

# N.P. Connection

Volume 1, Issue 1

July 15, 2009

## Highlights

- 2009 Member book posted on NPCOS Web site. Visit [WWW.NonprofitChamberKS.org](http://WWW.NonprofitChamberKS.org)
- 38 Available Jobs on Jobs Posting Page of NPCOS Web site.
- Facebook 101 popularity sparks additional session
- NPCOS is now on Facebook
- Saving budget dollars by utilizing discount mailing procedures
- Earn your certificate of Civic Leadership from the Kansas Leadership Center
- Earn your certificate as a Special Events Planner from the Nonprofit Chamber of Service

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## Special Events Planning: Making A Special Event Special

Special events are essential for many nonprofits. They are a source of funding. They form a connection with individuals in the community to a nonprofits mission. Special events can be time consuming and although there are rewards and opportunities created by holding special events, there are also many ways in which a special event can go bad. There are steps that can be taken to minimize the challenges and chance for disaster. The four part series entitled "Making A Special



Event Special" is directed at informing attendees of the many important aspects to consider when creating a special event and event planning committees. Session one addresses the many types of events that organizations may choose to develop and some of the challenges and opportunities that each provide. Session two will focus on committee selection, theme development, choosing a venue and obtaining sponsorship. The third session will address the steps that can be taken to ensure good attendance, invitation design that is both effective and affordable, as well as target marketing to reach the events intended audience. Session four will look at the



many ways to create the "WOW!" factor that keeps attendees coming back year after year. This series is sure to help participants gain an understanding of how to create special events that get the intended results. Participants who complete all four sessions will receive a Special Events Planner Certificate awarded by the Nonprofit Chamber of Service. For more information such as dates, time, panelists and registration information see page 2.

## Direct Mail Distribution: How To Reduce Costs and Maximize Impact

Like it or not, direct mailing holds an important place in nonprofit organizations. Sure, e-mails have their place, but nothing can quite replace the old fashioned snail mail. We use it for direct appeals, event notifications, invitations, newsletters and many other mailings. As the price of postage continues to rise, the effective

use of discount mailing procedures and well managed databases becomes increasingly vital to the bottom line. David Banowetz will present "Direct Mail Distribution: How To Reduce Costs and Maximize Impact" on August 6, 2009. Banowetz has been in operations, customer service and sales for PreSort Postal, Inc. for

11 years. He has a Master's Degree in Community Organization from the University of Missouri and has fifteen years experience with United Ways in Iowa and Wichita in planning, allocations and government relations. For more information about this event see page 2.



# Dates to Remember

## July 21, 2009:

### **The Many Faces of Special Events: Are You Reflecting Your Mission?**

Session one of the four part series: "Making A Special Event Special." Attendees who attend all four sessions will receive a certificate as a Special Events Planner from the Nonprofit Chamber of Service.

Time: 1:00 PM-3:00 PM

Location: Wichita Marriot Hotel,  
9100 Corporate Hills Drive, Wichita

Cost: \$15 Members/ \$40 Nonmembers

Discount: Attend all four sessions for \$55 Members/\$150 Nonmembers

## August 6, 2009:

### **Direct Mail Distribution: How to Reduce Costs and Maximize Impact**

Time: 10:00 AM-12:00 noon

Location: Youthville, Inc.,  
4505 E. 47th Street, Wichita

Cost: \$15 Members/ \$40 Nonmembers

## July 30, 2009:

### **Night School For Boards: Civic Leadership for Board Members**

Session one of a three part series. Attendees who attend all three sessions will receive a certificate of Civic Leadership from the Kansas Leadership Foundation.

Time: 6:00 PM-7:30 PM

Location: Kansas Leadership Center,  
300 N. Main, #300, Wichita

Cost: \$15 Members/ \$40 Nonmembers

Discount: Attend all three sessions for \$40 Members/\$110 Nonmembers

## August 17, 2009:

### **Getting The Attendance: Invitation Design & Target Marketing**

Session three of the four part series: "Making A Special Event Special."

Time: 1:00 PM-3:00 PM

Location: Wichita Marriot Hotel,  
9100 Corporate Hills Drive, Wichita

Cost: \$15 Members/ \$40 Nonmembers

Discount: Attend all four sessions for \$55 Members/\$150 Nonmembers

## August 31, 2009:

### **Night School For Boards: Civic Leadership for Board Members**

Session two of a three part series. Attendees who attend all three sessions will receive a certificate of Civic Leadership from the Kansas Leadership Foundation.

Time: 6:00 PM-7:30 PM

Location: Kansas Leadership Center,  
300 N. Main, #300, Wichita

Cost: \$15 Members/ \$40 Nonmembers

Discount: Attend all three sessions for \$40 Members/\$110 Nonmembers

## August 5, 2009:

### **Planning Your Special Event: Committee, Theme, Venue & Sponsors**

Session two of the four part series: "Making A Special Event Special." Attendees who attend all four sessions will receive a certificate as a Special Events Planner from the Nonprofit Chamber of Service.

