



## Upcoming Courses from the Fairfax County Nonprofit Partnership

### **Form 990- How Will Your Organization Appear to the General Public**

◆**Tuesday, April 19, 2011 9:30 am – 12:30**

**Course Objective: Better understand the Form 99 and how the reporting can effect your organization**

**Faculty: A. Mike Gellman, CPA, Rubino and McGheehan**

**Location: Government Center (Conference Center), 12000 Government Center Parkway, Fairfax, VA. Room 2-3**

We'll take you on a whirl-wind tour of the new Federal Form 990 by highlighting selected line items within the form and the corresponding 16 schedules that your organization may need to complete. We will emphasis new areas of disclosure and strategies that could help position your organization to better provide the required information and compile the necessary back-up documentation. We will also review compliance issues as they relate to governance and key disclosures.

**Registration: <http://www.regonline.com/4-19-11am>**

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### **Creating a Strong and Effective Fundraising Board**

◆**Thursday, April 28, 9:30 - 12:30 pm**

**Course Objective: Create a strategy for improving the effectiveness of your board's fundraising activities**

**Faculty: Audley (Buddy) Wolfe Jr., Senior Associate & Part Owner, Lawson Associates; and Principal, Wolfe Consulting**

**Location: Government Center (Conference Center), 12000 Government Center Parkway, Fairfax, VA. Room 4-5**

This interactive seminar will provide you with practical advice to create and enhance the effectiveness of your nonprofit board of directors. Topics include: board roles and responsibilities; the "life cycle" of boards; board structures; board assessment; recruiting and training board members; involving your board in fundraising; solutions to common problems; and resources to help in your efforts.

**Registration: <http://www.regonline.com/4-28-11amFairfax>**

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### **Assessing your Board's Performance**

◆**Friday May 20, 2011 9:30 am – 12:30**

**Course Objective: Create a plan to better assess your board and improve board performance**

**Faculty: Bruce Lesley, Consultant, Boardsource**

**Location: Government Center (Conference Center), 12000 Government Center Parkway, Fairfax, VA. Room 2-3**

Successful nonprofit boards periodically review their own performance and create an on-going, open dialogue for continuous governance improvement. The focus of this interactive seminar will be to review samples of full board assessment tools and many other ways to create positive feedback loops on board performance.

**Registration: <http://www.regonline.com/5-20-11am>**

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**Make Every Dollar Count: Tips for Maximizing Return on your Technology Investment**

**◆Friday June 17, 2011 9:30 am – 12:30**

**Course Objective: Learn how to harness the power of data you likely already own to make better, more timely business decisions**

**Faculty: Dave Hartman, Hartman Business Technology**

**Location: Government Center (Conference Center), 12000 Government Center Parkway, Fairfax, VA. Room 4-5**

This non-technical, interactive presentation offers your organization a series of practical tips and tools for ensuring that IT is focused where you need it to be to help your organization maximize constituent value! Learn how to harness the power of your data to make better, more timely business decisions and increase donations. Participants will gain an understanding of how the *strategic* use of Information you have collected and Technology can improve efficiency, increase revenues, and help you execute your mission more effectively.

**Registration: <http://www.regonline.com/6-17-11am>**

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**Most workshops will be held at the Fairfax County Government Center, 12000 Government Center Parkway, Fairfax, VA. All workshops are free to employees and board members of Fairfax County-serving nonprofit organizations. Others are welcome for a fee (\$49 Center Members; \$89 All Others)**

*These workshops are presented jointly with the Fairfax County Department Administration for Human Services, George Mason University and The Center for Nonprofit Advancement.*



# Introduction to Fundraising Planning Workshop and Open House at the Grants Research and Training Center

In the Introduction to Fundraising Planning workshop, you will learn a basic planning process for diversifying your organization's support. If your organization has never developed a fundraising plan or calendar, this course is for you. You will learn how to: conduct an assets inventory, develop a case statement, identify funding partners and prepare a fundraising plan.

Following the workshop, the Grants Research and Training Center will remain open for those interested in learning more about the Foundation Center resources. During our open house, you can see demos or utilize the Foundation Center databases on philanthropy to identify funder prospects, review sample proposals and get your questions answered about Foundation Center resources. Refreshments will be served.

**When:** April 13, 2011

**Where:** Fairfax County Government Center, Conference Room 2/3  
12000 Government Center Parkway Fairfax, VA 22035  
(Visitor parking is available.)

**Agenda:**

2:45 p.m.	Registration
3:00-4:30 p.m.	Introduction to Fundraising Planning Workshop
4:30-6:30 p.m.	Open House Activities at the Grants Research and Training Center, Room 329 (optional)

**Event is free, but registration is required. Space is limited.**

Register with the Foundation Center by calling 202-331-1400 or [online](#).

For special accommodations or more info, contact the Grants Research and Training Center at 703.324.8343 or email [partnerships@fairfaxcounty.gov](mailto:partnerships@fairfaxcounty.gov)

