Advancing Civic Leadership
Navigating your role

Northern Illinois University

2015-16

Workshop topics include:
leadership
management
strategic direction
intergovernmental cooperation
engagement
economic development
participatory budgeting
communications & media

+CEU Credits

LOCATIONS
DeKalb County Community Foundation
Giving DuPage  NEW!
NIU Hoffman Estates
NIU Naperville
Prairie State College
Civic leadership in the 21st Century is complex and intrinsically reflected by the ability of individuals to identify, analyze, collaborate, and solve pressing societal needs and issues through the efforts of engaged public organizations.

**Civic leadership...**

- Can be exercised by an individual, a group, or community, within a local, regional, statewide, or global capacity. It crosses boundaries of private, public, and nonprofit sectors.

- Requires talent development, understanding of and implementation of organizational structures and processes that develop and engage others for a common goal of community problem solving.

- Emerges in individuals willing to stretch. To risk. To learn. To challenge. To innovate. To engage. To address problems and issues that can impact every segment in today’s communities.

Thriving communities don’t happen by accident. Successful communities evolve with the commitment and cooperation of government, nonprofits, and businesses working together to solve common yet complex problems and make the region a better place for all. Civic leaders can meet the challenge of solving complex problems with multifaceted solutions.

We invite you to participate in the Civic Leadership Academy and develop your skills to practically employ innovative solutions in addressing problems throughout your community.
What is the Civic Leadership Academy?

The Civic Leadership Academy (CLA) was created in 2004 by the Center for Governmental Studies (CGS) at Northern Illinois University as a leadership skills development program for elected and appointed leaders and managers in government and nonprofit agencies. Over 15 new workshops have been added to the program since its inception.

The workshops take place throughout the region in Naperville, Hoffman Estates, Sycamore, Wheaton and Chicago Heights. To respond to the increasing demand for services and workshops throughout the region, CLA has partnered with Northern Illinois University’s Office of Continuing Professional Education and the Center for Non-Governmental Organization Leadership and Development (NGOLD), the DeKalb County Nonprofit Partnership, Giving DuPage, and Prairie State College.

The Academy’s workshops allow for in-person interactions with fellow participants and instructors using experiential learning techniques. The program offers a series of workshops across an array of topics central to being an effective leader in the 21st Century.

Each workshop is designed to give participants new skills for personal effectiveness and growth in their professional/organizational roles working within local governmental and nonprofit agencies. Each workshop stands on its own. And if taken together the entire workshop series provides the tools necessary to be a civic leader preparing for the challenges of a changing region. Sessions are led by recognized experts from Northern Illinois University and the surrounding region.

Participants may take individual workshops or complete a specialized track of workshops to meet the requirements to earn a ‘Certificate of Achievement’ or a ‘Specialized Certificate of Achievement’ in Community/Economic Development, Governmental, Human Resources, or Nonprofits (see next page).

Becomes a civic leader today!

Civic Leadership Academy Course information 815.753.2090 Registration Information 800.345.9472

Rates are noted below. Special pricing is offered to CLA partner members and members of the DeKalb County Nonprofit Partnership (DCNP) and Giving DuPage (GD).

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*Discounts are provided for specific workshops within the Nonprofits Specialization Track to members of the DeKalb County Nonprofit Partnership and Giving DuPage. These discounts are only available to members associated with these agencies. We reserve the right to retroactively charge a registrant for the balance of the regular registration fee should their affiliation not be verified by the partner agencies.

Civic Leadership Academy workshops are not eligible for funding from the Workforce Investment and Opportunities Act (WIOA), Illinois Veterans or Illinois National Guard Grant Programs.
Earning your CLA ‘Certificate of Achievement’ can be fulfilled within 1 to 3 years! And with the addition of 15 new workshop opportunities this year, you will gain valuable guidance and discover innovative new ways to succeed in your role as a civic leader.

To be awarded the CLA ‘Certificate of Achievement,’ you must complete 2 full days of required workshops, and 2 full days of additional workshops of your choice, in any combination. Individuals have up to 3 years to complete the series of workshops from when they begin the series.

In total, 4 full days of workshops are required for a CLA ‘Certificate of Achievement.’

