

Mission

Building better communities through effective nonprofits.

Vision

For the betterment of Oklahoma communities, the Center is:

- The *premier* provider of state-of-the-art resources creating a competitive advantage for Oklahoma nonprofits
- The *change* agent for the nonprofit sector, promoting the highest standards of nonprofit management
- The *voice* of the Oklahoma nonprofit sector

Strategies

The Oklahoma Center for Nonprofits' principle strategies include:

- Conferences
- Seminars and training programs
- One-on-one consulting and technical services
- Information services
- An annual awards program

Frequently, nationally-renowned speakers are the keynote presenters at the Center's statewide events.

Programs and Services

The Oklahoma Center for Nonprofits continues to provide several programs and services, including:

- Seminars and training programs to strengthen leadership and management capacities of nonprofit organizations in the state of Oklahoma
- Public training workshops with consulting professionals skilled in all aspects of nonprofit management
- Delivering training, consulting and educational opportunities to hundreds of Oklahoma nonprofit staffs, volunteers and board members from all organizations
- Promoting public awareness and recognition of the contributions of nonprofits

Over the past six years, the Center has launched several new programs in response to the needs of the state's nonprofit sector. These programs include:

- CEO receptions
- Hot Topic trainings
- Statewide Toll-Free Nonprofit Helpline
- Oklahoma Nonprofit Job Listing Service
- Oklahoma Nonprofit Internship Listing Service
- Corporate Nonprofit Board Training
- Oklahoma Standards for Excellence

With continued statewide support, the Center has become a replication partner of the National Standards for Excellence Institute and offers a nationally-recognized set of best practices for nonprofits known as Standards for Excellence. In addition, in 2010 the Center was certified under the Standards for Excellence Institute.

After several years of honoring the state's philanthropists through the annual Tribute! event, the Center created the Oklahoma Nonprofit Excellence (ONE) Awards to recognize and honor the outstanding work of Oklahoma nonprofits statewide. Through its inaugural event in 2008, the Center honored 27 agencies for excellence in accomplishing their missions and enacting best practices and sustainability.

The newest endeavor of the Center, the Oklahoma Alliance of Nonprofits, is a statewide coalition of member nonprofits dedicated to raising a common voice for the nonprofit sector. The goal is to gain the attention of decision-makers across the state and to educate Oklahomans about the value of our nonprofits and what they contribute to the state.

History 1981-2010

The Oklahoma Center for Nonprofits began in 1981 as The Support Center of Oklahoma. Its mission was to strengthen the leadership and management capacity of nonprofit organizations in Oklahoma through cost-effective educational, consulting and information services. Ultimately, the goal was to nourish and sustain those organizations that significantly improve the quality of life in Oklahoma.

Originally, a resource center was established in Oklahoma City to provide a central location from which information and referral, training, consulting and project management services could be provided for staff, volunteers and board members of all types of nonprofits. In an effort to better serve the state, an office was opened in Tulsa in 1986. Since 1981, the board has grown from 12 to 30 and the staff from 3 to 11 employees.

In 1997, The Support Center of Oklahoma became independent from the national network when it decentralized in order to increase cost-effectiveness and efficiency. The organization secured its own 501(c)(3) status and incorporated to operate independently within Oklahoma. Maintaining strong ties with the national network, it changed its name to The Center for Nonprofit Management, then in 2003 to the Center for Nonprofits. In order to better reflect its statewide reach, the name was once again changed in 2005 to the Oklahoma Center for Nonprofits.

Through a series of recruitment initiatives and ongoing efforts to enhance membership benefits, membership has grown to the 500+ members it boasts of today.

In recent years, the Center has launched a number of initiatives relevant to nonprofits, including Standards for Excellence, a nationally-acclaimed ethics and accountability clinic series, a toll-free nonprofit helpline and the Oklahoma Alliance of Nonprofits, the advocacy arm of the Center. In addition, in 2008, the Center became a proud member of the National Council of Nonprofits.

Statewide Nonprofit Helpline (1-800-338-1798)

A free resource for Oklahoma nonprofits. One call puts you in touch with the expertise of the Center and its expert consultants.

