



NonprofitsFirst

EDUCATION NEWSLETTER



501cPro TOOLKIT AND ACCREDITATION Q&A

Presenter: Adriene Tynes

August 2, 2019

12:00 - 12:30 pm

Come learn about the Nonprofits First products and services that can help ensure your organization meets legal requirements and implements best practices that are important to staff, clients, and donors.

Members: Free

Non-members: Free

Registration 



LEARNING LAB: EXCEL ADVANCED FORMULAS

Presenter: Diane Henderson

August 6, 2019

9:00 am - 11:30 am

Wish you more knowledgeable about Excel Formulas? Now is your chance to learn some of the most useful formulas in Excel. We will start with an overview of Formulas, go over how to use the insert function dialog box to write a function, then cover how to use Vlookup, Hlookup, Concatenate, Median, Roundup, Rounddown, and Create a hyperlink to move around a large spreadsheet or multiple sheets within the file.

Registration 

Members: \$59.99

Non-members: \$74.99



LEARNING LAB: EXCEL "12" FEATURES EVERY USER NEEDS TO KNOW

Presenter: Diane Henderson

August 6, 2019

1:00 - 3:30 pm

Excel, the most powerful spreadsheet program in the world is loaded with great features that most people are not taking advantage of. In this class you will learn how to automatically format data based on values in the spreadsheet, Transpose Data from a Row to a Column, remove duplicate records automatically, display formulas in the cell not the results, print the titles on every page automatically, and many other useful features. Also every participant will receive a copy of **The Most Useful Excel Keyboard Shortcuts**.

Registration 

Members: \$59.99

Non-members: \$74.99



LEARNING LAB: MICROSOFT ONENOTE

Presenter: Diane Henderson

August 13, 2019

9:00 am - 12:00 pm

Microsoft OneNote is a computer program for free-form information gathering and multi-user collaboration. It gathers users' notes (handwritten or typed), drawings, screen clippings and audio commentaries. Notes can be shared with other OneNote users over the Internet or a network. Microsoft OneNote lets you create and store notes in a convenient location, enabling you to find and use them simply. The organizational power of OneNote is essential to maintaining productivity..

Registration 

Members: \$59.99

Non-members: \$74.99

HATS OFF NONPROFIT AWARDS ACCEPTING NOMINATIONS



Submission Deadline: August 15, 2019

5:00pm

Now accepting nominations for the 2019 Hats Off Nonprofit Awards! Nonprofit of the Year, Lifetime Achievement, Volunteer of the Year AND MORE. Do not miss your chance to take part in this lively celebration of Palm Beach County's thriving nonprofit sector. All nominees will be celebrated and 10 honorees will be announced on Tuesday, October 1 at the Harriet Himmel Theater. Don't delay, submit your nominations today!

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INTRO TO THE MEMBERSHIP EXPERIENCE FOR POTENTIAL MEMBERS

Presenter: Marilyn Bieber

August 16, 2019

11:00 am - 12:00 pm

Curious about membership? Being a member of Nonprofits First provides a wealth of resources and tools. Those considering membership for your organization are invited to attend for a snapshot of member advantages and to learn how membership can benefit your organization. Join us for this overview and Q & A. We're here to help!

Registration 

Non-Members: Free



501cPro TOOLKIT AND ACCREDITATION Q&A

Presenter: Adriene Tynes

August 16, 2019

12:00 - 12:30 pm

Come learn about the Nonprofits First products and services that can help ensure your organization meets legal requirements and implements best practices that are important to staff, clients, and donors.

Registration 

Members: Free

Non-members: Free

REQUEST FOR GENERAL EDUCATION PROPOSALS



**Submission Deadline: August 16, 2019
5:00pm**

Proposals are being accepted from qualified instructors and facilitators with the capacity to design, develop, and

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deliver both live and online courses that support the knowledge and skills nonprofit professionals need to remain relevant and advance in their field, while promoting excellence within their organizations and the communities in which they serve.

For more information or to submit your proposal please visit [Nonprofits First General Education RFP](#).



