



JUNIOR LEAGUE OF  
**BOCA RATON**

**2016 FALL NONPROFIT LEADERSHIP SERIES**

Vegso Community Resource Center (VCRC)  
261 NW 13<sup>th</sup> Street • Boca Raton, FL 33432  
(561) 620-2553 • [www.jlbr.org](http://www.jlbr.org)

**INTRODUCTION TO FINDING GRANTS**

**Presented by Liz Locke, Junior League of Boca Raton**

*Sept. 6th; Oct. 4th; Nov. 1st; Dec. 6th, 2016*      *9:00 a.m. – 10:00 a.m.*      *No Registration Fee*

Learn how to effectively utilize the VCRC library resources, including the *Foundation Directory Online* database. Research potential funders for your organization by developing targeted lists of foundations that will match your organization's funding needs. Audience: Beginning funding researchers or those desiring a refresher.

**DEVELOPING A PLANNED GIVING STRATEGY FOR THE SMALL NONPROFIT**

**Presented by Mark Glickman, CFRE, The Jewish Theological Seminary**

*September 8, 2016*      *3:00 p.m. – 4:30 p.m.*      *No Registration Fee*

With the large population of affluent retirees in South Florida, any nonprofit that is not doing planned giving is missing a great opportunity. Come and learn how to start or improve your organization's planned giving program without adding too much extra work to your list of responsibilities. Audience: All

**THE NEW FLSA REGULATIONS AND THEIR IMPACT ON YOUR ORGANIZATION**

**Presented by John Foley, Esq., Legal Aid Society of PBC**

*September 22, 2016*      *9:30 a.m. -- noon*      *No Registration Fee*

Final rules updating overtime regulations were recently announced by the Department of Labor, automatically extending overtime pay protections to over 4 million workers within the first year of implementation. The new regulations will take effect December 1, 2016, giving employers, including nonprofit employers, a short time to comply with these changes. This workshop will provide detailed and substantive guidance to help you manage the new FLSA requirements, including the increased salary level for the white collar exemption. Audience: All

**THE NONPROFIT AUDIT**

**Presented by Patricia Anderson, E.A., P. T. Anderson Accounting, Inc.**

*September 27, 2016*      *9:00 a.m. – 11:00 a.m.*      *No Registration Fee*

What is an independent audit? In this workshop, find out if your nonprofit needs to have an independent audit. Learn to set up and use QuickBooks to provide an efficient and clean audit. Explore the critical responsibilities of your board of directors and your audit committee. Examine tips and tools to help your charitable organization manage the audit process - - from hiring an auditor and preparing for the audit, to evaluating the audit firm's work. Audience: All, however basic QuickBooks knowledge required.

**INTRODUCTION TO PROPOSAL WRITING**

**Presented by Liz Locke, Junior League of Boca Raton**

*October 13, 2016*      *9:00 a.m. – 11:00 a.m.*      *No Registration Fee*

Are you new to proposal writing? Or could you benefit from a quick refresher? This workshop will provide you with an overview of how to write a standard project proposal to a foundation. It will include the basic elements of a grant proposal, how to prepare the budget, tips for writing and submitting a proposal, and how to follow up with the funder, regardless of the funding decision. Audience: Beginning proposal writers or those desiring a refresher.

## **VIRTUAL REALITY FOR NONPROFITS: EMOTIONAL STORYTELLING USING IMMERSIVE COMMUNICATION EXPERIENCES**

**Presented by Josh Hirsch, Nonprofits First, Inc.**

*October 27, 2016*

*9:00 a.m. – 11:00 a.m.*

*No Registration Fee*

Learn to create empathetic communication experiences with donors, foundations, volunteers and staff using “virtual reality.” This interactive, how-to session will focus on an exploration of new, affordable virtual reality consumer tools and applications; improving understanding of the best virtual reality/immersive storytelling techniques; evaluating which options can and should be a part of your marketing and outreach efforts; and how to ethically implement these evolving storytelling techniques while advancing your mission. Audience: All

## **THE CRITICAL PATH TO CAPITAL CAMPAIGN SUCCESS**

**Presented by Greta von Unruh, Little Smiles, Inc.**

*November 3, 2016*

*9:00 a.m. – 11:00 a.m.*

*No Registration Fee*

Is your organization ready to do a capital campaign? How do you set an achievable goal? This introductory capital campaign workshop will explore key prerequisites to launching a successful campaign, a basic overview of best practices in leadership and technology infrastructure, timeline and phases, and a case statement development exercise. A short survey will be sent to registrants to help shape additional focus areas. Audience: All

## **TRADEMARKS & YOUR NONPROFIT PROGRAMS: WHEN & HOW TO PROTECT YOUR GREAT IDEAS AND BRANDS**

**Presented by Frank Rodriguez, Esq., Corporate Creations International, Inc.**

*November 17, 2016*

*2:00 p.m. – 4:00 p.m.*

*No Registration Fee*

When you have a great idea or brand name for your new nonprofit program or for a big fundraiser, should you trademark it, copyright it or just not worry about it? What can you or should you do if someone copies your event name? When should you protect yourself at the state vs. national level? This seminar will cover the basics on intellectual property protections, and explore the differences between service marks, brand names, fictitious names and more. Bring your questions! Audience: All

## **FINDING INDIVIDUAL DONORS: THE BASICS OF PROSPECT RESEARCH**

**Presented by Liz Locke, Junior League of Boca Raton**

*December 1, 2016*

*9:00 a.m. – 11:00 a.m.*

*No Registration Fee*

You're looking for individual donors, but where do you begin? This workshop will provide guidance on how you compile a list of potential donors, the strategies to use when conducting research, what information is relevant, and what sources are available on the Internet. We'll also discuss ethical standards that must be applied when gathering information about individuals. Audience: All levels of staff engaged in donor identification.

## **ARE GOVERNMENT GRANTS RIGHT FOR YOU?**

**Presented by Liz Locke, Junior League of Boca Raton**

*December 15, 2016*

*9:00 a.m. – 11:00 a.m.*

*No Registration Fee*

New to the federal grant process? This workshop will help you assess your readiness for government grants. We'll discuss how grants are reviewed and how to make your grant proposal more competitive. Audience: Those new to the government grant process.

***Due to limited seating, registration is required. Register online at  
<https://www.jlbr.org/nonprofit-assistance/>***

***Join our mailing list and receive event notices and information about the 2016 FUNDER FAIR.***

***Email us at [library@jlbr.org](mailto:library@jlbr.org).***