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information:  
410-742-9911  
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## Nonprofit Support Program Training Calendar - Fall 2010



### SPECIAL SERIES

#### Nonprofit in a Nutshell: A Comprehensive Primer for Effective Volunteers, Board Members and Nonprofit Staff (Six Session Series, October - November 2010)

This program will provide all you need to gain a comprehensive understanding of how a nonprofit organization works. Taught by experienced professionals and respected local volunteers, this series will focus on five key areas of nonprofit management: budgeting and accounting, marketing and public relations, fundraising, event coordination and human resources/volunteer management. Perfect for current volunteers, board members and staff who wish to expand their role and potential volunteers who want to learn how their skills might benefit an organization. Registration is \$75/person, advanced registration is required. Sessions will be held from 4:30-7:00 pm on October 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup> and November 3<sup>rd</sup>, 10<sup>th</sup> and 17<sup>th</sup>. Participants will be eligible for mini-grants to implement project ideas generated during this series. For more information visit [www.cfes.org](http://www.cfes.org).

### SEPTEMBER

#### Getting Your Share of the Pie - Expert Grantwriting Tips - September 21<sup>st</sup> 11:30 am - 1:00 pm ([Valerie Mann, President, Mann and Mann Grant Solutions](#))

There are thousands of foundations in the U.S. and over 1.5 million nonprofits seeking grants. How do you identify grant opportunities for your organization? What tools are out there to help you find grants and build your case for support? Hear from local grantwriting expert Valerie Mann, professional grantwriter for over 30 years. Valerie has an 80% success rate and has secured over \$95,000,000 through government and foundation sources. Free, brown bag event (bring your own lunch), drinks and desserts provided. [RSVP Required](#).

#### Lower Shore Volunteer Fair - September 25<sup>th</sup> - 10:00 am - 2:00 pm at Wor-Wic Community College

Join nonprofits from across the Lower Eastern Shore to promote your programs and services to potential volunteers at the first ever regional volunteer fair. The day will include fun activities and door prizes for all ages! Nonprofit and community programs can register to be an exhibitor at [www.volunteerfair.org](http://www.volunteerfair.org). Space is limited!

### OCTOBER

#### Is Your Organization in Trouble? Federal Legislation and the Impact on Nonprofits - October 20<sup>th</sup> - 9:30 am - 3:00 pm ([Nancy Hall, President, 501cSolutions](#) and [Debra Jung, Principal, Debra Jung LLC.](#))

Learn how recent legislation will impact HR policy and what organizations will be required to do in 2010, 2011 and beyond. Is your organization eligible for a tax credit for healthcare costs or hiring previously unemployed individuals? What impact will recent changes in Maryland Unemployment have on your budget? Are you handling the payment and non-payment of interns properly? If you have independent contractors working with your organization, are they properly classified? This session is a **CAN'T MISS** for any nonprofit who wants to get the latest information to make decisions and tools to implement those decisions quickly. Session fee is \$40\* and includes lunch. [RVSP Required](#).

\*A limited number of scholarships are available, contact Erica Joseph ([joseph@cfes.org](mailto:joseph@cfes.org)) for more information.

## NOVEMBER

### **Volunteer Maryland VISTA Program Information Session - November 3<sup>rd</sup> - 11:30 am - 1:00 pm ([Maureen Eccleston, Director, Volunteer Maryland](#))**

Volunteer Maryland works to facilitate the placement of VISTA members for a year of service in nonprofit and community programs (sponsor sites) throughout the state. This year of service provides a unique hands on work experience for the VISTA member as well as a tremendous human resource to the sponsor site free of charge with the technical support and networking available through Volunteer Maryland. Find out how your organization can get involved! Free, brown bag event (bring your own lunch), drinks and desserts provided. [RSVP Required.](#)

### **Community Foundation 2010 Annual Meeting - November 5<sup>th</sup> - 11:30 am - 1:30 pm at the Fountains Wedding and Conference Center**

Join CFES for its annual celebration luncheon to reflect on the achievements of the past year and to recognize the recipients of the [Award of Excellence Honoring Richard A. Henson](#) and the [Frank Morris Humanitarian Award](#). The cost is \$25 per person and advanced registration is required. Register online at <http://www.cfes.org/annualmeeting>.

## DECEMBER

### **Stories from the Frontlines: How to Anticipate and Resolve Challenging Issues with Volunteers - December 7<sup>th</sup> - 8:30-10:00 am AT THE WARD MUSEUM (Renee Frederickson, Volunteer Coordinator, Ward Museum and Erica Joseph, Program Officer, CFES)**

Volunteers are integral parts of virtually all nonprofit organizations, but human resources issues come up even with non-paid staff. Knowing how you might respond to challenging situations can mean the difference between managing a situation effectively or an enormous disaster. Join your fellow volunteer managers, all levels of experience encouraged, and bring your stories so we can learn from one another! FREE, Refreshments provided, [RSVP Required](#). Don't forget to visit the Ward Museum Gift Shop for last minute holiday gifts!

### **Event Planning 101: Get the Basics for Creating and Implementing a Successful Event - December 15<sup>th</sup> - 8:30-10:00 am (BJ Summers, Donor Relations, CFES and Erica Joseph, Program Officer, CFES)**

Nonprofit events are one of the keys to success. Whether it's for fundraising, friend-raising, outreach or donor/volunteer recognition, all events should be well-organized to ensure that its objectives are met and its costs don't exceed the benefits. While we can't anticipate everything that might come up, we can plan, plan, plan. Join CFES' "event planners" and you colleagues to brush up on the basics! FREE, refreshments provided, [RSVP Required](#).