What is the Standards for Excellence clinic series?

A nationally-renowned training and education program designed to foster ethics and accountability in the nonprofit sector. This four-part clinic series gives nonprofits the tools they need to further their missions by implementing the eight Guiding Principles and 55 Standards for Excellence.

Training and Consulting for Nonprofits

For more than 29 years, the Center has provided training and educational resources for nonprofits across the state of Oklahoma. Monthly workshops cover topics like grantwriting, volunteer management, strategic planning and more. One-on-one consulting services are available for nonprofits with specific needs.

Membership in a Statewide Community of Nonprofits

The Center's membership program offers cost-saving benefits on training, consulting and a wide variety of services. Membership also offers nonprofits the ability to participate in a statewide community of organizations that all contribute to the quality of life in Oklahoma. In addition, discounts on commonly-used services increase members' buying power.

Oklahoma Alliance of Nonprofits



Membership in the Center also includes membership in a statewide coalition of nonprofits known as the Oklahoma Alliance of Nonprofits (the Alliance). Members of the Alliance are dedicated to furthering their interests by raising a common voice for the nonprofit sector to gain the attention of decision-makers across the state and to educate Oklahomans about the value our nonprofits and what they contribute to our state and its people.

Learn More!

www.oklahomacenterfornonprofits.org

Being a member has its benefits!

Becoming a member of the Center now means so much more!

Receive membership in the **Oklahoma Alliance of Nonprofits** when you join the Center Membership Network.



Save Money – Learn more!

- Center members enjoy significant discounts on various trainings:

	<u>Regular Price</u>	<u>Member Price</u>	<u>You Save</u>
Conference	\$190	\$145	\$45
Half Day Session	\$120	\$90	\$30
Workshop	\$80	\$50	\$30
Standards Clinic Series	\$800	\$450	\$350



- Significant discounts are also available on Center Consulting services
- Insurance recommendations for directors and officers liability, general liability, medical, life and dental.
- Discounts on Oklahoma Standards for Excellence Clinic Series and access to Oklahoma Standards educational resource packets designed to help organizations implement the Oklahoma Standards for Excellence Code
- One training session, up to two hours, on a topic of interest to your staff, chosen from our menu, held at your location annually
- Special member pricing on all Center services, including: Conference Exhibition space, Oklahoma Nonprofit Sector information and all future products
- Employee Assistance Program provided at a 10% discount through the Center
- Up to 40% off select items for your organization at Office Depot
- \$.04/minute/participant for conference calling through ReadyTalk (\$.08/minute/participant for video conferencing)

Knowledge is Power!

- Quarterly Membership Newsletter, *The Center Line*, with information relevant to the nonprofit sector in Oklahoma and accessibility to other educational tools and opportunities
- Access to the Center's statewide job/internship posting program for the nonprofit sector
- Discounted annual membership (\$69) in *BoardSource*, a great resource for practical information, tools and best practices, training and leadership development for board members of nonprofit organizations statewide
- Free weekly *GrantStation Insider* email newsletter providing the latest information on funding opportunities and 96% discount on the annual subscription to *GrantStation*, an online grant research service. (Regularly \$599, Center members pay \$20)
- Access to the Center's library of nonprofit management titles and 20% discount on all books purchased at the Center seminars

It's not who you know, it's who knows you!

- Member mailing labels: Center members may order mailing labels of organizational members to announce new program initiatives, job openings, special events and other professional items to their peers
- Affiliation with a powerful network advocating for nonprofits and educating members on advocacy issues through the Oklahoma Alliance of Nonprofits
- Regular networking opportunities
- Discounts on office supply orders for organizational needs and individual employee needs
- Up to 50% discounts for New Horizons Computer Learning courses targeting all Windows programs

720 W. Wilshire Blvd. Suite 115 Oklahoma City, OK 73116 Phone: 405-463-6886 Fax: 405-463-6888
1145 S. Utica Ave. Suite 1100 Tulsa, OK 74104 Phone: 918-579-1900 Fax: 918-579-5176
Helpline: 1-800-338-1798 www.oklahomacenterfornonprofits.org

Membership Application Form



Receive membership in the Oklahoma Alliance of Nonprofits when you join the Center Membership Network!

