

O K L A H O M A
CENTER
F O R N O N P R O F I T S [™]
Building better communities through effective nonprofits.

720 W. Wilshire Blvd. Suite 115
Oklahoma City, OK 73116

NONPROFIT
U.S. POSTAGE
PAID
Oklahoma City, OK
Permit No. 1727

Have a
Nonprofit Related
Question?
Call the Center To Get
In Touch With Nonprofit
Experts Who Will Answer
Your Question For FREE
Within 24 Hours

1-800-338-1798

www.oklahomacenterfornonprofits.org



Training Catalog
November 2009—May 2011

www.oklahomacenterfornonprofits.org

Thanks for supporting the Oklahoma Center for Nonprofits



**Special Thanks
to our
Diamond Sponsors!**



**The Barnett
Family Foundation**

GEORGE KAISER FAMILY FOUNDATION

A supporting organization of Tulsa Community Foundation

May 2011

Session I
Standards for Excellence

Session I covers mission and program, conflict of interest, and public accountability.

Enrollees to be advised of training locations.

May 12
Oklahoma City

May 10
Tulsa
*Both locations:
8 a.m.—Noon*

About the Course Catalog...

Building Better Communities

Through Effective Nonprofits

That's the mission of the Oklahoma Center for Nonprofits, and this course catalog is your opportunity to plan ahead and let us help you meet all the training needs of your organization.

In the pages that follow, you'll find information on the Center's weekly training workshops in Oklahoma City and Tulsa, as well as special events like our Statewide Conference, the Oklahoma Standards for Excellence program and the Center's Membership program.

Registration is simple: you can visit our website and register online with a credit card, tear out the easy-to-use workshop registration form in the back of this book...or simply call us.

We're here to help you!



Oklahoma City Office
720 W. Wilshire Blvd. Suite 115
Oklahoma City, OK 73116
Phone: 405-463-6886
Fax: 405-463-6888

Tulsa Office
1145 S. Utica Avenue, Suite 1100
Tulsa, OK 74104
Phone: 918-579-1900
Fax: 918-579-5176

Call our FREE Helpline: 1-800-338-1798

www.oklahomacenterfornonprofits.org

Class Index...

Accounting

.....20, 21, 23, 31, 33, 34, 39

Advocacy

.....16, 34

Achieving 501c3 Status

.....22, 29

CEO/Board Training

.....14, 15, 16, 18, 19, 20, 21, 23, ...
25, 26, 27, 28, 30, 32, 33, 34, 38, 39, 40, 41, 43, 44,
.....45, 46, 47, 49

Customer Service

.....17, 20, 33, 36, 42

Marketing and Public Relations

.....14, 15, 18, 20, 25, 28, 29, 32, 33

May 2011

Board Governance Series

Part IV: Succession Planning

With thousands of nonprofit organizations vying for board members, it is more important than ever to position your organization to attract the best and most committed directors to the board table. This seminar will provide a framework for effective governance that emphasizes strategic board recruitment, retention and succession.

May 4: Oklahoma City

Location: TBA

May 5: Tulsa

Location: TBA

Both locations:
8:30—11:30 a.m.

**Level: Intermediate/
Advanced**

Who should attend:

Executive Directors,
Board members

Center Members: \$50
Non-members: \$80

Funders Forum

Learn from the people making the funding decisions: A panel discussion with corporate, foundation, and state employees. Come hear their tips and expertise on funding. Following will be breakouts on other funding issues.

Level: Intermediate

Who Should Attend: Fundraising/
Development staff, Board, Executive
Directors

May 18: Oklahoma City

Location: TBA

May 25: Tulsa

Location: TBA

*Both locations:
1—4 p.m.*

Center Members: \$50
Non-members: \$80

Creating and Implementing a Development Plan

An organization’s success depends upon diversified, stable, and sufficient funds that help achieve the organization’s mission and goals. Learn about the different aspects of a resource development plan, including, but not limited to: donor retention, gift tracking, board giving, and relationships with funders.

April 20: Oklahoma City
Location: TBA

April 28: Tulsa
Location: TBA

*Both locations:
8:30—11:30 a.m.*

Who Should Attend?
Event Planners, Special Events Committee, Executive Directors, Fundraising/Development staff, Board

**Level: Intermediate/
Advanced**

Center Members: \$50
Non-members: \$80

Resource Development

.....15, 18, 20, 21, 22, 23, 24,
.....25, 26, 29, 33, 34, 36, 40, 44, 46, 48, 49

Standards for Excellence

.....13, 14, 17, 19, 21, 23, 24,
.....27, 29, 31, 34, 35, 37, 38, 39, 41, 43, 45, 47, 48, 50

Human Resources

.....13, 25, 28, 32, 33, 36, 37,
..... 38, 42

Standards for Excellence Best Practices

April 14: Oklahoma City
April 12: Tulsa
Both locations: 1:30—3:30 p.m.
More info to come!

The Center Membership Network

What Are the Benefits?

April 2011

Let's Look at the Bottom Line...

As a member of the Center, you will receive

- monthly **discounts** on trainings and services
- **discounts** on office supplies
- **discounts** on Employee Assistance Services
- **discounts** on Oklahoma Standards for Excellence Clinic Series
- one **FREE** training session, up to two hours, on a topic of interest
- group buying power
- **discounted** annual membership in BoardSource
- **free** two-hour training per year (contact the Center for available training topics)
- **free** weekly GrantStation Insider email
- **free** access to the Center's library
- **free** access to legislative tracking reports

The savings quickly add up and soon you will be wondering why you waited so long to start saving!

Let's Look a Little Further...

Not only will you be saving your budget by joining the Center, you will also be exposing your organization to a whole new world of **net-working opportunities** and information relevant to nonprofits.

As a member of the Center, you are **automatically accepted as a member of the Oklahoma Alliance of Nonprofits**. Consequently, your opinion is heard and your organization becomes a part of the unified voice for Oklahoma nonprofits!

