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## Spring 2012 Course Schedule

### TO REGISTER:

- Contact El Centro Community College: 214.860.2696
- Tell the registrar you are a member agency of the North Texas Food Bank and you would like to sign up for a course with Agency University
- Provide the course *name* and *number* along with any additional information

***\*Note: In order to receive Continuing Education Units issued by Dallas County Community College District, and Tier credit from the NTFB, you must complete all sessions within a registered course.***

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### Course Name: Board Governance LIVE – 9 Hours

**EDUZ.1000.53401**

Instructor: Froswa' Booker-Drew, Texas Association of Nonprofits Organizations (TANO)

*Roles & Responsibilities of Board Members – 3 hours*

In this session, participants will learn more about the expectations of board members through the eyes of the State of Texas and the IRS (Federal Government). Discussions will include information regarding board structures, committees, and advisory boards. Ethics will also be discussed.

*Recruiting Board Members – 3 hours*

Getting the right people on the bus is critical in order to ensure a functioning board. Learn more about the use of a board matrix in addition to opportunities to tap into diverse communities. In this workshop, participants will discuss generational issues and trends, and how boards can use these dynamics to their advantage.

*Creating an Effective Fundraising Board – 3 hours*

Boards are responsible for the strategic vision of the organization as well as assisting in raising funds. In this 101 workshop, learn more about opportunities for boards to engage in fundraising. This workshop will also talk about cultivating leadership on the board to create a sustainable organization.

***Course designed for Executive Directors, Nonprofit Managers, and Board Members, but open to anyone.***

Sessions	Dates	Times		Registration Deadline
Roles & Responsibilities of Board Members	March 27, 2012	1:00 pm – 4:00 pm	Live @ NTFB	March 23, 2012
Recruiting Board Members	April 3, 2012	1:00 pm – 4:00 pm	Live @ NTFB	March 23, 2012
Creating an Effective Fundraising Board	April 10, 2012	1:00 pm – 4:00 pm	Live @ NTFB	March 23, 2012

***\*You must complete ALL 3 of the above sessions to receive one course credit***

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### Course Name: Volunteer Management ONLINE – 9 Hours

**BMGT.1012.53401**

Instructor: Mary Beth Harrington, Texas Association of Nonprofits Organizations (TANO)

*The Four R's of Volunteer Management: Recruitment, Recognition, Retention = Revenue – 3 hours*

Volunteers are (or at least should be!) an integral part of any nonprofit organization. While more people volunteer today than ever before, they are volunteering less hours, so as nonprofit leaders we have to learn how to more effectively utilize the new breed of volunteer. In this session, you will learn: how volunteers impact the bottom line of your budget; how to effectively utilize every possible volunteer; and how to recruit the volunteers you need and then keep them.

'5 to 500' Recruiting & Converting Group Volunteers into Permanent Volunteers – 3 hours

Working with groups of volunteers requires an adaption of the customary volunteer management process. By doing this effectively you can convert a percentage of the groups into permanent volunteers not to mention donors to your organization. In this session, participants will learn: how to recruit specific groups of volunteers; how to adapt your policies and procedures to accommodate these groups and what to do with critical elements like criminal background checks; and what you need to have in place to convert these volunteers to volunteering with your organization more than once.

Risk Management and Quality Assurance: From Legal to the Letter – 3 hours

Most organizations do not realize there is an increase in volunteers suing nonprofits for everything from workman's compensation claims to wrongful dismissal. In this session we cannot teach participants how to avoid a lawsuit but rather be in a better position to win a suit should one be filed against them. In this session, participants will learn: elements covered in the Volunteer Protection Act; risk management techniques they should employ; and how to ensure quality assurance throughout your volunteer organization.

<b>Sessions</b>	<b>Dates</b>	<b>Times</b>	<b>Registration Deadline</b>
The Four R's of Volunteer Management	February 6 – May 10	View online only*	April 27, 2012
'5 to 500': Recruiting & Converting Permanent Volunteers	February 6 – May 10	View online only*	April 27, 2012
Risk Management & Quality Assurance	February 6 – May 10	View online only*	April 27, 2012

*\*You must complete ALL 3 of the above sessions to receive one course credit*

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**Course Name: Grant Writing 101 ONLINE – 10 Hours**

**ETWR.1000.53401**

**Instructor: Richard Amory, NTFB Grant Manager**

Prospecting and Planning – 3 Hours

Money doesn't grow on trees - and grantors won't dish out the cash unless there is a specific need! Learn how to determine your need for funding, identify potential grantors, and understand application guidelines.

Proposal Development – 3 Hours

What components make a proposal stand out in a crowd? Learn how to sell your organization to grantors using the appropriate tools such as a well-formed case for support, specific goals, and a detailed budget.

Cultivation and Reporting – 3 Hours

Receiving your grant is hardly the end of the process. Effectively collecting data, tracking spending, and reporting progress are important and can benefit your organization in more ways than one!

Practice Experience – 1 Hour

Practice writing a grant by completing the NTFB *Rethink Hunger* grant application. Applicants will be eligible to receive a grant up to \$10,000, if all requirements are met. You will also have the opportunity to speak directly with Richard Amory, NTFB Grant Manager, via conference call to ask questions regarding your grant application.

