

How to Form a 501 (c) (3)

In this *Leadershop*, participants will learn the definition of a 501(c)(3) as well as the steps necessary to start the nonprofit from scratch by participating in the creation of a fictional nonprofit. They can, at the same time, complete some of the steps to creating their own. As well as paperwork requirements for state and federal filings, mission statements, bylaws and wise policies will be addressed. How to form and educate a board will be discussed. The *Leadershop* is great for:

Those wanting to create or in the process of creating a 501(c)(3)

Those wanting to validate that a young nonprofit was set up correctly and that there are no missing pieces

Those wishing to convert from another type of entity (i.e. LLC) to 501(c)(3) status.

Early 501(c)(3) Development

Those who attend this *Leadershop* will become familiar with the building blocks to launching and maintaining a 501(c)(3) after the designation has been received. Annual planning, budgets, prioritizing, standing committees, documentation, boards, staff, volunteers, fundraising and promotion strategies will all be covered.

Those who would benefit most:

Newly formed 501(c)(3) organizations

Board members, volunteers and staff new to their roles

Seasoned 501(c)(3) members who want to ensure they have all the bases covered

Those wanting to revitalize or revamp an existing 501(c)(3)

For information on length, price or date availability for any of these training programs, contact us at through the website or via the phone number given on the back

Building the Team That Builds the Dream



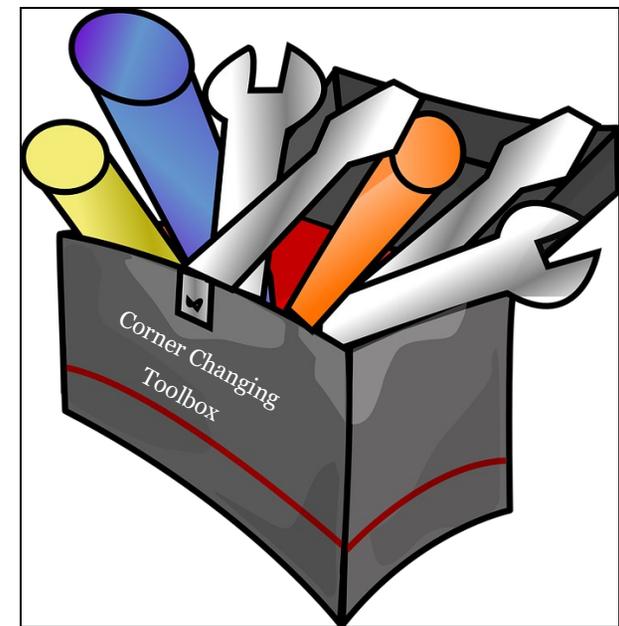
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Ordinary, everyday people can
(and do) change their corners of
the world in extraordinary, lasting
ways all the time

Practical, easy to understand, easy
to implement information is the
critical tool in your “corner of the
world changing” toolbox

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Results Catalyst Consulting's *Leadershops* are a great tool to have in your corner changing toolbox. Our *Leadershops* are information packed programs based on real life experience and time tested practices. Whether you are a nonprofit, for profit, chamber, municipality or individual, our programs are designed to help you achieve your goals more quickly and with less frustration.

Our *Leadershops* are affordably priced. We come to your location to best enable those most involved in your mission. We will even do nights or weekends since we know many of you are volunteer based.

Included in this brochure is a list of some of our more asked for *Leadershops*. If there is a program, you don't see but are eager to have, don't hesitate to ask if we provide the desired training.

Organizational Strategies to Avoid Burnout

One of the biggest threats to all organizations which utilize volunteers and skeleton staffing is burnout. In this *Leadershop*, causes of burnout as well as strategies to address burnout will be discussed. Volunteer recruitment, accountability, communication and appreciation will all be explored. This *Leadershop* is great for:

Board members

Staff

Volunteers

Committee heads

Event chairs

Anyone who uses volunteers as part of their operation



How to Create an Annual Plan

Yogi Berra is quoted as saying, "If you don't know where you're going, you might wind up someplace else." One of the keys to staying true to mission, avoiding burnout, keeping focus and moving forward with purpose and success is a solid plan. In this *Leadershop*, participants will work hands on to create key elements of an annual plan for their organization that can be taken back and fleshed out. You will also learn the value of having a plan with regard to budgeting, grants, volunteer commitment, the "you should do this" people and community perception. This *Leadershop* is great for:

Board members and staff

Those who want to expand what they do with the people/resources they have

Those feeling overwhelmed; five people seem to be doing it all

Nonprofit Board Formation & Responsibilities

In this *Leadershop*, attendees will learn how to use the basic motivators for serving on a board to understand and maximize their boards. Targeting and approaching potential board members, board orientations and board manuals will be discussed. Legal responsibilities associated with serving on a board, term limits, board "bullies" and how to handle issues which will arise will be examined. This *Leadershop* benefits:

Existing board members

Staff

Nominating Committees

Prospective board members

Those forming a new nonprofit

Those guiding a young or struggling nonprofit

How to Organize & Host an Art Festival

In this *Leadershop*, participants will learn how to execute, fund and grow a successful art festival. Things like choosing a date, committees needed, timeline, jury process, resources, attracting quality artists, attracting patrons, grounds layout, ancillary vendors, artist treatment and navigating difficult situations will be addressed. How to achieve balance in media and style within a medium will be discussed. A promotions plan will be explored. Presentation can be tailored to other types of festivals as well. This *Leadershop* is great for:

Any organization wanting to add an art festival to their schedule of events

Organizations with existing art festivals who want to amp up their event

Staff or volunteers who want to pitch an art festival to an organization armed with information and confidence

Artists who might want to see the "other side" of an art festival to help them evaluate how to choose events in which to participate

Temporary Public Art on a Budget

Making art more accessible and part of the fabric of everyday life is possible, even in small towns and even on a budget. This *Leadershop* will talk about projects which can be done on shoe string budgets but create huge impact. We will also touch on permanent public art ideas on small budgets in smaller towns or neighborhoods. This *Leadershop* is for:

Organizations, schools, committees or individuals wanting to introduce public art in a fun, affordable way

Those wanting some great temporary public art project ideas

Organizations wanting to add temporary and permanent public art to their programming to ensure ready access in communities/neighborhoods/parks