Board Governance Series ***Part III: The Board/Staff Relationship***

Certain challenges are inherent as board and staff work together to build strong and productive relationships. Boards work best when they focus on setting policy and strategy, not on administration. This workshop provides guidance on how to distinguish between shaping policy and hands-on management. It will help executive directors and board members clarify the board's role and strengthen its capacity to govern.

April 6: Oklahoma City

Location: TBA

April 7: Tulsa

Location: TBA

Both locations:
8:30—11:30 a.m.

**Level: Intermediate/
Advanced**

Who should attend:
Executive Directors,
Board members

Center Members: \$50
Non-members: \$80

April 14: Oklahoma City

April 12: Tulsa

*Both Locations:
8:00 a.m.—Noon*

Enrollees to be advised of training locations.

Session IV **Standards for Excellence**

Session IV covers fundraising—policies, activities and donor relations. This session also covers public affairs, public policy, lobbying, advocacy, and use of fundraising personnel.

March 2011

March 29: OKC
8:30-11:30 a.m.
Location: TBA

March 31: Tulsa
8:30-11:30 a.m.
Location: TBA

**Level: Basic/Intermediate
Who Should Attend:**
Fundraising/Development
Staff, Executive Directors,
Board Members

Center Members: \$50
Non-members: \$80

March 30: OKC
Location: TBA
8:30—Noon

Center Members: \$150
Non-members: \$180

**Price is for 2 people &
includes lunch; Board Chairs
and Executive Directors must
attend together.*

Building Funder Relationships

Whether you are facing a major gift ask, an upcoming grant, a letter of intent or a sponsorship request, you need to be prepared to respond in a way that will build that relationship with the funder regardless of the funder's decision. Every aspect of development requires the use of effective ways to recognize the funder. Good business is all about relationships. Come learn the most effective methods of building funder relationships and obtaining needed trust.

The Partnership: Board Chair/CEO Teams

The Executive Director and the Board Chair should work as a team. Working as a team will help make the most of your chair's term and help the organization as a whole.

*Featuring Community Volunteer,
Marnie Taylor and President/CEO of the
Center, Debby Hampton.*

**Level: Advanced
Who Should Attend/**
Board Chairs and Executive Directors

Center Membership and Alliance Enrollment Form

This form is also available on our website at:
www.oklahomacenterfor nonprofits.org/servicesnetwork.asp

Date: _____ New Member Renewing Member
Organization Name: _____
Contact Person: _____
Contact Person Title: _____
Email Address: _____
Web Address: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Federal Tax ID #: _____
Annual Revenue*: _____ # of Employees ___ FT ___ PT

** Your annual revenue as listed on your latest Form 990, line 12, determines your annual dues. Please circle your appropriate level.*

Membership Code	Organizational Revenue	Annual Dues
N1	\$1 - \$249,999	\$100
N2	\$250,000 - \$749,999	\$250
N3	\$750,000 or more	\$500

Would you like more information on **employee benefits**? _____
Would you like more information on **organizational insurance**? _____

Annual Dues _____ Optional Board Source Membership(\$59) _____

Method of Payment

_____ Check/Money Order payable to: Oklahoma Center for Nonprofits
_____ Visa _____ MasterCard

Card Number: _____ Exp. Date: _____

Name on Card: _____

Signature: _____

Please mail or fax completed forms to the Oklahoma City address below.

Oklahoma Center for Nonprofits

720 W. Wilshire Blvd. Suite 115 1145 S. Utica Ave. Suite 1100
Oklahoma City, 73116 Tulsa, 74104
Phone: 405-463-6886 Phone: 918-579-1900
Fax: 405-463-6888 Fax: 918-579-5176

Board Governance Series
Part II: Responsibilities and Expectations

March 2: Oklahoma City

Location: TBA

March 2: Tulsa

Location: TBA

Both locations:
8:30—11:30 a.m.

**Level: Intermediate/
Advanced**

Who should attend:

Executive Directors,
Board members

Center Members: \$50

Non-members: \$80

The role and function of individual board members is examined in the larger context of this course. Participants will interact with peers from a wide range of non-profit organizations to discuss common misunderstandings about nonprofit boards and explore strategies for increasing board effectiveness.

Acknowledging that every nonprofit organization is different, so too is every board of directors, and rightly so. Participants will discuss the particular roles of board officers, committees, stakeholder representation and diversity in the context of a given organization's needs.

Session III
Standards for Excellence

Session III covers HR policies, evaluations and orientations. This session also covers financial and legal policies, legal compliance, budgets, audits, financial reports, and financial improprieties.

March 10
Oklahoma City

March 8
Tulsa

*Both locations:
8 a.m.—Noon
Enrollees to be
advised of training lo-
cations.*

Feb. 16: Oklahoma City

Location: TBA

Feb. 17: Tulsa

Location: TBA

Both locations: 8:30—11:30 a.m.

Center Members: \$50

Non-members: \$80

Writing for the Win

What is it that gives one grantwriter the edge while another fall short? The art of pulling together the best grant involves more than you think. Join the seasoned grantwriters as they walk through the do's and don'ts of making an ask.

Level: Intermediate

Who Should Attend: Fundraising/ Development Staff

**The Partnership:
Board Chair/CEO Teams**

The Executive Director and the Board Chair should work as a team. Working as a team will help make the most of your chair's term and help the organization as a whole.

Featuring Community Volunteer, Marnie Taylor and President/CEO of the Center, Debby Hampton.

Level: Advanced

Who Should Attend/

Board Chairs and Executive Directors

Feb. 24: Tulsa

Location: TBA

8:30—Noon

Center Members: \$150

Non-members: \$180

**Price is for 2 people & includes lunch; Board Chairs and Executive Directors must attend together.*

Center Consulting Network

Need training in a specialized area that you don't see on the Center's Training Catalog? Your organization can hire a consultant to meet your organization's needs. Whether it is for a strategic planning session or a special event, the Center helps match you with the best consultant and continues to oversee the process.