**Required Workshops for the CLA ‘Certificate of Achievement’**

- **New Civics and the Impact of Globalization**
  Offered November 2015 at NIU Hoffman Estates

- **Leadership Lessons: Trying Times Demand Sound Leadership**
  Offered March 2016 at NIU Naperville Campus

**Earn the NEW CLA ‘Specialized Certificate of Achievement’**

Offered in Community/Economic Development, Governmental, Human Resources, or Nonprofits

Looking to expand your leadership knowledge even more? In addition to the general ‘Certificate of Achievement’, a ‘Specialized Certificate of Achievement’ in four different Specialization Tracks is offered to participants.

**CLA’s Specialization Tracks**

- Community/Economic Development
- Governmental
- Human Resources
- Nonprofits

To be awarded a ‘Specialized Certification of Achievement’, completion of an additional 2 full days of workshops within a Specialization Track of workshops is required. This is in addition to the requirements for the general ‘Certificate of Achievement.’ Individuals have up to 3 years to complete the workshops within a Specialization Track. Workshops cannot be combined for completion of multiple Specialization Tracks.

In total, 6 full days of workshops are required for a CLA ‘Specialized Certificate of Achievement.’

Workshop description and presenter information can be found at: cgs.niu.edu/CLA/Index.shtml
Continuing education credit (CEU or CPE) for participation in CLA workshops is available upon request. Continuing education contact hours are based on the number of instructional hours: .5 for a full-day workshop and .2 for a half-day workshop. Credits are converted to tenths.

**Earn Credit for ICMA’s Voluntary Credentialing Program by Workshop Participation**

The ICMA Voluntary Credentialing Program recognizes professional local government managers by providing an ‘ICMA Credentialed Manager’ designation. This is awarded to managers who are qualified by a combination of education and experience, adherence to high standards of integrity, and commitment to lifelong learning and professional development. Managers are recognized by ICMA through a peer review credentialing process, and this self-directed program offers an opportunity for interested ICMA members to quantify the unique expertise they bring to their communities. Members who participate in the program may earn the designation of ‘ICMA Credentialed Manager’ granted by the ICMA Executive Board. ICMA Credentialed Managers are viewed with growing distinction by local governing bodies and progressive, civically engaged communities.

**ICMA’s 18 Practice Areas:**
Advocacy and Interpersonal Communication  
Budgeting  
Citizen Service  
Democratic Advocacy and Citizen Participation  
Diversity  
Staff Effectiveness  
Financial Analysis  
Functional and Operational Expertise and Planning  
Human Resources Management  
Initiative, Risk Taking, Vision, Creativity, and Innovation  
Integrity  
Media Relations  
Performance Measurement/Management and Quality Assurance  
Personal Development  
Policy Facilitation  
Presentation Skills  
Strategic Planning  
Technological Literacy

**NGOLD**

NGOLD was established in 2010 as an interdisciplinary resource that serves undergraduate students, faculty, researchers, and nonprofit leaders in the northern Illinois region and beyond. Its purpose is to provide high quality academic offerings, research, and programming related to non-governmental organizations, nonprofits, and other forms of public service. In partnership with the CLA, NGOLD hopes to strengthen opportunities for continuing education among individuals working with the region’s nonprofit community.

NGOLD offers the Community Leadership and Civic Engagement major and minor for undergraduate students at Northern Illinois University as well as the ‘Certificate of Undergraduate Study in Civic Engagement.’ NGOLD also provides a variety of workshops, trainings, and other programming for nonprofit employees, volunteers, and board members.

For more information on NGOLD please visit: [niu.edu/ngold](http://niu.edu/ngold)

**Prairie State College (PSC)**

PSC is excited to enter its second year of partnership with the CLA. This partnership allows PSC to offer opportunities for quality training to nonprofit and social services agencies and to municipal leaders in the district served by the college. With this partnership, area municipal officials will have the opportunity to attend high quality leadership training close to home.

PSC is located in Chicago Heights and serves the surrounding area. The college provides educational opportunities, both credit and non-credit, to more than 12,000 students annually. Through its non-credit division, it offers a wide array of training and educational opportunities. The partnership with CLA is a new way that PSC demonstrates its willingness to provide access to new training opportunities for the area it serves.