Date: _____ New Member Renewing Member

Organization Name: _____

Contact Person: _____ Title: _____

Email Address: _____ Web Address: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Federal Tax ID#: _____ Annual Revenue*: _____

of Employees: FT _____ PT _____ # of Board Members: _____

Nonprofit Member Dues

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

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

How did you hear about the Oklahoma Center for Nonprofits and/or the Alliance? _____

What are your primary reasons for joining? _____

Would you like more information about Oklahoma Center for Nonprofits benefits? _____

(If yes, please specify) _____

Annual Membership Dues (from schedule above):

N1 (\$100) N2 (\$250) N3 (\$500)

Optional Board Source membership (\$69)* Optional GrantStation membership (\$20)

*You may enroll online through the "Members Only" portion of the website.

Method of Payment:

Check or Money Order enclosed (payable to Oklahoma Center for Nonprofits)

Visa Mastercard Please invoice me

Card Number: _____ Expiration Date: _____

Name on card: _____ Signature: _____

On-Site Training Sessions

Our experienced trainers are available to customize training sessions for your board, staff or volunteers to meet your specific needs or objectives. As a member, each year you will receive one free two-hour training session. Discussion topics are listed below.

Topics

- Agency Collaboration
- Board and Staff Relations
- Board Development
- Customer Service
- Document Proofing
- Grant Review
- Effective Communication
- Event Planning
- Leadership
- Media Relations
- Newsletters
- Standards for Excellence Introductions
- Public Relations
- Staff Teambuilding
- Volunteer Management
- Volunteer and Staff Relations
- Guided Facilitation

Please schedule trainings at least 2 weeks in advance.

To schedule customized training, contact Client Services at 1-800-338-1798.

building better communities

Center Consulting Network

The Center offers consulting, training and facilitation to Oklahoma nonprofits.

- Assistance in diagnosing and addressing general issues
- In-depth and formal assessment services
- Highly skilled consultants address the needs of an organization
- Comprehensive case management and support
- Customized training for your organization
- Guest speakers for your events

Topics Available

- Advocacy
- Board Development
- Board Retreats
- Capital Campaigns
- Computer Skills
- Conflict Resolution
- Granting
- Grantwriting
- How to Start a 501(c)(3)
- Human Relations
- Facilitation: Group Process Planning
- Fundraising
- Marketing
- Nonprofit Accounting/Internal Controls
- Leadership Development
- Organizational Management
- Outcome Measurement
- Personnel Development
- Risk Management
- Staff Retreats
- Strategic Planning
- Team Building
- Technology Planning
- Volunteer Management
- Customized Workshops

**Partial
scholarships
are available!**

For more information, call 1-800-338-1798

Program Overview

The Oklahoma Standards for Excellence is a training and education program intended to give Oklahoma nonprofits the tools and knowledge to be even more effective in pursuing their missions. In partnership with the national Standards for Excellence Institute, the Center offers an in-depth, four-part clinic series combining classroom instruction and peer-to-peer learning while covering the eight guiding principles and 55 performance standards of the Standards for Excellence program. In addition, the Center offers free Standards Introduction sessions, which provide an overview of all components of the program and an opportunity for participants to self-assess their organizations.

What is the Standards for Excellence clinic series?

- 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 of the nonprofit sector
- The Oklahoma Center for Nonprofits is one of only ten organizations to be accepted as a replication partner by the national Standards for Excellence Institute

Organizations Attending the Standards Clinic Series

- May send two representatives to each of the four clinic series classes
- Will receive a written and electronic copy of the Oklahoma Standards for Excellence Educational Resource Package Manual containing 22 educational resource packets, including sample policies, forms and other resource information to assist in implementing the Standards
- Will receive an electronic copy of the Oklahoma Standards for Excellence Model Employee Handbook

What are the benefits?

