

Training — As Easy as it Gets!

NPRC has just upgraded its Distance-Learning Delivery Model in order to expand its reach. Now you may attend — no matter where you are — all NPRC training events from YOUR very own computer!

In an effort to better serve our expansive service area of northern Arizona, NPRC is changing the way we offer our workshops and brown bag seminars. Instead of having to physically go to a satellite site (e.g., a public library, a community center), you can now access live NPRC training from your own computer.



Here's how it works: You can easily register and pay online for upcoming training events at NPRC's website, nonprofitNAZ.org. Or, join our free listserv and register directly from the event notices.

Once your payment has been recorded, you will receive a confirmation email which includes a special login code for you to use at the time of the event. It's that simple!

Additionally, the confirmation email contains a link to download presentation materials two days before the training event.

Want to network with other event participants? NPRC's new Web site, launching very soon, will have a message board and chat feature with a topic area dedicated solely to NPRC training events. We're making it easy and cost-effective to interact with fellow participants and network to share resources and ideas!

In addition to eliminating travel-related costs, this delivery model for NPRC training will save you valuable staff time. We look forward to your trying out this new system and hearing your feedback.

Dates, times and locations will be sent out regularly on the NPRC listserv. To subscribe to the listserv or to get further information, please visit the NPRC website at nonprofitNAZ.org.



NPRC Training Schedule

All of the following will originate in Flagstaff, where the presenter

will address a local group of participants. You may attend the presentation in Flagstaff, or you may log into the presentation virtually from anywhere using interactive video-conferencing technology. Workshops are only \$30 for NPRC member organizations (\$55 for non-members) and Brown Bag Seminars are FREE to NPRC members (\$10 for non-members).

December 2008

Dec. 3rd — Workshop
1:00 p.m. to 4:00 p.m.

• **Best Accounting Practices for Nonprofit Organizations**

CPAs Marjorie McClanahan and Megan Lausten, of Nordstrom PC, will discuss a variety of accounting practices including preparing for an audit, financial reporting, internal controls and fund accounting.

Dec. 11th — Brown Bag Seminar
1:30 a.m. to 1:00 p.m.

• **Recruitment and Selection: Get the Right People on Your Organization's Bus**

Human Resources expert, Jane Emberty, will show how to reduce confusion about the selection process and provide you with tools to help make better hiring decisions, reduce turnover and improve your organization's overall effectiveness.

NPRC Training Schedule (cont'd)

January 2009

Jan. 28th — Workshop

1:00 p.m. to 4:00 p.m.

• *Inputs and Outcomes: Planning and Evaluation Using the Logic Model*

Presenter Melinda Trembl will work with you interactively to choose a program or section of your organization and begin developing specific components of a Logic Model.

February 2009

Feb. 12th — Brown Bag Seminar

1:30 a.m. to 1:00 p.m.

• *TBD* — Mark Your Calendar

Feb. 19th — Workshop

1:00 p.m. to 3:30 p.m.

• *Audits for Nonprofits and the New 990 Form*

Robert Lauzon and Michael Lauzon, CPAs, will address the auditing process for small and large nonprofits, as well as the new 990 form — which includes the biggest changes in 30 years — and how to comply.

Feb. 25th — Workshop

1:00 p.m. to 3:00 p.m.

• *Ethical Considerations for Board Members*

Based on requests for more training dealing with board development issues, this workshop is specifically designed for nonprofit board members. Attorney Philip “Jay” McCarthy will discuss the ethics involved with nonprofit boards, with an emphasis on financial responsibility and performance reviews of Executive Directors.

March 2009

Mar. 12th — Brown Bag Seminar

1:30 a.m. to 1:00 p.m.

• *TBD* — Mark Your Calendar

Mar. 24th — Workshop

1:00 p.m. to 4:00 p.m.

