



THE VANNO VOICE

Virginia Network of Nonprofit Organizations (VANNO)
*Providing affordable information, resources and advocacy for
nonprofit organizations throughout Virginia.*

February 2008

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Dear Deborah,

Greetings! We are pleased to bring you the February edition of the VANNO Voice -- your link to news and resources for Virginia's nonprofit sector! We encourage you to forward this valuable information to your colleagues, both inside your organization and throughout your community. You can also read past issues on the VANNO website at www.vanno.org.

Training & Networking Opportunities

Register Now for the National Nonprofit Congress. The NCNA and Nonprofit Congress [National Meeting - Convene Connect Commit](#) is just three months away (June 1-4, 2008)! Registration is underway at www.nonprofitcongress.org. Don't let finances deter your participation in the National Meeting! NCNA has provided some [funding resources](#) for you to use, including a sample funding proposal, tips on writing good proposals, and a list of some available grants. VANNO will be hosting several Town Hall Meetings this spring in Danville, Blacksburg, Charlottesville, Roanoke, Richmond, and Virginia Beach. See www.vanno.org for announcements as to dates and times.

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Learn about the services of the Partnership for Nonprofit Excellence. Learn how to connect with area organizations and civic-minded businesses and individuals; how to request volunteers; how to advertise your available trainings, events, services, jobs, items needed, and more; how to identify funding opportunities, nonprofit "how-to" resources and local data to drive your program planning; and how to register for accredited courses that will improve your or your staff's management, leadership or technical skills. March 5, 9:00 -10:30 am, The Community Foundation serving Richmond & Central Virginia, 7501 Boulders View Dr., Suite 110. **No Cost.** For more information and to RSVP, call (804) 827-2168.

Small Nonprofits, Learn What You Need to Know to File Form 990-N. Participate in this webinar series on Changes to the Form 990, sponsored by VANNO and NCNA. Hear from the experts, get answers to your questions, and gain insights into what you need to do NOW to better prepare your nonprofit for its 2009 filing, receive the most recent guidance from the IRS on your specific questions, learn about what small nonprofits are required to file on the new Form 990-N, and prepare your organization to file electronically. **Cost:** \$35 per webinar or \$90 for the whole series. ***VANNO members get additional discount-contact us for a discount code at info@vanno.org.*** To register, visit www.ncna.org. March 6, March 20, and April 3.

7 Measures of Success: What Remarkable Associations Do That Others Don't. The Virginia Society of Association Executives is sponsoring this seminar and luncheon on March 7 in Richmond. Registration is available online at www.vsae.org/calendar.cfm.

VANNO partners with The Phoenix Project, Community Wealth Ventures, and the State Council of Higher Education in Virginia to host "Accelerating Social Entrepreneurship in Virginia, Round II". This luncheon and half-day conference will feature Governor Tim Kaine and Lt. Governor Bill Bolling, along with a VIP panel discussion, followed by several exciting break-out and plenary sessions to discuss new strategies for aligning the nonprofit, private, public, and academic sectors to tackle some of Virginia's most pressing challenges. To learn more and to register, visit www.phoenixproject.org/socialentrepreneurship/events/roundtwo.

Nonprofits in Virginia: New Statutes, New Rules, New Forms - Creating and Advising Tax-Exempt Organizations - sponsored by Virginia's Committee on Continuing Legal Education, will cover organizational, operational and liability concerns in establishing and maintaining your nonprofit; the state's role in charitable solicitation; the SCC's role in the incorporation of non-stock corporations such as churches and other nonprofits; basic rules for tax exempt entities; unrelated business income; IRS Forms 1023, 1024, and 990; the Pension Protection Act of 2006; and other recent developments. The program runs from 9:00-4:40 and is available on two dates and locations: March 27 at the Richmond Marriott, 500 E. Broad Street and March 28 at the Crowne Plaza Tysons Corner (formerly the Holiday Inn), 1960 Chain Bridge Road. Featured speakers include J. William Gray, Jr., Partner, Hunton & Williams LLP; Henry A. Hart, General Counsel Society for Human Resources Management; David B. Irvin, Office of the Attorney General; and Joel H. Peck, Commissioner, State Corporation Commission. ***VANNO members are eligible to register at a special discount rate of \$175 (includes lunch)***. Simply enter the code "VANNO" on your registration form before you mail or fax it, or tell the operator when you call to register by phone. (You cannot register at a discount online.) For more information contact Nancy B. Miner at 434-951-0035.

Learn the Seven Steps to Successful Volunteer Recruitment. Participate in this on-line course where you will learn what needs to be in place before recruitment begins, how to develop a recruitment plan, how to recruit and how long the potential volunteer will serve, how to identify and overcome barriers to recruitment, expectations of volunteers, and where to look to recruit volunteers. To register visit University of North Texas Lifelong Education at Desktop leadonline.info

VANNO Services & Benefits

2008 State of the Sector Report -- Now Available! Visit www.vanno.org to download this valuable summary of statistical data about the size and scope of Virginia's nonprofit sector. Included among data is a listing of the top 10 foundations both by size of assets and distributions.