For more information on PSC please visit: [prairiestate.edu](http://prairiestate.edu)
DeKalb County Nonprofit Partnership (DCNP)
DCNP is excited to enter its second year of partnership with the CLA in providing quality training opportunities to nonprofit and social service agencies throughout the region. DCNP is a membership-based network of partners within the nonprofit sector serving DeKalb County. Its role is to increase the coordination, efficiency, and effectiveness of resource providers and nonprofit organizations serving DeKalb County. DCNP evolved from the rich history of engaged partners of the DeKalb County nonprofit community. These committed providers of services to DeKalb County realized that it would make sense to encourage and maximize sharing opportunities and resources to meet the growing training needs of the community. Out of this a loosely formed ‘Training Consortium’ convened providers in the area who began to meet regularly to discuss joint training needs and cross-agency training events.

DCNP offers nonprofit leadership training that is vital to civic engagement and a collaborative provision of services to stakeholders impacted by reduced localized budgets. Working with local entities, such as government service offices and municipal leaders, is an integral part of nonprofit work. Understanding the role that they play in a community’s health, as well as the reciprocal role and limitations of governing entities, essential to developing creative solutions to universal problems.

For more information on the DCNP please visit: dekalbcountypartners.org

Giving DuPage
Giving DuPage is excited to launch its inaugural year of work and partnership with the CLA in providing quality training opportunities to nonprofit and social service agencies in the DuPage region. Giving DuPage is a volunteer center whose mission is to promote giving and volunteering throughout DuPage County. In support of its mission, Giving DuPage partners with over 200 nonprofit organizations serving DuPage County, by providing capacity-building resources and volunteer support. Giving DuPage programs, training, and events are focused on civic engagement and service, as well as connecting nonprofit organizations to existing resources.

By partnering with CLA, Giving DuPage offers courses centered on professional development, organizational efficiency and informed leadership. The partnership between CLA and Giving DuPage is the result of combining resources for shared goals and will provide the DuPage nonprofit sector with local access to a quality certification program.

For more information on Giving DuPage please visit: givingdupage.org/niu-cla

Customized Training in Your Workplace
In today’s rapidly changing economic climate, new models of learning and instruction delivery are needed for communities to maximize their fiscal resources. Municipalities, counties, nonprofit organizations, schools, and special districts can do this by pooling their training dollars towards collaborative learning opportunities.

Customized training provides for pricing that is modified to fit your needs and budget. Take advantage of guaranteed minimum attendance in order to ensure opportunities for cross-sector inter-governmental participation. For more information contact the CivicLeadershipAcademy@niu.edu today!
Schedule
Half-day workshops run from 8:30 a.m. to 12:00 p.m.
Afternoon workshops run from 1:00 p.m. to 4:00 p.m.
Full-day workshops run from 8:30 a.m. to 4:00 p.m.

On full-day workshops, participants will have up to an hour lunch break. Please check the full registration list for dates, times, and locations at www.cgs.niu.edu/CLA/Index.

Locations
Workshops will be held at one of five locations as noted in the descriptions:
- NIU Naperville Campus, 1120 East Diehl Road, Naperville
- NIU Hoffman Estates Campus, 5555 Trillium Boulevard, Hoffman Estates
- DeKalb County Community Foundation, 475 DeKalb Avenue, Sycamore
- Giving DuPage/DuPage County Family Center, 422 N. County Farm Road, Wheaton
- Prairie State College, Conference Center, 202 S. Halsted Street, Chicago Heights

Registration
Participants may register for one workshop at a time or for multiple workshops. It is highly recommended that participants take advantage of the Early Bird discounted rate. Participants may register any time during the program year.

Rates
Rates are noted on page 3 of this brochure. Special pricing is offered to members of the DeKalb County Nonprofit Partnership and Giving DuPage.

Civic Leadership Academy workshops are not eligible for funding through the Workforce Investment and Opportunities Act (WIOA) or Illinois, Illinois Veterans and Illinois National Guard Grant Programs.

Course Materials
The workshop fee includes all course materials (distributed electronically 3-5 days prior to the start of the workshop), printed presentation sheets and workshop activities materials (distributed at the workshop), workshop facility and associated presenter fees, continental breakfast, and break service.

