

League Offers Workshops for Members



The League is now offering its members an opportunity to host workshops designed to strengthen your organization and make it a sustainable society for the future. Each of the workshops is two hours long. Participants will pay a small fee to cover League costs. The workshops being offered are:

1. **Your Mission Statement, Vision Statement and Developing Your Long Range Plan** Your mission statement is the heart of your organization. Is it clear and concise? Do your Board and your members know exactly what you are all about? Do you know where you are headed? This workshop will cover these basic documents that are critical for the success of any organization.
2. **Preparing a Good Budget, Filling Out Your Financial Reports** Are you applying for or considering applying for grants? Do you want to attract large supporters? It's not enough to say how much you want, you have to say why you want it. And your financial information must be in "good order." This workshop will cover preparing your annual budget and required financial reports as well as the various financial forms required for grants or support requests.
3. **Writing a Good Narrative, Using Boilerplate Documents** Are you applying for grants? Are you asking for corporate support? The narrative is the heart of any grant application. This workshop will give you the tools you need to write successful grant narratives, as well as shortcuts to make the grant writing process less time consuming.
4. **Board Composition, Leadership, Developing Volunteers** The success or failure of your organization depends on having the right board and good people in leadership roles. Many of your board members will come from the ranks of volunteers. This workshop will cover how to insure you have a dedicated and effective board, including board roles and responsibilities, and how to recruit volunteers and develop them into board candidates.

There are a few conditions that the host organization(s) will need to meet: **all workshops will be on Saturdays; there must be a minimum of 10 and a maximum of 50 participants in order to facilitate interaction among participants;** the workshop venue would ideally have tables so participants have a place for papers and to write notes; you must offer 2 workshops on the designated day, with session 1 at 10 am, a 12 to 1 pm lunch break and session 2 from 1 to 3 pm; you can mix and match the two workshops. If you have too many participants for one session, the morning workshop can be repeated in the afternoon instead of two different workshops.

The League will handle all registrations, and provide coffee, tea and pastries in the morning and lunch for the participants. **We suggest any group who is interested should work with other organizations in your area to encourage attendance, find an appropriate venue, etc.** For more information or to schedule workshops, please email Pary Tell at parytell@gmail.com or call 609-425-8480.