VANNO Members Get Even Lower Rates on Ready Talk Member Benefit. A new two-year agreement means a decrease in rates to \$.04 per person per minute for audio and \$.08 per person per minute for web. In addition, a new web subscription allows you to bump an access code up to unlimited web conferences with 150 participants or less for \$99/month for the web.

Need to Protect Your Data? Try DS3 Data Vaulting for 30 Days. Is your organization's most important treasure -- your data resources -- fully protected? VANNO is working to provide a cost effective tool that could help. DS3 DataVaulting has offered to set up their system so that VANNO member organizations have the ability to check out and participate in their services on a trial basis - free of charge. Continuous Web-based and in-person training sessions and proactive monitoring of your backups will mean no more backup tapes. The cost of the service will depend on the amount of data DS3 DataVaulting manages for us collectively. Please consider participating in this golden opportunity, use the service and offer your feedback as we continue in our negotiation process. Please contact DataVaulting account rep, Blake Zach at bzach@ds3datavaulting.com or 703-230-3281 to discuss.

New VANNO Member Benefit! Sparhawk eMails.

eFundraising is one of the most talked-about "new frontiers" for diversifying revenue sources, but the questions remain...How do I get started? How do I make time to build an online giving campaign? How can donors make a contribution to my organization without writing a check? How can I incorporate giving into my constituents' everyday routines? The answer is simple, with a branded eMail from Sparhawk. Online shopping has taken off in the past few years. Wouldn't it be great if, for every dollar spent, your organization received an average of 3%? With a Sparhawk eMail, you can start raising money whenever you, your family, or your supporters shop online. Your eMail will feature over 100 top vendors, including Amazon, iTunes, Target, and Expedia, and be branded to look like your website.

VANNO Seeking Members to Volunteer on Benefits Advisory Committee. Represented by all categories of VANNO's membership-nonprofit organizations, individuals, individual consultants, and corporations-this advisory committee will advise and assist VANNO's staff as it strives to provide the utmost value to VANNO members in exchange for their membership in the Network. VANNO is looking for 7 individuals to commit to a one-year term. Don't miss this opportunity to shape YOUR association. For more information contact the VANNO Executive Director at dwilliamson@vanno.org or at (804) 565-9871.

Legal & Regulatory Compliance

Annual Electronic Filing Requirement for Small Exempt Organizations-Form 990-N (e-Postcard). Small tax-exempt organizations whose gross receipts are normally \$25,000 or less may be required to electronically submit Form 990-N, also known as the e-Postcard. The first e-Postcards are due in 2008 for tax years ending on or after December 31, 2007. For more information and to access the e-postcard, visit www.irs.gov.

Protecting Personal Information-A Guide for Business.

Many organizations keep sensitive personal information in their files-names, Social Security numbers, credit card numbers, and other account data-that identifies customers or employees. While this information is necessary to provide services, meet payroll, or perform other necessary business functions, mishandling can lead to fraud, identity theft, or other harms. For guidance on how to safeguard sensitive data, contact the Federal Trade Commission at www.ftc.gov/infosecurity for its free publication, *Protecting Personal Information-A Guide for Business*.

Public Policy

V3 Campaign to Direct Candidate's Attention to the Nonprofit Sector. The V3 Campaign is simple: it is going to ask every candidate for higher office-from small town mayoral contenders to presidential nominees-to provide details about their experience with and plans for strengthening the nonprofit sector if they are elected. The goal is to impact every election, in every town, in every state. Phase I is underway and targets the 2008 presidential elections. VANNO has cooperated by sending letters to all primary candidates on the eve of the February 12 primary election, soliciting their responses as to their experience with nonprofits and how they would engage nonprofits in their administration. You can sign up to receive updates when the candidates submit statements in writing and/or video at www.V3Campaign.org. Phase II will take the V3 Campaign to elections across the country, giving you-nonprofit employees, volunteers, and contributors-the information you need to make educated decisions about which candidates will best address the causes you support and partner with the organizations where you work and volunteer.

Exclusive Offers, Opportunities, & Other Resources

PayPal Kit for Nonprofits. More and more non-profits are recognizing the importance of a strong online presence and that online donations will be a big part of their future fundraising success. In response to this, [PayPal](#) has released the PayPal [Kit for Non-Profits](#) to help charitable organizations. For more information, go to https://www.paypal-promo.com/developer_donations/.

Complimentary Subscriptions to *The NonProfit Times*. *The Nonprofit Times* is offering a free subscription to senior managers at nonprofit organizations. Simply go to www.nptimes.com and click on the subscription icon at the top of the home page. Please make sure to completely fill out the form. Postal and audit regulations require the information for a free subscription.