How to Register
Online  www.cgs.niu.edu/CLA/Index
Fax 815.753.6900
Phone 800.345.9472

Company Invoice
The course fee is payable at time of registration. NIU will invoice companies/individuals upon request and with an approved PO or company FEIN number. The complete billing address including name, phone number, and e-mail address of the authorizing party is required at the time of registration. Participants requesting a company invoice must register by phone.

Late Registrations
Requests for registration within 5 days of the workshop start date must register by phone. Please contact 800.345.9472 for late registration in order to be processed immediately.

Cancellation, Substitution and Refund Policy
Cancellation requests must be received a minimum of 7 days prior to the workshop start date in order to receive a 50% refund. No refunds will be issued for cancellations within 7 days of the workshop start date. Substitutions are allowed with advance notice to NIU.

All cancellation and substitution requests must be submitted in writing to Outreachregistration@niu.edu or fax 815.753.6900. NIU reserves the right to cancel programs within 6 days of class if enrollments are insufficient to cover costs. Individuals registered for cancelled classes will be notified by phone or email.

Questions?
Course Information 815.753.2090 | Tracy Rogers-Tryba tlrogers@niu.edu
Registration Information 800.345.9472

Workshop description and presenter information can be found at cgs.niu.edu/CLA/Index.shtml
Sunday, August 21, 2015
Fundraising and Financial Management for Nonprofits
Full Day
Location: Prairie State College
C/ED G N

Thursday, September 16, 2015
The “State” of Illinois Discussion
Half Day
Location: Virtual
C/ED G N

Thursday, October 8, 2015
Participatory Budgeting – Engaging the Public in Public Decision Making
Half Day
Location: NIU Naperville Campus
C/ED G N

Tuesday, October 13, 2015
Land Use, Economic Development, and Zoning
Half Day
Location: NIU Hoffman Estates Campus
C/ED G

Friday, October 23, 2015
Government Communications 101: From Traditional Communications Tools to Popular Social Media Tools
Half Day
Location: NIU Hoffman Estates Campus
C/ED G

Tuesday, October 27, 2015
Collective Bargaining—Labor and Management Relations
Half Day
Location: NIU Naperville Campus
G HR

Thursday, October 29, 2015
Leadership for New Officials—Elected or Appointed
Half Day
Location: Prairie State College
G

Wednesday, November 04, 2015
New Civics and the Impact of Globalization
Full Day
Location: NIU Hoffman Estates Campus
**Required for CLA Certificate**

Tuesday, November 10, 2015
Strategic Planning—Issue Based and Directed
Full Day
Location: Giving DuPage
C/ED G HR N

Monday, November 16, 2015
Are You the Perfect Board Member? What You Need to Know, In Order to Lead and Govern
Half Day
Location: Giving DuPage
C/ED G N

Friday, November 20, 2015
Collaboration, Coordination, and Consolidation in Local Government
Half Day
Location: NIU Naperville Campus
C/ED G

Tuesday, December 1, 2015
Ethical Leadership: Oxymoron to Government Employees?
Half Day
Location: Prairie State College
C/ED G HR

Wednesday, December 2, 2015
Grant Writing Skills and Secrets
Full Day
Location: DeKalb County Community Foundation
C/ED G HR N

Tuesday, December 8, 2015
Improving Intergovernmental Relations—Partnerships with State and Federal Agencies
Half Day
Location: NIU Naperville Campus
HR

Workshop description and presenter information can be found at: cgs.niu.edu/CLA/Index.shtml
Monday, January 25, 2016  
**Investing in Infrastructure: Spend Money to Make Money**  
Half Day  
Location: DeKalb County Community Foundation  
*C/ED G N*

Thursday, January 28, 2016  
**Grant Writing Skills and Secrets**  
Full Day  
Location: Prairie State College  
*C/ED G HR N*

Thursday, February 11, 2016  
**Board Recruitment – Board Impact by Design**  
Half Day  
Location: Prairie State College  
*C/ED G N*

Thursday, February 25, 2016  
**Leveraging New Technology to Enhance Transparency and Improve Performance in Government**  
Full Day  
Location: NIU Naperville Campus  
*C/ED G N*

Monday, March 7, 2016  
**Nonprofit Checkup #1 Know Your Numbers: People**  
Afternoon  
Location: Giving DuPage  
*HR N*