The following is a list of topics available through the Center Consulting Network:

- Grantwriting
- Fundraising
- Facilitation: Group Process-Planning
- Organizational Management
- Mission Review
- Board Development
- Marketing
- Human Relations
- Personnel Development
- Volunteer Management
- Computer Skills
- Technology Planning
- Team Building
- Outcome Measurement
- Conflict Resolution
- Leadership Development
- Customized Workshop
- Board Retreats
- Staff Retreats

For information about how the Oklahoma Center for Nonprofits may be of assistance to your organization call (405) 463-6886 in Oklahoma City or (918) 579-1900 in Tulsa.

Or check online at www.oklahomacenterfornonprofits.org.

Oklahoma Standards for Excellence Program

What are the Standards?

- ☑ Eight guiding principles and 55 performance standards
- ☑ Core values of honesty, integrity, fairness, respect, trust, compassion, and responsibility
- ☑ Basis for self-assessment
- ☑ Model for best practices
- ☑ Empowerment tool to help nonprofits meet the highest standards of nonprofit governance, management, and operations
- ☑ Code for self-regulation for the nonprofit sector
- ☑ Oklahoma Center for Nonprofits is one of only 10 replication partners for the national Standards for Excellence Institute®.
- ☑ To ensure 990 compliance and enhance public confidence

The Standards are taught in a 4-part clinic series. Each session is 4 hours long for a total of 16 hours of Standards for Excellence training.. Organizations may send 2 people to each class. These attendees may be different for each class. It is recommended both board members and staff attend Standards for Excellence Clinic Series.

The Center also offers a free 2-hour introductory session to the clinic series in Oklahoma City and Tulsa.

The cost for the Clinic Series is

\$450 for members (first-time organizations, 2 attendees per session)

\$225 for members (Standards graduate refresher, 1 attendee per session)

\$800 for non-members

For more information on the Standards for Excellence Clinic Series or our free Standards Introduction class, visit our website or call 1-800-338-1798.

February 2011

Board Governance Series

Part I: Recruiting a Nonprofit Board

The best executive directors know that the single most important thing they can do to ensure the success of their nonprofit organization is to build a great board of directors. That not only means recruiting the right people, but training and maintaining the board as well.

Building a good board will not only help you raise funds for your organization, but will also help you to engage the community in the work of your nonprofit as well as lead and govern a thriving, purposeful organization. Join us for this dynamic training on building a strong board!

Feb. 10: OKC

Feb. 8: Tulsa

Both locations:

8 a.m.—Noon

Session II: Standards for Excellence

Session II covers governing body, including board responsibilities, conduct & diversity.

Enrollees to be advised of training locations.

Feb. 2: Oklahoma City

Location: TBA

Feb. 3: Tulsa

Location: TBA

Both locations:
8:30—11:30 a.m.

Level: Intermediate

Who should attend:

Executive Directors,
Board members

Center Members: \$50
Non-members: \$80

More Than What They Expect: A Team Approach to Customer Service

Providing outstanding customer service often makes the difference between gaining and keeping a customer or losing one. This course offers the tools and techniques to ensure you build and maintain mutually beneficial relationships with your customers—as a team! As a result, your clients/customers/funders/volunteers become loyal advocates for you and your organization.

Jan. 26: Oklahoma City

Location: TBA

Jan. 27: Tulsa

Location: TBA

Both locations:
8:30—11:30 a.m.

Level: Basic

Who should attend:

All nonprofit staff

Center Members: \$50

Non-members: \$80

A Look at the Clinic Series:



Session I covers -

Mission & Program: The importance of a well-defined mission statement, the effectiveness and efficiency of programs, and organization evaluation and program service standards.

Conflict of Interest: The use of policies that help to protect an organization and prevent any actual, perceived or potential conflicts of interest.

Public Accountability: The importance of transparency in practices and finances; effective use of annual reports and public access.

Session II covers -

Governing Body: The duties of an effective nonprofit board, including mission, management policies and procedures, human resources, financial resources, and monitoring the performance of the organization. Also, includes board responsibilities, composition and conduct.

Session III covers -

Human Resources: HR policies for both paid and volunteer staff, evaluations, and employee and volunteer orientations.

Finance & Legal: Policies, budgets, audits, financial reports, financial impropriety and legal and 990 compliance.

Session IV covers-

Fundraising: Main topics will include fundraising activities, donor relations/privacy/acceptance of gift policies, and the use of fundraising personnel.

Public Affairs & Public Policy: The importance of representing an organization's clientele in the community. Topics include public policy, advocacy, and lobbying.

For more information on Standards go to:

www.oklahomacenterfornonprofits.org/standards.asp

Standards Application

January 2011

This form is also available on our website at:
www.oklahomacenterfornonprofits.org/standards.asp

Please complete all fields

Organization Name: _____
 Contact Person: _____
 Address: _____
 City: _____ Zip: _____
 Phone: _____ Fax: _____
 E-Mail: _____
 Organization Annual Budget (Line 12, Form 990) \$ _____

We will attend the Clinic Series beginning: _____

Location: (Check one)
 Oklahoma City _____ Tulsa _____ Other _____

Registration Fee:
 Center Member (1st time) - \$450 Center Member (Repeat) - \$225
 Non-members—\$800

Method of Payment

____ Check/Money Order payable to: *Oklahoma Center for Nonprofits*
 ____ Visa ____ MasterCard Amount _____
 Card Number: _____ Exp. Date: _____
 Name on Card: _____
 Signature: _____

Please mail or fax completed forms to one of the addresses below.

Oklahoma Center for Nonprofits
 720 W. Wilshire Blvd. Suite 115 1145 S. Utica Ave. Suite 1100
 Oklahoma City, 73116 Tulsa, 74104
 Phone: 405-463-6886 Phone: 918-579-1900
 Fax: 405-463-6888 Fax: 918-579-5176

Jan. 13
Oklahoma City

Jan. 11
Tulsa
Both locations:
8 a.m.—Noon

Session I Standards for Excellence

Session I covers mission and program, conflict of interest, and public accountability.
Enrollees to be advised of training locations.

Start the New Year with a Strategic Plan!