- Receive guidelines for a highly ethical and accountable organization
- More knowledgeable and effective governing board
- Increased credibility with funders
- Increased self-confidence within the organization due to clarifications of policies and procedures
- Capacity-building and infrastructure-strengthening opportunities through training and development

Cost

The cost for the series is \$450 for members and \$800 for non-members.

Register

To register, email Kelly Krahl at kkrahl@oklahomacenterfornonprofits.org or call 1-800-338-1798.

Standards Clinic Series Application



Date: _____

Organization Name: _____

Contact Person: _____ Title: _____

Email Address: _____

Web Address: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Annual Budget: _____

of Employees: FT _____ PT _____ # of Board members: _____

We will attend the _____ (Fall, Spring, Summer) Clinic Series beginning

_____ (month and year) in (check location below):

____ Oklahoma City ____ Tulsa ____ Other _____ (please specify)

Registration Fee

Member Price	\$450
Non-member Price	\$800

Method of Payment:

***Payment will not be processed unless application is accepted**

____ Check or Money Order enclosed (payable to Oklahoma Center for Nonprofits)

____ Visa ____ Mastercard ____ Please invoice me

Card Number: _____ Expiration Date: _____

Name on card: _____ Signature: _____

For more information, call 1-800-338-1798, email kkrahl@oklahomacenterfornonprofits.org or visit www.oklahomacenterfornonprofits.org/standards.asp

Please mail or fax the completed form(s) to the address below.

Scholarship Guide

The Oklahoma Center for Nonprofits provides partial scholarships to nonprofit organizations requesting membership, training, technical assistance or consulting. The Center encourages nonprofits to invest in these programs in order to better accomplish their missions.

Scholarship Policies

- Scholarship applications should be mailed, e-mailed or faxed to the Center and should be received within ten business days of the event
- Scholarships will be awarded based on available funds and the application form
- Please use separate application forms for each applicant
- The Center will respond to all written scholarship requests by mail, email, fax or phone
- Organizations will be billed for the difference between the award and the actual cost
- For consulting clients, please turn in your scholarship request within 14 business days of the event

Please label all scholarship requests **Attention: Meg Cameron.**

Questions? Email mcameron@oklahomacenterfornonprofits.org or call 1-800-338-1798.

Scholarship Application Form



Please indicate which type of scholarship:

____ Workshop: _____

____ Consulting Project: _____

____ Standards for Excellence Clinic Series ____ Membership

Part I: Organization Information (please complete all fields)

Is your organization a member of the Center? ____ Yes ____ No

Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Mission: _____

Executive Director: _____ Email address _____

Part II: Applicant Information (please complete all fields)

Name of Applicant/Contact _____ Title _____

Telephone (if different from above) _____

Part III: Scholarship Application Information

Total Revenue from your current IRS Form 990 Line 12 \$ _____

Part IV: Please briefly explain why you are requesting a scholarship

Part V: Outcome

What outcome or benefit do you expect to receive from this membership, training, or consultation?

Applicant's Signature

Executive Director's Signature

Date

Member Benefits

- Major discounts (up to 50% off) for nonprofit clients registering through the Oklahoma Center for Nonprofits
- Full-day classes with daytime, some evening and Saturday options located at 3010 NW 149th in Oklahoma City
- Helpline available 24 hours a day, 7 days a week for 60 days after training and Internet technical. Services available for a full six months after taking a course!
- Option for free retakes of classes for six months after training
- Expert trainers, a Microsoft Certified Service Provider

Microsoft Office classes available for discount!
Call the Center to see if certain classes apply.

To register, contact the Oklahoma Center for Nonprofits at 1-800-338-1798 or fax this form to 405-463-6888.

Yes, enroll me now!

Date: _____

Name: _____ Title: _____

Organization: _____

Email Address: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Course Information — Please include alternative dates

1. Date: _____ Time: _____ Course Name: _____ Enrolled: _____

2. Date: _____ Time: _____ Course Name: _____ Enrolled: _____

3. Date: _____ Time: _____ Course Name: _____ Enrolled: _____

For more information on class schedules, go to www.newhorizons.com under Courses.

Please note that you will receive confirmation of your enrollment when payment is received by our office.