Time: 1:00 PM-3:00 PM

Location: Wichita Marriot Hotel,  
9100 Corporate Hills Drive, Wichita

Cost: \$15 Members/ \$40 Nonmembers

Discount: Attend all four sessions for \$55 Members/\$150 Nonmembers

## August 25, 2009:

### **The WOW! Factor: Logistics That Excite All Five Senses**

Session four of the four part series: "Making A Special Event Special"

Time: 1:00 PM-3:00 PM

Location: Wichita Marriot Hotel,  
9100 Corporate Hills Drive, Wichita

Cost: \$15 Members/ \$40 Nonmembers

Discount: Attend all four sessions for \$55 Members/\$150 Nonmembers

## September 29, 2009:

### **Night School For Boards: Civic Leadership for Board Members**

Session three of a three part series. Attendees who attend all three sessions will receive a certificate of Civic Leadership from the Kansas Leadership Foundation.

Time: 6:00 PM-7:30 PM

Location: Kansas Leadership Center,  
300 N. Main, #300, Wichita

Cost: \$15 Members/ \$40 Nonmembers

Discount: Attend all three sessions for \$40 Members/\$110 Nonmembers



**REGISTER FOR ANY OF THESE EVENTS BY FAXING OR MAILING REGISTRATION FORM TO THE NONPROFIT CHAMBER OF SERVICE. FORM IS ON BACK COVER OF THIS NEWSLETTER. PHOTOCOPIES WILL BE ACCEPTED.**

# Night School for Boards: Civic Leadership for Board Members

Much of civic life revolves around our local communities and non-profit leaders are often at the fore of civic leadership.



Civic leadership for board members is a three-part series focusing

on board governance and community leadership./ Attendees in this series of workshops will garner the cutting-edge approaches to leadership through experiential, transformative, and reinforcing teaching methodologies. Attendees completing all three sessions shall receive a certificate of Civic Leadership from the Kansas Leadership Foundation.

All three sessions will be held at the Kansas Leadership Center from 6:00 PM until 7:30 PM. Session one will be held on July 30, 2009, session two will be held on August 31, 2009 and session three

will be held on September 29, 2009.

Additional information is available on the NPCOS Web site as well as on Facebook and page 2 of this newsletter.



## Facebook Session Popular, Second Session Added

Facebook 101 was held on July 15, 2009. Originally it was scheduled for ten attendees who wanted a hands on tutorial in setting up a Facebook page. However, the number of individuals who requested registration encouraged the addition of an additional session.

Social Media is becoming a neces-

sary step for not only individuals, but also organizations. Facebook offers an outlet for information distribution as well as professional networking. In fact, the Nonprofit Chamber of Service has joined Facebook recently.

NPCOS will use Facebook to inform "fans" of upcoming event details and to post photos taken at

NPCOS events. Several photos and events are already posted and will continue to be in the weeks and months ahead. Add yourself as a "fan" and receive notification when we add a photo of you.



## Available Employment Positions on NPCOS Web site

One of the many benefits a membership with the Nonprofit Chamber of Service provides is the opportunity to list available positions on the Job Postings page of the NPCOS Web site. With the economy



the way it is, there are several people out there looking for employment. If you know someone looking for employment, or if you yourself are looking to get a NEW

exciting career, check out the 37 positions currently posted on the Web site. There are openings for everything from a cashier to an Executive Director. The Web site address is [WWW.NonprofitChamberKS.org](http://WWW.NonprofitChamberKS.org)

# REGISTRATION FORM

Please register me/us for the event entitled:

EVENT: \_\_\_\_\_

Attendee(s): \_\_\_\_\_

Enclosed is a check in the amount of: \_\_\_\_\_



## KANSAS NONPROFIT CHAMBER OF SERVICE

Mailing Address: P.O. Box 47012  
Wichita, KS. 67218  
Office Address: 1999 N. Amidon, Ste. 373  
Wichita, KS. 67203

Phone: 316.440.6744  
Fax: 316.440.6747  
E-mail: NPCOS@NonprofitChamberKS.org  
Web-site: WWW.NonprofitChamberKS.org

The Nonprofit Chamber is an organization created by nonprofits to serve nonprofits and is governed exclusively by nonprofit executives.

The Nonprofit Chamber of Service's mission is to assist all Kansas nonprofits in achieving their maximum potential through collaborative efforts directed towards best practices, improved governance and community engagement.

## Perry L. Schuckman, Executive Director Nonprofit Chamber of Service

The Nonprofit Chamber of Service is directed by Perry L. Schuckman. With more than 30 years of nonprofit management/governance experience, his background provides an understanding of the unique opportunities and challenges facing the nonprofit sector.

His education includes an AA from Hutchinson Community College, a BA in Political Science from San Jose State University, a MPA from Wichita State University's Hugo Wall School of Urban and Public Affairs and a certificate in Nonprofit Management.

Having opened the first adult homeless shelter in San Mateo, CA, he went on to

become Executive Director of Samaritan House, a holistic approach to assisting the community in its efforts of neighbor-helping-neighbor. Included in his management experience was the founding and operations of two free clinics, education and tutorial programs, counseling, food programs and community advocacy. He is in his fourth year as the first Executive Director of the Nonprofit Chamber of Service.