Strategic planning enables an organization to shape and guide its overall business objectives. Through effective strategic planning, an organization creates a framework for developing, adapting and aligning organizational vision, mission and goals to achieve and sustain competitive advantage. In this course, you gain the knowledge needed to formulate, execute and monitor the strategic planning for your organization based on proven analytical techniques and models.

Jan. 12: Oklahoma City
Location: TBA

Jan. 13: Tulsa
Location: TBA

Both locations:
8:30—11:30 a.m.

**Level: Basic/
Intermediate**

Who should attend:
Executive Directors,
Directors, Board
Members

Center Members: \$50
Non-members: \$80

50 Asks In 50 Weeks: How to Jumpstart Your Development Office

Want to raise more money for your organization and increase the number of solicitations you make per year? This course specifically targets organizations with small development offices and provides practical steps to create a simple plan for raising funds with the resources you already have.

Dec. 8: Oklahoma City
Center Training Room
720 W. Wilshire Blvd.
Suite 115

Dec. 9: Tulsa
Location: TBA

Both locations:
8:30—11:30 a.m.

Level: Intermediate
Who Should Attend?
Development Staff,
Executive Director

Get Organized in the Workplace

Learn to be more productive in the workplace by taking advantage of technology, de-cluttering your desktop—both physical and virtual, prioritizing activities, and taking control of your time.

Level: Intermediate
Who should attend:
All nonprofit staff!

Nov. 4: Oklahoma City
American Red Cross
601 N.E. 6th St.

Nov 5.: Tulsa
OSU-Tulsa
701 N. Greenwood Ave.

Both locations:
8:30 a.m.– 11:30 a.m.

Center Members: \$40
Non-members: \$60

FREE Standards Intro!
Nov. 11(Tulsa) & 19 (OKC); 1:30—3:30

The **free 2-hour Introduction** provides an **overview** of the Standards for Excellence program. Participants can assess their organizations while learning about Standards and how it will benefit them.

Session III **Standards for Excellence**

Session III will cover HR policies, evaluations & orientations. This session will also cover financial and legal policies, legal compliance, budgets, audits, financial reports, and financial improprieties.

Nov. 12: Oklahoma City
Nov. 17: Tulsa
Both locations:
1:00– 5:00 p.m.
Enrollees to be advised of training locations

Generational Marketing and Branding

featuring Chris Paulter

The method of marketing to a specific generation should drive how non-profits are promoting their organizations. Various tools, tips and technologies will be reviewed to meet the ever changing needs of generational audiences—Baby Boomers, GenX and GenY.

Level: Advanced

Who should attend?

Marketing and PR staff,
Communications specialists,
Executive Directors

Dec. 2: Oklahoma City

The Oklahoman
9000 N. Broadway

Dec. 3: Tulsa

OSU-Tulsa, Rm 153
700 N. Greenwood Ave.

Both locations:

8:30 a.m. – 11:30 a.m.

Center Members: \$40

Non-members: \$60

FREE Standards Intro!

Dec. 3 (OKC) & 15 (Tulsa); 1:30—3:30

The **free 2-hour Introduction** provides an **overview** of the Standards for Excellence program. Participants can assess their organizations while learning about Standards and how it will benefit them.

How to Prepare for Your Audit

With adequate preparation, you can help reduce the amount of time and material required during an audit. Implementing a few basic organizational and communication practices during the year can make the difference. Come learn ways to ensure a good-report on your audit and expedite the process!

Session IV Standards for Excellence

Session IV covers fundraising—policies, activities and donor relations This session also covers public affairs, public policy, lobbying, advocacy, and use of fundraising personnel.

Dec. 1: Oklahoma City
Center Training Room
720 W. Wilshire Blvd.
Suite 115

Dec. 2: Tulsa
Location : TBA

Both locations:
8:30—11:30 a.m.

Level: Intermediate
Who Should Attend?
Accounting Staff,
Executive Directors,
Treasurer

Dec. 10: Oklahoma City

Dec. 15: Tulsa

Both Locations:
8:00 a.m.—Noon

Enrollees to be advised of training locations.

November 2010

The Partnership:

Board Chair/CEO Teams

The Executive Director and the Board Chair should work as a team. Working as a team will help make the most of your chair's term and help the organization as a whole.

Featuring Community Volunteer, Marnie Taylor and President/CEO of the Center, Debby Hampton.

Productivity and Time Management...

Your Supervisor Called and Wants You In This Training!

With only 24 hours in a day and to-do lists that never seem to stop growing, it is vital to understand the difference between working harder and working smarter!

Increase your efficiency by attending this state-of-the-art training!

Nov. 11
Oklahoma City

Nov. 9
Tulsa

*Both locations:
8 a.m.—Noon*

Nov. 4: Oklahoma City
Center Training Room
720 W. Wilshire Blvd.
Suite 115
12:00—3:30 p.m.

Center Members: \$150
Non-members: \$180
**Price is for 2 people & includes lunch; Board Chairs and Executive Directors must attend together.*

Level: Advanced
Who Should Attend?
Board Chairs and Executive Directors

Oklahoma City: Dec. 8
Center Training Room

Tulsa: Dec. 9
Location: TBA

Both locations: 8:30—11:30 a.m.

Level: Basic
Who Should Attend: All staff

Center Members: \$50
Non-members: \$80

Session III

Standards for Excellence

Session III covers HR policies, evaluations and orientations. This session also covers financial and legal policies, legal compliance, budgets, audits, financial reports, and financial improprieties.

December 2009

Don't Just Survive—Thrive: Leading Innovation In Good Times and Bad

Finding a solid foundation in a changing economy is more achievable than it may seem! In the wake of hard times, there is great opportunity to gain ground and establish new and improved practices for your organization! Looking beyond the doom and gloom, we are confident to see a strong sector arise above. Whole new ways of doing business and doing so in a more efficient way are already arising! Come learn how to build your organization to be a stronger nonprofit!

Dec. 10: Oklahoma City

Dec. 15: Tulsa

*Both Locations:
1:00-5:00 p.m.
Enrollees to be advised of
training locations.*

Dec. 7: Tulsa
Location: TBA
1—4 p.m.