Tuesday, March 8, 2016  
**Are You the Perfect Board Member? What You Need to Know, in Order to Lead and Govern**  
Half Day  
Location: Giving DuPage  
*C/ED G N*

Wednesday, March 30, 2016  
**Executive Director Nuts and Bolts**  
Full Day  
Location: Giving DuPage  
*C/ED N*

Thursday, March 31, 2016  
**Leadership Lessons: Trying Times Demand Sound Leadership**  
Full Day  
Location: NIU Naperville Campus  
**Required for CLA Certificate**

Monday, April 4, 2016  
**Nonprofit Checkup #2 Know Your Numbers: Financial Efficiency**  
Afternoon  
Location: Giving DuPage  
*C/ED N*

Thursday, April 7, 2016  
**Ethical Behavior: Moral Tradeoffs for Nonprofits**  
Half Day  
Location: DeKalb County Community Foundation  
*C/ED HR N*

Tuesday, April 19, 2016  
**Local Government Financial Reporting: Production and Consumption Realities**  
Half Day  
Location: NIU Naperville Campus  
*C/ED G HR N*

Tuesday, May 3, 2016  
**Civil Rights Liability in Today’s Environment**  
Half Day  
Location: NIU Naperville Campus  
*C/ED G N*

Monday, May 16, 2016  
**Nonprofit Checkup #3 Know Your Numbers: Program Effectiveness**  
Afternoon  
Location: Giving DuPage  
*C/ED N*

Tuesday, May 17, 2016  
**Founders Syndrome: An Analysis of Passion in the Non-Profit Community**  
Half Day  
Location: DeKalb County Community Foundation  
*C/ED N*

Wednesday, June 15, 2016  
**Nonprofit Checkup #4 Know Your Numbers: Communicate Your Numbers**  
Half Day  
Location: Giving DuPage  
*C/ED G N*
High Impact Volunteer Engagement:  
It Takes A Team  
October 28, 2015  
McDonald’s Hamburger University, Oak Brook, Illinois

Giving DuPage invites you to attend a full-day training workshop led by internationally-recognized expert, Betty Stallings titled ‘High Impact Volunteer Engagement’. The workshop is ideal for nonprofit organizations, local government entities, and community groups utilizing volunteers and community members in support of their mission or for those looking to implement their first volunteer program. Attendees will identify the key elements of a high impact volunteer engagement program, centered on team approach. Organizations will also learn how to successfully cultivate today’s volunteers and develop them as essential partners in reaching the mission.

Specific topics covered will include:
- CEO Volunteer Champion Study
- Innovative strategies that foster volunteer recruitment, engagement, involvement, management, and retention within an organization’s Volunteer Program.
- Extreme Volunteer Makeover – learn 10 critical elements of success to take your volunteer program to the next level
- Deep Dive/Ask The Expert
- Over $100 of downloadable resources in volunteer engagement offered for free to program attendees

Betty Stallings is an internationally-recognized trainer, consultant and author on volunteer management, leadership and many other nonprofit topics. For the past 18 years, Betty has been President of Building Better Skills whose mission is to inspire and empower people to effectively attract and utilize volunteer and financial resources to achieve their organization’s mission.

Program Partners: This training workshop is held in cooperation with regional program partners including – The Civic Leadership Academy, Northern Illinois University; Hands On Suburban Chicago; DuPage Association of Volunteer Administration; and the Metro Chicago Association of Volunteer Administration.

For more information and registration, visit: givingdupage.org/programs/non-profit-workshops

Midwest Leadership Institute  
April 11-15, 2016  
Northern Illinois University, Naperville, IL

The Midwest Leadership Institute is intended for local government professionals including chief administrative officers, assistants, and department heads interested in advancing their career. It is an intensive 4.5 day program with an internal self-focus and one with external organizational focus. The Institute provides the fundamental requirements for leading people in a world with many personalities, competing personal interests, endless news cycles, social media, “gotcha” blogs and few things that are black and white.