LEARNING LAB: MICROSOFT POWERPOINT BASICS

Presenter: Gina Parsons

August 20, 2019

9:00 am - 12:30 pm

Summarizing and presenting your ideas in their best light can be make or break in situations when you want to win a contract, persuade colleagues to handle a situation in a certain way, demonstrate the progress your team has made, find new donors or volunteers. PowerPoint enables you to create dynamic presentations quickly and easily.

Registration 

Members: \$84.99

Non-members: \$99.99



10 MISTAKES YOUR ORGANIZATION IS MAKING ON SOCIAL MEDIA (AND HOW TO FIX THEM)

Presenter: Erica Linguanti

August 22, 2019

2:00 pm - 3:15 pm

Is your organization investing time (and money) into social media but not seeing results? You could be making some common social media mistakes. In this discussion we will breakdown what many nonprofits are doing wrong on social media, solutions to get your organizations message in front of new potential donors, and ultimately how to inspire people to take action for your cause!

Registration 

Members: Free
Non-members: \$24.99



LEARNING LAB: EXCEL GETTING ACQUAINTED

Presenter: Gina Parsons

August 27, 2019

9:00 am - 12:00 pm

Learn the basics of Excel. You will enter and edit information in a worksheet, modify the worksheet by resizing, adding and deleting columns and rows, learn new techniques for navigating in the worksheet, and find the method for making column and row headings locked so you can always see them. You will copy, move and sort data.

Registration 

Members: \$54.99
Non-members: \$74.99



BOARD GOVERNANCE Q&A PHONE CALL

Presenter: Jessica Cecere

August 27, 2019

2:30 pm - 3:00 pm

Join us for a live Q&A with the CEO of Nonprofits First, Jessica Cecere.

Members: Free

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NEW AND CURRENT MEMBER ORIENTATION

Presenter: Marilyn Bieber

August 30, 2019

11:00 am - 12:00 pm

Being a member of Nonprofits First offers a wealth of resources and tools. New members are encouraged to attend this introduction on how to maximize your benefits so you can get started using them right away. Existing members who would like a refresher on membership benefits are absolutely welcome, too. We're here to help!

Registration 

Members: Free



501cPro TOOLKIT AND ACCREDITATION Q&A

Presenter: Adriene Tynes

August 30, 2019

12:00 - 12:30 pm

Come learn about the Nonprofits First products and services that can help ensure your organization meets legal requirements and implements best practices that are important to staff, clients, and donors.

Registration 

Members: Free

Non-members: Free

RISING LEADERS CLASS OF 2020 ACCEPTING APPLICATIONS



**Application Deadline: September 13, 2019
5:00pm**

Rising Leaders is the only local training of its kind, transforming emerging talent into the sector's new generation of top leaders. The comprehensive six-

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month experience takes you from leadership 101 to high-level management in a supportive peer environment.

REQUEST FOR RISING LEADERS SERVICE LEARNING PROJECT PROPOSALS



Registration 

**Submission Deadline: October 18, 2019
5:00pm**

Service Learning Project Proposals are now being accepted!

Listed below are a few proposed topics from previous years:

- HR Manuals/Policies
- Board Roles/Responsibilities
- Succession Planning
- Strategic Planning
- Project Budgeting
- Marketing Campaigns
- Generating Earned Income for Nonprofits

Please submit your service learning project proposal by visiting **[Rising Leaders Service Learning Project.](#)**

501(c)Jobs

Looking for a job in the nonprofit sector?
Visit www.501cjobs.org to view job postings, submit an application, and attach your resume.



Become A Member of Nonprofits First

Members of Nonprofits First enjoy exclusive benefits designed to increase your capacity to serve the needs of your clients. In addition to the cost saving opportunities on all

Nonprofits First services, members are part of a community of nonprofit professionals with a demonstrated commitment to the continued strengthening of our industry.

JOIN NOW



Become a new member



To reserve the workstation and use this resource, contact Charlotte Gill at cgill@nonprofitsfirst.org or 561-910-3891.

Nonprofits First is a Funding Information Network partner of the Foundation Center. You know funders are out there. Foundation Directory Online is the most extensive, up-to-date database of philanthropic giving. It shows you where the funders are – and can help you win more funding. The database is free to use on-site at Nonprofits First and open to the public. Reservations are available Monday-Friday from 9 -3 PM, limited to 2 hours, and based on availability.

FREE AND OPEN TO THE PUBLIC



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