Members: \$40
Non-members: \$60

Level:
Intermediate
Who should
attend:

All nonprofit staff and
board.

Session IV

Standards for Excellence

Session IV covers fundraising—policies, activities and donor relations This session also covers public affairs, public policy, lobbying, advocacy, and use of fundraising personnel.

Advocacy: Ask the Experts

Just exactly what is acceptable for a 501c? How can you protect your organization's tax-exempt status? Hear from the experts on the legalities of nonprofits in reference to lobbying and advocacy as well as how to engage your board members and peers in your lobbying efforts. A legislative panel will address issues such as , and effective ways to communicate your message.

Dec. 8: Oklahoma City
American Red Cross
601 N.E. 6th St.

Dec. 9: Tulsa
OSU-Tulsa, Rm 153
700 N. Greenwood Ave.

Both locations:
8:30—11:30 a.m.
Center Members: \$40
Non-members: \$60

The Partnership: Board Chair/CEO Teams

The Executive Director and the Board Chair should work as a team. Working as a team will help make the most of your chair's term and help the organization as a whole.

Featuring Community Volunteer, Marnie Taylor and President/CEO of the Center, Debby Hampton.

Level: Advanced
Who Should Attend?
Board Chairs and Executive Directors

Dec. 8: Oklahoma City
OBU Graduate School
111 Harrison

Dec. 11: Tulsa
OSU-Tulsa, Rm 153
700 N. Greenwood Ave.

Both locations:
12:00—3:30 p.m.

Center Members: \$150
Non-members: \$180

**Price is for 2 people & includes lunch; Board Chairs and Executive Directors must attend together.*

Conflict Resolution

Whether you're dealing with conflicts about how services should be delivered or differing ideas in board meetings, there are many conflicts that arise. Learn how to deal with conflicts in a constructive manner and in a way that creates a good work environment that retains good employees.

Oct. 27: Oklahoma City
Center Training Room
720 W. Wilshire Blvd.
Suite 115

Oct. 28: Tulsa
Location: TBA

Both locations:
8:30—11:30 a.m.

Level: Intermediate
Who Should Attend?
HR staff, Executive Directors, all nonprofit staff

Mark your calendar for a day of learning and networking!

The Oklahoma Center for Nonprofits' Statewide Conference

October 6, 2010

More information to come!!

Oct. 21: OKC
Oct. 19: Tulsa

Both locations:
8 a.m.—Noon

Session II: Standards for Excellence

Session II covers governing body, including board responsibilities, conduct & diversity.
Enrollees to be advised of training locations.

Oklahoma City: Sept. 29
Center Training Room
720 W. Wilshire Blvd.
Suite 115

Tulsa: Sept. 22
Location: TBA

Both locations: 8:30-11:30 a.m.

Level: Intermediate
Who Should Attend:
All Staff
Center Members: \$50
Non-members: \$80

Bridging the Gap: *Communicating Across Generational Lines*

Does your message to clients or co-workers in different age groups get lost in translation? Knowing how to effectively articulate and converse with other generations is paramount. Join peers of all ages in this dynamic training geared toward shifting our perspective and way of communicating.

Sept. 23:
Oklahoma City
The Oklahoman
9000 N. Broadway

1—4 p.m.

*Center Members: \$50
Non-members: \$80*

Funders Forum

Learn from the people making the funding decisions: A panel discussion with corporate, foundation, and state employees. Come hear their tips and expertise on funding. Following will be breakouts on other funding issues.

Level: Intermediate
Who Should Attend: Fundraising/Development staff, Board, Executive Directors

FREE Standards Intro!

Jan. 6: Oklahoma City
10:00—Noon

The **free 2-hour Introduction** provides an **overview** of the Standards for Excellence program. Participants can assess their organizations while learning about Standards and how it will benefit them.

Don't Just Survive—Thrive: Leading Innovation In Good Times and Bad

Finding a solid foundation in a changing economy is more achievable than it may seem! In the wake of hard times, there is great opportunity to gain ground and establish new and improved practices for your organization! Looking beyond the doom and gloom, we are confident to see a strong sector arise above. Whole new ways of doing business and doing so in a more efficient way are already arising! Come learn how to build your organization to be a stronger nonprofit!

Jan. 6: OKC
The Oklahoman
9000 Broadway
1—4 p.m.

Members: \$50
Non-members: \$80

**Level:
Intermediate**

**Who should
attend:**
All nonprofit staff
and board.

Jan. 7: Tulsa
Location: TBA
1-5 p.m.

Level: Intermediate

Who Should Attend:
Development staff, Executive Directors, Board members

Center Members: \$80
Non-members: \$120

Are you fundraising ready? This 4-hour interactive workshop focuses on assuring your organization is positioned for success in this very competitive fundraising climate. Based on the concept that THE foundational component for fundraising is the organization—the session discusses resource development in a comprehensive manner by focusing on analysis, evaluation, planning and ethical considerations as critical components for success in today’s highly charged environment.

Capturing the Service Advantage: Secrets of Customer Service

Featuring James Schelnick, Skirvin Hotel

Your clients extend beyond just the obvious. From your vendors to your board members to your employees, you must master the art of treating everyone like they are your best customer. Find the keys to unlock relationships that will build trust with those that keep your organization thriving.

Jan. 13:
Oklahoma City
American Red Cross
601 N.E. 6th St.

Jan. 14:
Tulsa

Both locations:
8:30—11:30 a.m.

Level: Intermediate
Who should attend?
Client service staff; volunteers; anyone who comes in contact with any of the above

Center Members: \$50
Non-members: \$80

Oklahoma City: Sept. 8
Center Training Room
720 W. Wilshire Blvd.
Suite 115

Tulsa: Sept. 15
Location: TBA

Both locations: 8:30-11:30 a.m.

Center Members: \$50
Non-members: \$80

How to Draft a Budget and Follow It

Around the same time each year, the pressure thickens and the numbers crunch. Learning to accurately prepare a budget and then keeping with it is a skill that cannot be neglected! Join us for a morning of practical planning tips and best practices!