• *Board Governance*

More training targeting board members! Professional consultant Kay McKay will cover many necessary topics: orientation of board members, board-staff relations, board meetings, the use of committees, and the board's role in fundraising.



www.nonprofitNAZ.org

The Nonprofit Resource Center of Northern Arizona (NPRC) was founded in 2003 to assist the nonprofits of the northern region in meeting the challenges they face.. We provide training via video-conferencing, volunteer connections, networking among colleagues, access to funder databases, and an online reference library connecting you instantly to valuable information critical to your success.

We are committed to transforming our Nonprofit Resource Center into a true “virtual resource center” where you can avoid traveling for training, meet with colleagues via an online message board and chat feature, find resources literally at your fingertips, and share ideas among your peers. NPRC provides nonprofits of all sizes a means to establish a network that energizes and uplifts the northern Arizona nonprofit sector!

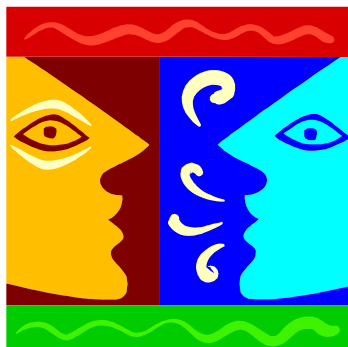
Questions? Ideas? Suggestions? Contact Executive Director Christina Boyd at 928-527-7930 or by email at nprc@nonprofitNAZ.org.

“Community Dialogues” a Success: More Planned

NPRC held its first Community Dialogue on Nonprofit Issues, Nov. 13, 2008 in Page. Held at the Page Public Library, the opportunity to bring local nonprofits together for a meet-and-greet was well received.

The second NPRC Community Dialogue is scheduled for Dec. 10, 2008 in Prescott. Co-sponsored by the Institute for Sustainable Social Change and the United Way of Yavapai County, it will be held on the campus of Prescott College.

In the coming months, NPRC will host more community dialogues in different parts of our service area outside of Flagstaff. Nonprofit representatives, volunteers, government employees, members of the business community, and volunteers are all encouraged to attend.



The three primary purposes of NPRC's community dialogues are: (1) To explain the full extent of NPRC's services; (2) For NPRC to learn about the needs of each local community; and (3) To serve as a valuable networking opportunity for local

nonprofits. As the Nonprofit Resource Center of Northern Arizona continues to expand to various remote areas, we hope to be able to address the needs of each community with regard to creating or continuing a successful nonprofit organization.

Workshop and brown bag topics include subjects such as board development, grant writing, and budget issues. Obviously, many can — and do — benefit from NPRC seminars.

The mission of NPRC is to strengthen the communities of rural and tribal northern Arizona by assisting the region's nonprofits to more effectively serve their clients.

Stay current on all of NPRC events by joining our free listserv at nonprofitNAZ.org.

Member's Corner

NEW NPRC MEMBER PRIVILEGES!

- Members will continue to receive discounted fees for all training events and subscriptions to “Arizona Guide to Grants Online.”

With the launch of our new Web site (scheduled for mid-January 2009), NPRC member-only benefits will expand to include the following:

- Access to NPRC's message board with chat feature, list of up-to-date media contacts, regional and national nonprofit e-newsletters, and database of northern Arizona nonprofits
- Job postings free of charge
- Members' special events posted to NPRC's online Nonprofit Planning Calendar
- Direct benefit from NPRC's volunteer workforce development: list your organization on NPRC's Drop-In Opportunities Web page, use NPRC's special e-mail list of volunteers for recruiting, link your Web page of volunteer opportunities to our site. More volunteer connections coming!
- Our for-profit Sustaining Members will be listed in NPRC's Nonprofit Yellow Pages.

Volunteer Recruitment Tip

Use a positive tone and address the readers' desires, not just the organization's needs.

For example, to attract volunteers, what should your message be?

We are desperate for volunteers – please call!

or

Our volunteers are changing lives – join us!