<b>Sessions</b>	<b>Dates</b>	<b>Times</b>	<b>Registration Deadline</b>
Prospecting and Planning	February 6 – May 10	View online only*	April 27, 2012
Proposal Development	February 6 – May 10	View online only*	April 27, 2012
Cultivation and Reporting	February 6 – May 10	View online only*	April 27, 2012
Grant Writing Practice Experience	Final Draft Due May 10, 2011		

*\*You must complete ALL 3 of the above sessions and complete Practice Experience in order to receive one course credit.*

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**Course Name: Dietary Habits and Nutrition ONLINE – 7 Hours**

**DITA.1037.53401**

**Instructor: Katherine Lindholm RD, NTFB Nutrition Education Manager**

Food and Nutrition – 2 hours

Food is both pleasurable and functional. Students will learn simple tools for a healthier diet and why food matters from a Registered Dietitian.

Special Diets – 2 hours

Member Agencies will learn about various dietary restrictions, why these restrictions exist and how they can modify food packages or meals to accommodate these challenges.

Menu Planning – 2 hours

This class will demonstrate the art of food combinations. Differing agencies will link their current model of food distribution with creative ways to serve and distribute flavorful and balanced foods.

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Independent Assignment – 1 hour

Students will combine newly acquired knowledge with practical applications. This assignment is due by the end of the course.

<b>Sessions</b>	<b>Dates</b>	<b>Times</b>	<b>Registration Deadline</b>
Food and Nutrition	February 6 – May 10	View online only*	April 27, 2012
Special Diets	February 6 – May 10	View online only*	April 27, 2012
Menu Planning	February 6 – May 10	View online only*	April 27, 2012
Independent Assignment	Due by May 10		

*\*You must complete ALL 3 of the above sessions and complete the Independent Assignment in order to receive one course credit.*

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**Course Name: Community Gardening 101 ONLINE – 9 Hours**

**HORZ.1000.53401**

**Instructor: Dotty Woodson Ed. D., Texas Agri-Life Extension**

Intro to Community Gardening & Vegetable Gardening – 3 hours

This session will address the question ‘What is a community garden?’ and will cover information on starting a vegetable or herb garden in your community. Whether you want a plot in a community garden or on your property, this class will provide information about vegetable gardening from selecting crops to harvesting.

Starting Seeds, Soil Prep, Compost, and Mulch – 3 hours

Learn how to plant vegetables seeds in the greenhouse, on the window sill or under lights to make vegetable gardening affordable and successful. In order to grow good vegetables soil requires good drainage, nutrients, and water absorbing and holding capacity. Learn how compost added to the soil will provide all these requirements. Class will also include a hands-on demonstration of drip irrigation set-up, as well as rain barrel design and construction.

Insect Control, Harvesting and Storage – 3 hours

Learn insect control by understanding the types of insects that are beneficial for pollinating plants, and controlling other insects as predators, parasites or parasitoids. Harvesting and storage are keys to providing a safe, sustainable food supply. This class will also look at the importance of sanitation, timing, canning, freezing and drying vegetables.

<b>Sessions</b>	<b>Dates</b>	<b>Times</b>	<b>Registration Deadline</b>
Intro to Gardening/Vegetable Gardening	February 6 – May 10	View online only*	April 27, 2012
Starting Seeds, Soil Prep, Compost, & Mulch	February 6 – May 10	View online only*	April 27, 2012
Insect Control, Harvesting & Storage	February 6 – May 10	View online only*	April 27, 2012

*\*You must complete ALL 3 of the above sessions to receive one course*

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**Course Name: Technology for Nonprofits ONLINE – 9 Hours**

**ITNW.1007.53401**

Getting Started: Develop Your Technology Plan – 3 Hours

How tech-savvy is your organization? Learn about your options for growth and the special considerations that must be tackled when applying new resources.

Metrics: Using Technology to Tell Your Story – 3 Hours

Showcase your work to potential donors, volunteers and clients in an easy-to-understand way using current technology tools. It’s an easy and efficient way to modernize your marketing and public relations efforts.

Social Media: The Way of the Future – 3 Hours

Do you know how to “tweet”? Does your organization have “friends” or “fans”? Social media sites such as “Twitter and “Facebook” are central to reaching donors of the younger generation. We’ll show you how to get in the loop!

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Metrics: Using Technology to Tell Your Story	February 6 – May 10	View online only*	April 27, 2012
Social Media: The Way of the Future	February 6 – May 10	View online only*	April 27, 2012

*\*You must complete ALL 3 of the above sessions to receive one course credit*

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**Course Name: Board Governance ONLINE – 9 Hours****EDUZ.1000.53402****Instructor: Froswa' Booker-Drew, Texas Association of Nonprofits Organizations (TANO)***Roles & Responsibilities of Board Members – 3 hours*

In this session, participants will learn more about the expectations of board members through the eyes of the State of Texas and the IRS (Federal Government). Discussions will include information regarding board structures, committees, and advisory boards. Ethics will also be discussed.

*Recruiting Board Members – 3 hours*

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*Creating an Effective Fundraising Board – 3 hours*

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\*\* Pre and Post Assessments will be distributed to participants at the workshop. A follow-up assessment will also be provided three months after the workshop to determine if the information created a change in board culture in the organization.\*\*

**Sessions**

Roles & Responsibilities of Board Members  
Recruiting Board Members  
Creating an Effective Fundraising Board

**Dates**

**April 3–May 10**  
**April 10 – May 10**  
**April 17 – May 10**

**Times**

View online only\*  
View online only\*  
View online only\*

**Registration Deadline**

April 27, 2012  
April 27, 2012  
April 27, 2012

***\*You must complete ALL 3 of the above sessions to receive one course credit***