Level: Basic
Who Should Attend:
Executive Directors,
Accounting staff, Board Members

Session I Standards for Excellence

Session I covers mission and program, conflict of interest, and public accountability.
Enrollees to be advised of training locations.

Sept. 16
Oklahoma City

Sept. 14
Tulsa
Both locations:
8 a.m.—Noon

Session IV:
Standards for Excellence

Session IV covers fundraising—policies, activities and donor relations This session also covers public affairs, public policy, lobbying, advocacy, and use of fundraising personnel.

Aug 19: OKC
Aug. 17: Tulsa

Both locations:
8—Noon
Enrollees to be advised of training locations

Advocacy:
Ask the Experts

Just exactly what is acceptable for a 501c? How can you protect your organization’s tax-exempt status? Hear from the experts on the legalities of nonprofits in reference to lobbying and advocacy as well as how to engage your board members and peers in your lobbying efforts. A legislative panel will address issues such as , and effective ways to communicate your message.

Oklahoma City:
August 25;
Center Training Room
720 W. Wilshire Blvd.
Suite 115

Tulsa: August 26;
OSU-Tulsa Room 153
700 N. Greenwood

Both locations:
8:30—11:30 a.m.

**Level: Intermediate/
Advanced**
Who Should Attend:
Executive Directors,
Board members, Com-
munication Specialists
Center Members: \$50
Non-members: \$80

Standards for Excellence Best Practices

August 31: Oklahoma City
10:00—Noon
More info to come!

CEO Reception

Jan. 19: Tulsa, 4-6 p.m.; Location: TBA

This afternoon event is a perfect opportunity for Executive Directors to network and mingle with other ED’s., trade tips and rally support. Join us for wine and refreshments and wind-down while you build relationships!

This networking reception is FREE!

Jan. 21
Oklahoma City
Jan. 19
Tulsa
Both locations:
8 a.m.—Noon

Enrollees to be advised of training locations.

Session I:
Standards for Excellence

Session I covers mission and program, conflict of interest, and public accountability.

**Board Governance
Conference: Steering Your
Organization with Authority
and Accountability**

All nonprofit boards have the authority to decide the organization’s direction, and they are accountable for how this authority is carried out. This training will take an innovative look at governance and will walk through ways that boards and board members can add value to the organizations they serve. A main session will be followed by break -out sessions.

Oklahoma City:
Jan. 27
8 a.m. - Noon
Location: TBA
Tulsa:
Jan. 27
1-5 p.m.
Location: TBA

**Level: Intermediate/
Advanced**
Who Should Attend:
Board Members.
Executive Directors,
potential board
members

Center Members: \$80
Non-members: \$120

Hot Topic Training! Operational Risk Assessment

Strengthen your organization's internal controls by performing an operational audit. Learn tips to protect your nonprofit's assets by identifying and correcting procedural weaknesses.

Feb. 3: Norman
Sarkeys Foundation
530 E. Main St.

Feb. 4: Tulsa
Location: TBA

Both locations:
9:30—11:30 a.m.

This is a FREE training!

Level: Basic/ Intermediate

Who Should Attend?
Executive Directors, Board members, key financial staff members

Oklahoma City:
Feb. 10; 8:30—11:30 a.m.
American Red Cross
601 N.E. 6th St.

Tulsa:
Feb. 24; 8:30—11:30 a.m.
Location: OSU-Tulsa
Rm. 153
700 N. Greenwood

Level: Basic
Who Should Attend:
All paid and volunteer staff.

Center Members: \$50
Non-members: \$80

Communicating Up, Down, and Across Your Organization

Real leaders appreciate employees and volunteers that take the responsibility to voice new ideas for more effective communication of the organization's mission and vision. This dynamic session will explore what it takes to create a team that thrives on communicating the work that your organization does in a new, creative, more effective manner.

Funders Forum

Learn from the people making the funding decisions: A panel discussion with corporate, foundation, and state employees. Come hear their tips and expertise on funding. Following will be breakouts on other funding issues.

Level: Intermediate
Who Should Attend: Fundraising/Development staff, Board, Executive Directors

August 10:
Tulsa
OSU-Tulsa
BS Roberts Room
700 N. Greenwood

1—4 p.m.

Center Members: \$50
Non-members: \$80

The Supervisors Training... Your Staff Called and They Want You in This Training!

Do you know how to deliver bad news without creating bad feelings? Do you want to develop the ability to encourage excellence in a static culture? This training can help! Learn how to create the best team with the people you already have!

Level: Intermediate/Advanced
Who Should Attend: All Supervisors

Oklahoma City
August 11
Center Training Room
720 W. Wilshire Blvd.
Suite 115

Tulsa
August 18
OSU-Tulsa Room 153
700 N. Greenwood

Both locations:
8:30-11:30 a.m.

Members: \$50
Non-members: \$80

Risk Management for Your Nonprofit

Do you have a risk management strategy? What exactly is risk management? Join the discussion on avoiding risk and reducing its negative impact. Learn how to identify and prioritize risk as well as how to develop practical responses.

Level: Advanced

Who Should Attend? Executive directors, Board members, HR staff

July 15: Tulsa

OSU-Tulsa Room 153
700 N. Greenwood

July 21: Oklahoma City

Center Training Room
720 W. Wilshire Blvd.
Suite 115

*Both locations:
8:30 a.m. – 11:30 a.m.*

Center Members: \$50
Non-members: \$80

Crisis PR: *How to Communicate the Tough Messages*

Hopefully, we can all avoid the situations that elicit the need for Crisis PR. But being prepared and having a sound communications plan in place is something that cannot wait until you need it! Come hear from those who have been in the thick of it all and learn from their experience!

Level: Intermediate

Who Should Attend:
Marketing staff,
Executive Directors, Board Members,
Communications staff

Oklahoma City

July 28
Center Training Room
720 W. Wilshire Blvd.
Suite 115

Tulsa

July 29
OSU-Tulsa Room 153
700 N. Greenwood

*Both locations:
8:30-11:30 a.m.*

*Center Members: \$50
Non-members: \$80*

How to Draft a Budget and Stick to It!

