



Supporting Nonprofit Excellence. Advancing Social Justice.

CRE Fall 2011 Workshop Series: THE FUNDAMENTALS

The Fundamentals Workshop Series is designed to help individuals understand better the key knowledge and skills needed to start and run a nonprofit organization. So if you are thinking about starting an organization, or have recently started one and need to know where to go from here, or are just new to some aspect of nonprofits and want to learn more, these workshops are for you. Take them all or attend just the ones you want. Best of all—*they're absolutely FREE!*

WORKSHOPS

So You Want to Start a Nonprofit?

Starting a nonprofit can be an exciting, but also confusing and overwhelming experience. This workshop helps you understand better all the work and effort that goes into imagining, starting, and managing a new organization—from filing the papers to forming your board to developing your program plan to raising money to managing finances. It will help you understand what you're getting into and what you should be doing to take your vision and turn it into a reality.

This workshop is offered on the following dates:

- October 12, 2011, 9:30 AM - 12:00 PM
- October 20, 2011, 5:30 PM - 8:00 PM

Legal Issues for New Nonprofits

Starting a new nonprofit requires the navigation of a complex legal process, leaving many new groups without the knowledge and resources needed to make practical legal decisions for their organizations. This workshop helps you recognize and understand the various legal concerns new nonprofits face from inception through the life of the organization. It will also give you some tools to make informed decisions and to strategize next steps. Expert speakers will address questions such as: What different legal structures are there? How do I become tax-exempt? Do I need insurance? How do I pay staff? What is my Board's liability?

This workshop is presented by CRE partner, New York Lawyers for the Public Interest.

This workshop is offered on the following dates:

- October 26, 2011, 9:30 AM - 12:00 PM
- November 2, 5:30 PM - 8:00 PM

Introduction to Theory of Change and Program Planning

All nonprofits are driven by a desire to make a change. This workshop will introduce you to the "Theory of Change" framework that helps focus your organization's work on the real change you are trying to bring about. This involves defining target populations, long-, medium-, and short-term outcomes, and your core work. The more effective you are at

defining these, the more effective you will be in achieving them. And you will learn how to articulate all of it in a program plan that helps you show others who you are and what you do.

This workshop is offered on the following dates:

- November 2, 2011, 9:30 AM - 12:00 PM
- November 10, 2011, 5:30 PM - 8:00 PM

Budget Basics

Managing money effectively is an important aspect of running an organization. This workshop will provide you with an overview of what you need to know and do to develop and manage your organization's budget. You will gain insights into important things like budget items, calculating fringe benefits, projecting income, understanding financial reports, and ensuring checks and balances. In the end, it is all about you understanding budgets so that you can make the best decisions for the organization.

This workshop is offered on the following dates:

- November 15, 2011, 9:30 AM - 12:00 PM
- December 1, 2011, 5:30 PM - 8:00 PM

Fundraising 101

This is an introductory workshop to help you build a better understanding of and perspective on fundraising and your role making it happen continuously and successfully. You'll learn about the various sources of funds, the six components of effective fundraising, and an overview of the variety of methods and activities to get the resources you need (and will continue to need!).

This workshop is offered on the following dates:

- November 30, 2011, 9:30 AM - 12:00 PM
- December 8, 2011, 5:30 PM - 8:00 PM

HOW TO REGISTER

Registration is limited. Register on our website at www.crenyc.org or call 212-894-3394.

CRE has put a lot of care and responsibility into developing and offering these workshops. We hope that you respect this and exercise similar care and responsibility when deciding to register for any of these workshops. *Please only register if you can commit to attending the session.*

All workshops start promptly at the time indicated. Come a little early to settle in and enjoy some snacks and coffee/tea. Late-comers may not be allowed in.

LOCATION

All workshops are at CRE's C3 Community Conference Center conveniently located in lower Manhattan. The Center is accessible by a range of public transportation. For directions, please visit our website at www.crenyc.org or call 212-894-3394.