

2019 NPP Workshop Schedule

DATE & Time	TITLE & DESCRIPTION
13 FEB Wed. 1:00 p.m.	Operating Your Nonprofit Like a Business <i>Discover cost-efficient and productive ways to run your organization. Learn best practices for performing recordkeeping and how to maintain legal compliance with CA and Federal requirements. Explore the revised Attorney General's Guide for Charities to help carry out mission and goals.</i>
13 MAR Wed. 1:00 p.m.	Social Media I - Facebook, Twitter, & Instagram <i>Learn how to set up accounts and use three popular social media platforms to help increase visibility. Discover ways to create, post, and manage content that will interest and engage your viewers, and attract new donors.</i>
10 APR Wed. 1:00 p.m.	Finding Funders & Grantseeking Basics <i>Learn to use Foundation Center Resource 'Foundation Directory Online' to help find funders and grant opportunities. Identify grant proposal components and discuss the application process. Understand what funders want to see in your proposals and how to make the initial approach.</i>
8 MAY Wed. 1:00 p.m.	Proposal Writing Basics <i>Learn about the grant application process, identify grant proposal components, and create a project outline. Craft a Needs Statement with goals & objectives that are easy to understand and measure. Determine project funding needs and learn to communicate their importance to potential funders.</i>
22 MAY Wed. 1:00 p.m.	Building Budgets with MS Excel <i>Using MS Excel, learn the mechanics of building a budget sheet (with formulae) that aligns with your proposal. Learn how to create a draft budget that clearly communicates the structure and funding needs of your proposed project.</i>
12 JUN Wed. 1:00 p.m.	Social Media II - Constant Contact & EventBrite <i>Learn how to set up and use two popular social media accounts to increase donor outreach. Discover ways to inform and engage your viewers, build relationships, and develop donors.</i>
10 JUL Wed. 1:00 p.m.	Nonprofit Finance & Financial Reports <i>What kind of an accounting system best serves your organization? What are the state and federal reporting requirements and timeline for a nonprofit? Learn about the types and purpose of financial reports that nonprofits should generate on a regular basis.</i>
14 AUG Wed. 1:00 p.m.	H.R. Basics - Performance Management <i>Managing and assessing employee performance is an ongoing organization responsibility. Learn about California and Federal workplace employment rules and regulations. Explore various strategies, resources, and tools that will help make the evaluation process smooth and transparent.</i>
11 SEP Wed. 1:00 p.m.	Elements of a Successful Online Giving Campaign <i>National 'Giving Tuesday' is <u>December 3, 2019</u>. Learn guidelines, tips and best practices to help your nonprofit plan and organize a campaign, advertise and engage donors on this (or any other) special day of giving and report the results. Learn about plans in place for Give Local Solano 2019.</i>
9 OCT Wed. 1:00 p.m.	Fundraising Rules, Regulations, & Reports <i>Nonprofits must follow rules and timelines when planning for and conducting a fundraising event. Learn about the state and federal regulations and how to comply. Review and discuss the various required reports and submission guidelines.</i>
13 NOV Wed. 1:00 p.m.	Give Local Solano - Final Preparations <i>For GLS participating nonprofit organizations. SCF will review their communications plan, and event-day schedule of activities, and previous lessons learned will be discussed. This will be the last day to update content for GLS website profiles.</i>

All Workshops will be held on site at SCF, in the 2nd floor 'Buck Training Center'