Preparing for the upcoming fiscal year—or even the next two or three—is a task that cannot be accomplished successfully without meticulous planning and forethought. Develop your skills in drafting budgets and setting your organization up for success ...instead of stress!

Feb. 17: Oklahoma City

The Oklahoman
9000 N. Broadway

Feb. 18: Tulsa

Location: TBA
Both locations:
8:30—11:30 a.m.

Level: Beginner

Who Should Attend:
Accounting staff,
Executive Directors,
Finance Committee Mem-
bers, Board

Center Members: \$50
Non-members: \$80

Feb. 18: OKC

Feb. 16: Tulsa

*Both locations:
8 a.m.—Noon
Enrollees to be advised of
training locations.*

Session II: Standards for Excellence

Session II covers governing body, including board responsibilities, conduct & diversity.

Feb. 17: 1—2:30 p.m.
Oklahoma City and Tulsa
Location: TBA

Level: Basic
Who Should Attend:
Individuals wanting to
establish 501c3 status

Center Members: \$15
Non-members: \$50

Come join a myriad of others who are in the same place that you are—square one! The extensive research and planning required to establish a 501c3 organization can seem a bit daunting. But with enough preparation, the task can be done!

Ready, Fire, Aim!
With Sandra Levan

Are you fundraising ready? This 4-hour interactive workshop focuses on assuring your organization is positioned for success in this very competitive fundraising climate. Based on the concept that THE foundational component for fundraising is the organization—the session discusses resource development in a comprehensive manner by focusing on analysis, evaluation, planning and ethical considerations as critical components for success in today’s highly charged environment. Participants and presenter will examine the importance of first identifying and then understanding the organization’s assets and its liabilities; creating a carefully crafted case for support; logic models and development audits—and determine how these tools can be used to benefit your work.

Feb. 24: Oklahoma City
The Oklahoman
9000 Broadway Ext.
8 a.m.—Noon

Level: Intermediate

Who Should Attend:
Development staff, Execu-
tive Directors, Board
members

Center Members: \$80
Non-members: \$120

Session III
Standards for Excellence

Session III covers HR policies, evaluations and orientations. This session also covers financial and legal policies, legal compliance, budgets, audits, financial reports, and financial improprieties.

**Basic Nonprofit
Accounting**

This workshop takes a no-nonsense approach to building capacity of staff and board members to understand nonprofit accounting. Participants will learn key accounting terms and concepts, and have an opportunity to review a financial statement.

Level: Basic
Who should attend?
Board, Nonprofit staff

July 15
Oklahoma City

July 13
Tulsa

*Both locations:
8 a.m.—Noon
Enrollees to be
advised of training lo-
cations.*

July 14: Oklahoma City
Center Training Room
720 W. Wilshire Blvd.
Suite 115

July 22: Tulsa
OSU-Tulsa Room 153
700 N. Greenwood

*Both locations:
8:30 a.m.– 11:30 a.m.*

Center Members: \$50
Non-members: \$80

June 2010

June 23: Tulsa

Location: TBA
12:00—3:30 p.m.

Center Members: \$150
Non-members: \$180

**Price is for 2 people & includes lunch; Board Chairs and Executive Directors must attend together.*

Oklahoma City

June 24
8:30-11:30 a.m.
The Oklahoman
9000 N. Broadway

Level: Intermediate
Who Should Attend:
All Board members,
Executive Directors

Center Members: \$50
Non-members: \$80

Fiscal New Year's Party!
Members Celebration Event

We invite our members to join us as we celebrate their accomplishments and exit the fiscal year with a party!

The Partnership:
Board Chair/CEO Teams

The Executive Director and the Board Chair should work as a team. Working as a team will help make the most of your chair's term and help the organization as a whole.

Featuring Community Volunteer, Marnie Taylor and President/CEO of the Center, Debby Hampton.

Level: Advanced
Who Should Attend/
Board Chairs and Executive Directors

Framing the Work of
Nonprofit Boards

Provide your board members with a vision of what's possible and a way to add lasting value to the organizations they lead.

June 30: Oklahoma City

Center Training Room
720 W. Wilshire Blvd.
Suite 115
4—6 p.m.

Members Only

March 2010

March 2:

Oklahoma City
The Oklahoman
9000 N. Broadway

March 3:

Tulsa
OSU-Tulsa
BS Roberts Room
700 N. Greenwood
Both locations:
1—4:30 p.m.

Center Members: \$50
Non-members: \$80

March 11:

Oklahoma City

March 9:

Tulsa
Both locations:
8 a.m.—Noon

March 10: OKC

American Red Cross
601 N.E. 6th

March 11: Tulsa

OSU-Tulsa Room 153
700 N. Greenwood
Both locations:
8:30—11:30

Level: Advanced
Who Should Attend:
Accounting staff, Board
Treasurer

Funders Forum

Learn from the people making the funding decisions: A panel discussion with corporate, foundation, and state employees. Come hear their tips and expertise on funding. Following will be breakouts on other funding issues.

Level: Intermediate
Who Should Attend: Fundraising staff, Board,
Executive Directors

Session III

Standards for Excellence

Session III covers HR policies, evaluations and orientations. This session also covers financial and legal policies, legal compliance, budgets, audits, financial reports, and financial improprieties.

Advanced Nonprofit
Accounting

Although there are few laws or regulations that directly state how nonprofit organizations must operate their finances internally, there are many that have a strong indirect impact. These indirect influences include IRS reporting requirements and the accounting standards most funding agencies require supported organizations to follow. Come for an in-depth look at everything you need to know—and do—to ensure best practices within your organization!

April 2010

April 7:
Oklahoma City
Center Training Room
720 W. Wilshire Blvd.
Suite 115

April 1:
Tulsa:
OSU-Tulsa Room 153
700 N. Greenwood
Both locations: 8:30-11:30 a.m.

