

Academy for Nonprofit Excellence Registration Form Aug - Dec 2010

1. Have you ever applied to a Virginia Community College? Yes No Been employed by a VCCS college? Yes No

2. Name: _____

Last
First
Full Middle
Preferred for Name Tags

3. Prefix: Mr. Miss Ms. Mrs. Other: _____ 4. Suffix: Jr. Sr. Other

5. Social Security Number: _____ - _____ - _____ ** (at least last 4) 6. Gender: Male Female

7. Date of Birth: _____ / _____ / _____

Month
Day
Year

**** Although providing SSN is optional, students should be aware that this information is required for students desiring transcripts. This information ensures CEUs are applied to the correct student record and accuracy of transcripts. ****

8. Email address: _____ (A course reminder will be sent to this address one week before the course begins.)

9. Former name: _____ 10. Home phone: _____ - _____ - _____

11. If you live in Virginia, provide your City or County of Residence: _____
 If you live outside of Virginia, provide the State and/or Country of Residence: _____

12. Mailing address: _____

13. Nonprofit agency with which you are affiliated: _____

14. Your position with the agency: _____ 15. Business Phone: _____ - _____ - _____ Ext: _____

16. Agency address: _____

I certify under penalty of disciplinary action that all of the information is complete and accurate. I agree to supply the college with supporting documentation related to my application, if I am requested to do so.

Applicant's Signature: _____ **Date:** _____

This institution promotes and maintains educational opportunities without regard to race, color, sex, ethnicity, religion, gender, age (except when age is a bona fide occupational qualification) handicap, national origin or other non-merit factors. Employer, SS#, sex, and race information are optional and used for research, reporting and management of student records.

Reminder emails with class location and parking instructions are sent to registered participants one week prior to class.

*** For all classes: Networking begins at 8:30 a.m. and class begins promptly at 9:00 a.m. and ends at 3:30 p.m.**

All classes meet at Tidewater Community College, 300 Granby St, Norfolk, VA 23510, 5th floor, Room 2502

Class	Cost	Date	<input checked="" type="checkbox"/>	Two Day Course Selections	Time	Location	Catalog	CEU
35370	\$85	8/5&12		Executive Director Survival Strategies	*9 – 3:30	Norfolk	BUSC 5122	1.0
60005	\$85	9/1&2		Standards and Accountability: Maintaining the public trust Part 2	*9 – 3:30	Norfolk	BUSC 5066	1.0
60023	\$85	10/6&7		Branding Facts of Life: The tagline and logo just don't matter	*9 – 3:30	Norfolk	BUSC 5310	1.0
60818	\$85	11/17 & 18		Building High Impact Teams	*9 – 3:30	Norfolk	BUSC 5318	1.0

Class	Cost	Date	<input checked="" type="checkbox"/>	One Day Course Selections	Time	Location	Catalog	CEU
60016	\$60	8/24		Building Strategic Relationships with Corporations and Foundations	*9 – 3:30	Norfolk	BUSC 5309	0.5
60819	\$60	9/21		Internet Possibilities and Pitfalls: Legal aspects of using the internet	*9 – 3:30	Norfolk	BUSC 5316	0.5
61677	\$60	10/26		Visual Communication and Passionate Storytelling for Nonprofits	*9 – 3:30	Norfolk	BUSC 5317	0.5
60031	\$60	12/7		How to Talk Online: One vision, one voice with online communication	*9 – 3:30	Norfolk	BUSC 5311	0.5

Total Tuition: _____ **Registration cannot be processed without payment.**

Method of Payment Check (payable to TCC) Money Order VISA MasterCard

Indicate card type personal corporate

Bank Card No. _____

Expiration Date _____

Holders Name _____

Signature _____

REGISTER BY MAIL: TCC *Workforce Development*, ATTN: Lillian Bailey, 300 Granby Street, Norfolk VA 23510 **FAX:** (757) 822-1141

For additional information contact: Lillian Bailey, Program Manager, 822-1170 or lbailey@tcc.edu
 Vickie Parker, Program Specialist, 822-1159 or vparker@tcc.edu

Full course descriptions, instructor biographies, and program information may be found at <http://www.tcc.edu/wd/academy>

ACADEMY FOR NONPROFIT EXCELLENCE

August through December 2010 Courses

Aug 5 & 12 Executive Director Survival Strategies

Jane Stein

If you are like most nonprofit executive directors, you find leading your nonprofit to be rewarding but challenging. This two-day course will provide practical insights, inspiration, and tools to meet the real life challenges and rewards of leading a nonprofit organization--and to thrive in this big job. Topics include understanding the nonprofit culture; roles of the executive director, board and staff; sound financial management; and leadership development.

