

*The Grant Writing Training Foundation in Partnership with the
Southern Arizona Association for the Visually Impaired Presents:*

Nonprofit Board of Directors Boot Camp™

Saturday, October 2, 2010 – Tucson, Arizona

9 a.m. to 5 p.m.

Location: Southern Arizona Association for the Visually Impaired

3767 East Grant Road, Tucson, AZ 85705

Get your Board members on the right track! It is time for them to roll up their sleeves and take on more responsibility to help your organization reach sustainability. Using a *train the trainer* approach, Dr. Bev Browning will take nonprofit Board of Director members through a rigorous SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis of the organization each member represents. This session will also cover the A to Z basics of organizational, leadership, and resource development for Board Members. **Group registration fee includes resource notebook, morning refreshments, lunch on site, and lots of surprises!**

**MENU OF TRAINING COMPONENTS - SELECTION OF FINAL COMPONENTS AT THE DISCRETION OF
DR. BROWNING BASED ON GROUP SIZE**

- Facilitating the establishment of sub-committees, written board member and volunteer responsibilities, and creating written accountability processes.
- Developing a structured orientation and training program for existing and incoming Board members.
- Creating, during the long range strategic planning process, job descriptions, conflict of interest statements, and evaluation tools for all Board members.
- Creating a Board Development Committee (existing Board members and volunteers from the community-at-large) that will be responsible for recruiting, orienting, and evaluating Board members on an annual basis.
- Identifying potential candidates for nomination to your Board of Directors.
- Training existing and incoming Board members in Roberts Rules of Order, roles and responsibilities, individual member responsibilities, functioning as a team, stopping the leaks, high level professionalism, and stakeholder investment practices including endowment development and planned giving.
- Conducting an updated SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis for pre- and post-grant comparisons.
- Conducting an environmental scan critical to your survival in all community outreach efforts.
- Developing organizational assessments, collecting and interpreting data, and reporting the findings to the Board of Directors.
- Developing/updating the Mission Statement.
- Developing/updating the Vision Statement.
- Developing the Values Statement.
- Writing the Action Plan (annual plan, objectives, responsibilities, and timelines).
- Showing the staff, Director, and volunteers how to subscribe to list serves and grant notification systems for local, state, and federal public entities.
- Training staff, volunteers, and Board members in the Logic Model process.
- Assisting the Board of Directors in creating a Fund Development Committee and identifying community members for Committee inclusion.
- Assisting the Fund Development Committee in writing a Fund Development Plan with fundraising goals and agreed upon guidelines of how the Board contributes to fund development activities.

**ONLY \$399 (up to 3 Board members per organization may attend for the \$399
group registration fee; 1 must be an officer)**

Giveaways and handouts!

Register early, seats will fill fast!

Dr. Bev is a big draw!

Information: 480-768-7400

Registration Form

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Organization:
Organization Street Address:
Organization City/State/Zip:
Organization Primary Telephone Number:
Personal Secondary Telephone Number:
Organization E-mail Address:
Names of the three Board members attending:
1.
2.
3.

Please check your form of payment (SORRY, NO PURCHASE ORDERS OR PAY AT THE DOOR REGISTRATIONS; an advance count is needed for printing, refreshments, and room setup):

___ Check enclosed (\$399 per 3-member group) - Make check payable to GWTF (Grant Writing Training Foundation) – Mail to: 120 N. Val Vista, #136, Mesa, AZ, 85213 before September 24, 2010.

___ Credit card payment with information below - Major credit cards will be accepted by Dr. Browning (your credit card statement will show a charge to BBA, Inc. dba Bev Browning & Associates). Fax your form to: 800-859-2330. Confirmations will be made via phone two days before the workshop. Credit card receipts will be available at the workshop from Dr. Browning.

Please enter credit card information below

Check one: ___ Visa ___ Master Card ___ American Express ___ Discover

Name on Credit Card:
Credit Card Number:
Credit Card Expiration Date:
Credit Card Code (for AMEX-4 digits on front; for others, 3 digits on back by signature line):
Credit Card Billing Street Address:
Credit Card City/State:
Billing Zip Code for Credit Card:
Credit Card Holder Telephone Number with Area Code:

___ (<<please check or initial) **authorize a charge of \$399 to the above credit card.**

No refunds issued; however, you may designate an alternate if you cannot attend.

A set of handouts will be mailed to all paid registrants who cannot attend or appoint an alternate in their place.

More information on products and services?

www.grantwritingbootcamp.us - Email: grantsconsulting@aol.com

480-768-7400 (Voice)/ 800-859-2330 (eFax)