Participants will learn how to manage others by:
- Strengthening one’s ability to manage uncivil discourse
- Resolving conflict
- Building a working alliance
- Leading with character and be a source of inspiration
- Mastering the judgment triangle
- Understanding power and influence

How to manage yourself by:
- Understanding emotions and build exceptional emotional and psychological stability
- Developing brain speed and flexibility of mind, the ability to think faster and more efficiently and thus act more decisively at the proper time
- Self reflecting
- Managing challenges to balancing work, family, and self

Participants will leave the Institute having developed essential leadership skills and will have a greater understanding of when and how to use those skills.

Program Partners: The Midwest Leadership Academy is held in conjunction with Northern Illinois University Center for Governmental Studies, Morrison Associates, Ltd., and Limardi Consulting, LLC.

For more information and registration, visit: http://tinyurl.com/MWLeader2016
Check out what's new at NIU!
We have something for you at every stage of your career, whether you are just beginning or lead your organization! NIU Continuing Professional Education specializes in delivery of programs to prepare candidates to earn and retain the various prestigious professional credentials demanded in today’s competitive job market.

HUMAN RESOURCES
- **NEW** SHRM-Certified Professional℠ (CP℠) /SHRM-Senior Certified Professional℠ (SCP℠) Certification Preparation Courses (9 Locations and 3 Formats - evening, Saturday and online)
- SHRM’s Essentials® of HR Management Course
- HR Strategies and Solutions one-day workshops
Visit hrcourses.niu.edu for complete details and listing of courses

FACILITY MANAGEMENT
- **NEW** IFMA’s Essentials of Facility Management Certificate Program
- **NEW** IFMA’s Facility Management Professional® (FMP®) Credential Program - ONLINE
- IFMA’s Facility Management Professional® (FMP®) Credential Program - Classroom
- IFMA’s Sustainability Facility Professional® (SFP®) Credential Program
- IFMA’s Certified Facility Manager® (CFM®) Exam Prep Workshop
Visit fm.niu.edu for complete details and listing of courses

PROJECT MANAGEMENT
- **NEW** Project Management Professional® (PMP®) Certification Prep Course
Visit niu.edu/non-credit/project_management for complete details and listing of courses

FINANCE AND ACCOUNTING
- IIA’S Certified Internal Auditor® (CIA®) Exam Review Courses – ONLINE
Visit cia.niu.edu for complete details and listing of courses

Questions: Contact Donna Mann, Director, Credentialing Programs dmann@niu.edu or phone (815) 732-6249.

Early registration, NIU alumni, professional membership, group discounts apply. Most programs can be delivered onsite for groups of 10 or more employees.
BOTH pages must be completed and mailed or faxed.
Make photocopies first to share with colleagues.

Attendee Name: ____________________________________________
Primary/Daytime Phone _______________________________________

Page 1 of 2

Select all that apply:

2015

☐ August 21 Friday Fundraising and Financial Management for Nonprofits Full Day
☐ September 16 Wednesday The “State” of Illinois Discussion Half Day
☐ October 8 Thursday Participatory Budgeting – Engaging the Public in Public Decision Making Half Day
☐ October 13 Tuesday Land Use, Economic Development, and Zoning Half Day
☐ October 23 Friday Government Communications 101: From Traditional Communications Tools to Popular Social Media Tools Half Day
☐ October 27 Tuesday Collective Bargaining—Labor and Management Relations Half Day
☐ October 29 Thursday Leadership for New Officials—Elected or Appointed Half Day
☐ November 4* Wednesday New Civics and the Impact of Globalization Full Day

*Required for CLA Certificate

☐ November 10 Tuesday Strategic Planning—Issue Based and Directed Full Day
☐ November 16 Monday Are You the Perfect Board Member? What You Need to Know In Order to Lead and Govern Half Day
☐ November 20 Friday Collaboration, Coordination, and Consolidation in Local Government Half Day
☐ December 1 Tuesday Ethical Leadership: Oxymoron to Government Employees? Full Day
☐ December 2 Wednesday Grant Writing Skills and Secrets Full Day
☐ December 8 Tuesday Improving Intergovernmental Relations—Partnerships with State and Federal Agencies Full Day