Aug 24 Building Strategic Relationships w/Corporations & Foundations

Amy Nisenon

Corporations and foundations are important sources of support for nonprofit initiatives. This course is designed as an overview of the fundamentals of corporate and foundation philanthropy through the eyes of a funder. Participants will better understand what is involved in soliciting support from corporations and foundations, both local and national.

Sep 1 & 2 Standards and Accountability: Maintaining the public trust Part 2

Naomi Takeuchi

Designed to support board members and staff leaders as they strive to meet high standards of ethical conduct, accountability, and transparency, the standards and accountability course series explores tools and resources to evaluate and improve business practices to bring them in line with commonly accepted accountability standards. Part II will cover planning, governance, public policy & advocacy, strategic alliances, evaluation, and accounting principles. Attendance at part I is not a prerequisite for part II.

Sep 21 Internet Possibilities and Pitfalls

Attorneys from Stephen D. Lentz and Associates, PLC

This course will examine and explain the legal, technical and strategic implications of internet activity for nonprofit organizations. We will cover fundraising, state charitable solicitation registration, and internet security for your organization and its employees/volunteers. We will also review the legal issues on the horizon as internet law continues to evolve. Finally, we will discuss and demonstrate some of the most cost-effective programs for maximizing your IT department and your internet presence!

Oct 6 & 7 Branding Facts of Life: The tagline and logo just don't matter

Rick Schwartz

Clients, donors, community leaders and funders all have different brands for your organization. Even your staff and board members have different "brands." Are these all the brands you want your agency known by? Learn the key elements of nonprofit branding, including discovering your current brand, aligning operations to achieve the desired brand, understanding why branding is the responsibility of the entire nonprofit, identifying ways to control your brand and much more.

Oct 26 Visual Communications & Passionate Storytelling for Nonprofits

Chris Tyree

The strength of most nonprofits is the stories behind their missions. The challenge is to capture and share these stories in a way that excites, informs and energizes their current and potential supporters. In this class, students will work to hone their organization's narrative and then discuss both the technical and philosophical approach to visually communicating that message through still images and video.

Nov 17 & 18 Building High-Impact Teams

Bob Kenney, PhD

This 2-day workshop will introduce job applicants to fundamental tools and techniques for understanding how to effectively participate in work teams and to solve team problems. We will focus on the interpersonal team skills that can help supervisors and other team members to more effectively serve and contribute to their teams. This workshop will help equip and empower participants with tools that directly affect a team member's ability to help move the team to higher levels of performance. Learn to balance personal and professional values within teams, giving and receiving feedback, conflict styles and constructive use of problem solving, characteristics of effective teams, and much more.

Dec 7 How to Talk Online: One vision, one voice with all your online communications

Tom Noffsinger

Are you communicating effectively online? Is your organization speaking with the right voice on your web site, in blogs, on Twitter and Facebook? How do you decide what is the right message, and where to "talk" online? Learn how to develop an effective online message strategy, what is acceptable, how to track online messages and how to handle negative online comments. This course is a practical guide to learning how to approach online communications, including social media, message consistency, and developing and implementing an online communications strategy that fits with overall marketing efforts.

Earn a Certificate in Nonprofit Management: Complete any combination of one- and two-day courses that equal 10 continuing education units (CEUs). Museum professionals may also apply CEUs towards the Certificate in Museum Management, a program sponsored by the Virginia Association of Museums. For more details on the museum program, visit the Virginia Association of Museums' web site at vamuseums.org.

The Academy is generously funded by The Hampton Roads Community Foundation.