top local retirement plan consultants about what you need to be doing NOW to stay in compliance.

Registration 

**Registration is Free**



## EMOTIONAL INTELLIGENCE 101

*Presenter: Shandra Stringer*

**October 18, 2019**

**2:00 - 4:30 pm**

Emotional intelligence describes the ability to understand one's own feelings, and that of groups, and how these emotions can influence motivation and behavior. As a result of the growing acknowledgement by professionals of the importance and relevance of emotions to work outcomes, the research on the topic continues to gain momentum and has become a requested workshop in various sectors of the workplace.

**Registration** 

**Members: 48.99**

**Non-members: 74.99**



## NONPROFIT FINANCIAL MANAGEMENT NETWORK - INDIRECT COST ALLOCATIONS FOR NONPROFITS

*Presenter: Keefe McCullough CPAs*

**October 22, 2019**

**8:30 - 11:30 am**

Indirect cost allocations remain a top concern for many nonprofit organizations. Indirect cost allocation can be confusing but understanding how to allocate these costs is crucial in order for an organization to accurately capture and recover costs incurred. This presentation will include strategies for developing methods for proper allocations between direct and indirect costs, allocating costs for grants, and best practices for documenting the methodologies.

**Registration** 

**Registration is FREE**



## MEASURING OUTCOMES - CALCULATING IMPACT

**Presenter:** *Rachel Waterman*

**October 22, 2019**

**8:30 - 4:30 pm**

Funders want to know what is the IMPACT of their support. This workshop will break down the process of creating a system to collect program data, measure outcomes and communicate your program's impact to funders and other stakeholders.

Participants will learn:

- How to measure success.
- How to make sense of the data we collect.
- Outputs v outcomes
- How to communicate our data in a way that makes a difference – calculating impact.

Registration 

**Members: \$120**

**Nonmembers \$180**



## WHAT IS A GRANT SYSTEM?

**Presenter:** *Jan Rodusky*

**October 23, 2019**

**9:00 - 10:00 am**

Learn why creating a Grant System is the secret ingredient to successful grant writing.

**Members: Free**

Registration 



## MANAGING AND MOTIVATING ACROSS GENERATIONS

**Presenter: Edwiygh Franck**

**October 24, 2019**

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

For the first time ever, there are four generations of Americans in the workplace at the same time. This has given rise to more leadership and management challenges than ever, as each generation has its own perspective. This module focuses on how to manage and motivate your team, regardless of which generation they come from.

Registration 

**Members: \$119.99**

**Nonmembers: \$179.99**

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InsightfulAccountant<sup>®</sup>

## \*Webinar\* BUDGETING IN QUICKBOOKS FOR YOUR CLIENTS

**Presenter: Insightful Accountant**

**October 24, 2019**

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

In this webinar, we will first explore how to enter budgets and generate budget reports for your organization right in QuickBooks! No more fooling with Excel. Get your board report in minutes - not hours! We will show you how to:

- Enter Budgets By Month, Quarter and Year
- Enter separate Budgets for specific Programs or Projects
- Generate Multiple Budget Reports for each of your budgets

Registration 

**Registration is FREE**

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[Registration](#) 

## **PUBLIC SPEAKING SERIES**

**Presenter: Marcie Pachter**

**October 25, November 8, November 22, December 13  
1:00 pm - 3:30 pm**

This four-part bi-weekly training series will guide participants through issues related to speech construction and delivery, including:

- Handling physiological and psychological reactions to anxiety during a presentation
- Analyzing an audience to tailor a message for maximum impact
- Constructing an engaging yet focused speech
- Incorporating ethos, pathos and logos for persuasive impact
- Using body language to enhance spoken messages
- Creating visual aids that enrich a presentation

**Members: \$169.99**

**Nonmembers: \$212.99**

## **REQUEST FOR RISING LEADERS SERVICE LEARNING PROJECT PROPOSALS**



[Registration](#) 

**Submission Deadline: October 18, 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.**

## 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.

**FREE AND OPEN TO THE PUBLIC**



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