Center Members: \$50
Non-members: \$80

Writing for the Win

What is it that gives one grantwriter the edge while another fall short? The art of pulling together the best grant involves more than you think. Join the seasoned grantwriters as they walk through the do's and don'ts of making an ask.

Level: Intermediate
Who Should Attend: Fundraising/
Development Staff

Session IV Standards for Excellence

Session IV covers fundraising—policies, activities and donor relations.

This session also covers public affairs, public policy, lobbying, advocacy, and use of fundraising personnel.

April 15
Oklahoma City
April 13
Tulsa
Both locations:
8 a.m.—Noon

Enrollees to be advised of training locations.

Standards for Excellence FREE Intro!

April 13, 1:30—3:30 p.m. in Tulsa.

June 2010

Oklahoma City:
June 29;
1—5 p.m.
Location: TBA

Tulsa:
June 9;
1-5 p.m.
Location: TBA

Center Members: \$90
Non-members: \$120

June 17: OKC

June 15: Tulsa

Both locations:
8 a.m.—Noon

How to Form a 501c3

Come join a myriad of others who are in the same place that you are—square one! The extensive research and planning required to establish a 501c3 organization can seem a bit daunting. But with enough preparation, the task can be done!

Money & Marketing Mini-Conference

Positioning your organization and communicating clearly your message is key to obtaining the fundraising revenue that keeps you kicking. This one-of-a-kind conference will provide fresh insight into both the money and the marketing aspects of your organization. Two separate tracks will walk you through what you might be missing and how you can get it! A speed-dating event opposite marketing and fundraising experts will follow.

Level: Intermediate
Who Should Attend:
Fundraising staff, Marketing staff,
Board members

Session II: Standards for Excellence

Session II covers governing body, including board responsibilities, conduct & diversity.
Enrollees to be advised of training locations.

June 15: 1—2:30 p.m.
Oklahoma City and Tulsa

Level: Basic
Who Should Attend:
Individuals wanting to
establish 501c3 status

Center Members: \$15
Non-members: \$50

CEO Reception

**May 11: Oklahoma City, 4-6 p.m.; Center Training Room
720 W. Wilshire Blvd. Suite 115**

This afternoon event is a perfect opportunity for Executive Directors to network and mingle with other ED's., trade tips and rally support. Join us for wine and refreshments and wind-down while you build relationships!

Green Your Nonprofit's Routine

Becoming environmentally responsible does not necessarily mean you have to spend more! Come learn from sustainability experts on how to make your nonprofit events, galas, and day-to-day operations more energy efficient earth-friendly!

May 26: Tulsa
OSU-Tulsa Room 153
700 N. Greenwood
8:30—11:30 a.m.

Level: Basic/Intermediate
Who Should Attend:
Executive Directors, Event Chairs, all volunteer and paid staff

Center Members: \$50
Non-members: \$80

Building Funder Relationships

Whether you are facing a major gift ask, an upcoming grant, a letter of intent or a sponsorship request, you need to be prepared to respond in a way that will build that relationship with the funder regardless of the funder's decision. Every aspect of development requires the use of effective ways to recognize the funder. Good business is all about relationships. Come learn the most effective methods of building funder relationships and obtaining needed trust.

April 22: Oklahoma City
Center Training Room
720 W. Wilshire Blvd.
Suite 115
8:30—11:30 a.m.

Level: Basic/Intermediate
Who Should Attend:
Executive Directors, Event Chairs, all volunteer and paid staff

Center Members: \$50
Non-members: \$80

Oklahoma City
April 14; 8:30-11:30 am
Center Training Room
720 W. Wilshire Blvd.
Suite 115

Tulsa
April 8; 8:30-11:30 a.m.
OSU-Tulsa Room 153
700 N. Greenwood

Level: Basic/Intermediate
Who Should Attend:
Fundraising/Development Staff, Executive Directors, Board Members

Center Members: \$50
Non-members: \$80

Green Your Nonprofit's Routine

Becoming environmentally responsible does not necessarily mean you have to spend more! Come learn from sustainability experts on how to make your nonprofit events, galas, and day-to-day operations more energy efficient earth-friendly!

More Than Just a Donate Button

Developing and executing an online fundraising plan is a high-priority task! Taking your current website to the next step and making it an interactive fundraising tool is not something that can wait! Come get expert feedback on *your* website and learn the things that will make your website fundraise for you!

The Partnership:

Board Chair/CEO Teams

The Executive Director and the Board Chair should work as a team. Working as a team will help make the most of your chair's term and help the organization as a whole.

Featuring Community Volunteer, Marnie Taylor and President/CEO of the Center, Debby Hampton.

**Level: Advanced
Who Should Attend?**

Board Chairs and Executive Directors

Oklahoma City: May 5
Center Training Room
720 W. Wilshire Blvd.
Suite 115

Tulsa: May 6
OSU-Tulsa
700 N. Greenwood

Both locations: 8:30-11:30 a.m.

Center Members: \$50
Non-members: \$80

**Level: Intermediate/
Advanced**

Who Should Attend:
Marketing staff, Fundraising/
Development staff,
Executive Directors, Board
Members, IT staff,
web designers

May 11: Oklahoma City
Center Training Room
720 W. Wilshire Blvd.
Suite 115
12:00—3:30 p.m.

Center Members: \$150
Non-members: \$180

**Price is for 2 people &
includes lunch; Board Chairs
and Executive Directors must
attend together.*

Framing the Work of Nonprofit Boards

Build the capacity of your organization's Board to engage with the challenges and opportunities that drive strategy, policy, and problem solving.

Tulsa:
May 13
OSU-Tulsa Room 153
700 N. Greenwood
1-4 p.m.

**Level: Intermediate
Who Should Attend:**
All Board members,
Executive Directors

Center Members: \$50
Non-members: \$80

Session I Standards for Excellence

Session I covers mission and program, conflict of interest, and public accountability.

May 20:
Oklahoma City
May 18:
Tulsa
Both locations: 8 a.m.—Noon

Enrollees to be advised of training locations.