Charitable Tax Credits through Virginia's Neighborhood Access Program-Applications Available in March. State tax credits are provided as an incentive for businesses and individuals to contribute directly to an approved nonprofit

organization designed to benefit impoverished people. Business contributions may be in the form of cash, goods, stock, real estate, professional services, contracting services or the rent or lease of a participating nonprofit's facilities. Individual contributions are restricted to cash only. In return for their contributions, businesses and individuals receive credits that may be applied against their state income tax liability. Eligibility for the program is limited to nonprofit organizations whose primary function is providing assistance for impoverished people. Organizations wishing to participate in NAP must submit an application to the Office of Community Services no later than the first business day of May. NAP applications become available in March of each year. For additional information on this program, please call (804) 726-7923 or (804) 726-7924 or visit www.dss.virginia.gov.

2008 Mutual of America Community Partnership Award Program. This competition recognizes and encourages partnerships dedicated to the public good among business, government and social sector organizations. Now in its 13th year, the Community Partnership Award has recognized over 100 partnerships from cities and towns across America, expanding public awareness of their work and helping them attract additional partners and new sponsors. \$25,000 is awarded to the winning organization yearly. Submission deadline is April 1. To request an application, contact Thomas Gilliam at (212) 224-1147.

Auntie Annie's What a Difference a Family Makes: A New Twist on Giving Back. To celebrate its 20th anniversary, Aunt Annie's Pretzel Perfect is conducting a nationwide search for 20 families who are passionate about philanthropy. The grant program, "What a Difference a Family Makes: A New Twist on Giving Back" includes 20 grants worth up to \$20,000 that families can use to help further their good works. Running through April 4, families can nominate themselves or be nominated by others by completing an application form available on www.aTwistOnGivingBack.com. Your volunteers may be excellent candidates for these grants!

Announcements

Congratulations to VANNO partner and long-time supporter Virginia Commonwealth University, whose Especially for Nonprofit Organization's Program was recently recognized as a CFRE provider! For a complete listing of courses visit www.vcu.edu/nonprofit. Also, the Especially for Nonprofit Organizations program is in the early stages of designing a Summer Nonprofit Institute to provide nonprofit and civic-minded individuals an opportunity to develop their skills and knowledge as well as the opportunity to network with people from across the state. They need your input. Please contact Deb Cuny at cunyd@vcu.edu.

Feature Article: The Tri-Cities' Focus INC Gets Focused

Focus INC, a Cameron Foundation initiative that provides affordable training sessions to local community organizations, is now in its 10th month and quickly gaining momentum. Its sessions - which concentrate on topics such as board development, management and fund development - have proven to be quite popular with area nonprofits, providing clear and practical answers to questions that can quickly become maddeningly complex.

Program Coordinator Gail Merridew attributes the program's popularity to the knowledgeable and experienced instructors on staff.

"Many of our instructors are chosen for their willingness to consult with organizations in the Tri-Cities and Southside areas," says Merridew. "In addition to gaining exposure to a given topic, attending Focus INC sessions is a great way for organization representatives to observe consultant instructors in action and to see if they may be appropriate consulting candidates for their organizations."

One of the more inspiring outcomes that has emerged from Focus INC's efforts is a communal sense of responsibility and cooperation shared among session participants.

"The session participants are learning that they aren't alone in their experiences," Merridew says. "In fact, they are learning almost as much from each other as they are from the instructors. They now look to each other as well as consulting resources to address their respective challenges more effectively."

New initiatives planned for 2008 include offering more explicitly defined topics and issues and reducing the length of each session from eight to three hours. Says Merridew, "We found that having very broad topics led to some scheduling challenges and confusion about what would or wouldn't be covered."

Focus INC will also add a "technology" category to their 2008 session catalog. These classes will offer training on how to utilize programs such as Microsoft Excel and Access to track program, financial and fund development outcomes and progress. The new tech-oriented classes will also feature a computer lab session on using QuickBooks accounting software, and the program and fund development sessions will provide lessons on how to best utilize Internet resources to find statistics, program information, and grant opportunities.

Furthermore, Focus INC plans on scheduling sessions in more venues throughout the Cameron Foundation's Southside/Tri-Cities service region, in an effort to increase general public awareness and to more closely attend to a broader group of organizations and their representatives.

"We've had anywhere from 6 to 16 individuals attend each class," says Merridew. "We'd like to get those numbers into the 15-20 range on a consistent basis."

The Cameron Foundation supports programs and activities that benefit the residents of the areas historically served by the hospital now known as Southside Regional Medical Center. These areas include the cities of Petersburg, Colonial Heights, and Hopewell and the counties of Prince George, Dinwiddie, Sussex and the southern portion of Chesterfield.

Publicize Your Training Events Here

Remember to use VANNO's website calendar and monthly newsletter as a way to publicize training events you are offering. Many nonprofit staff and volunteers are willing to travel 1-2 hours in search of high quality professional development, so you may very well attract attendees from beyond your local community. Send your announcements to info@vanno.org, or call 804-565-9871.

Email: info@vanno.org

Phone: 804-565-9871

Web: www.vanno.org