2016

☐ January 25 Monday Investing in Infrastructure: Spend Money to Make Money Half Day
☐ January 28 Thursday Grant Writing Skills and Secrets Full Day
☐ February 11 Thursday Board Recruitment – Board Impact by Design Half Day
☐ February 25 Thursday Leveraging New Technology to Enhance Transparency and Improve Performance in Government Full Day
☐ March 7 Monday Nonprofit Checkup #1 Know your Numbers: People Afternoon
☐ March 8 Tuesday Are You the Perfect Board Member? What You Need to Know in Order to Lead and Govern Half Day
☐ March 30 Wednesday Executive Director Nuts and Bolts Full Day
☐ March 31* Thursday Leadership Lessons: Trying Times Demand Sound Leadership Full Day

*Required for CLA Certificate

☐ April 4 Monday Nonprofit Checkup #2 Know Your Numbers: Financial Efficiency Afternoon
☐ April 7 Thursday Ethical Behavior: Moral Tradeoffs for Nonprofits Half Day
☐ April 19 Tuesday Local Government Financial Reporting: Production and Consumption Realities Half Day
☐ May 3 Tuesday Civil Rights Liability in Today’s Environment Half Day
☐ May 16 Monday Nonprofit Checkup #3 Know Your Numbers: Program Effectiveness Afternoon
☐ May 17 Tuesday Founders Syndrome: An Analysis of Passion in the Non-Profit Community Half Day
☐ June 15 Wednesday Nonprofit Checkup #4 Know Your Numbers: Communicate Your Numbers Half Day
Discounts are provided to members of the DeKalb County Nonprofit Partnership (DCNP) and Giving DuPage for specific workshops within the Nonprofit Specialization Track. For other workshops not part of the specialization track, regular registration rates will apply. Membership will be verified 7 days prior to the start of the workshop and if not a member, an additional billing for the regular attendee rate will be applied retroactively.

Due to new PCI (payment card industry) compliance requirements, for credit card transactions, the cardholder’s name and billing address must appear exactly the way it is listed on their credit card statement.

Charge will appear as “NIU Outreach, DeKalb, IL”
Fax Your Registration (credit cards only) to: 815-753-6900
Make check payable to NIU and mail along with this registration form to:
Outreach Services, Registration Office
Northern Illinois University
DeKalb, IL 60115

Cancellation and Refund Policy
Cancellation requests received at least 7 days prior to the workshop start date will be entitled to a 50% refund. No refunds will be issued for cancellations within 7 days of the workshop start date. Substitutions are allowed with advance notice to NIU. All cancellation and substitution requests must be submitted in writing to Outreachregistration@niu.edu or fax (815) 753-6900. NIU reserves the right to cancel programs within 6 days of class if enrollments are insufficient to cover cost.

### Attendee Information
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### Calculate Total Cost by number of each workshop:
Registrations (postmarked/faxed/phone) received within 14 days of the scheduled workshop will be assessed an additional 10% handling/processing fee in accordance with our late registration policy. Outreach has the right to assess this fee upon the account if received late.

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<td>$250</td>
<td>$75</td>
<td>X ______ = $_______</td>
</tr>
<tr>
<td>Half Day Workshop</td>
<td>$100</td>
<td>$45</td>
<td>$125</td>
<td>$56</td>
<td>X ______ = + $_______</td>
</tr>
</tbody>
</table>

**Attendee Grand Total:** $_______

### Payment Information

- [ ] Check
- [ ] MasterCard
- [ ] Visa
- [ ] Discover
- [ ] American Express

<table>
<thead>
<tr>
<th>Card Number</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Suite, Apartment, etc.</th>
</tr>
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<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cardholder’s Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

---

Due to new PCI (payment card industry) compliance requirements, for credit card transactions, the cardholder’s name and billing address must appear exactly the way it is listed on their credit card statement.

Charge will appear as “NIU Outreach, DeKalb, IL”
Fax Your Registration (credit cards only) to: 815-753-6900
Make check payable to NIU and mail along with this registration form to:
Outreach Services, Registration Office
Northern Illinois University
DeKalb, IL 60115

Cancellation and Refund Policy
Cancellation requests received at least 7 days prior to the workshop start date will be entitled to a 50% refund. No refunds will be issued for cancellations within 7 days of the workshop start date. Substitutions are allowed with advance notice to NIU. All cancellation and substitution requests must be submitted in writing to Outreachregistration@niu.edu or fax (815) 753-6900. NIU reserves the right to cancel programs within 6 days of class if enrollments are insufficient to cover cost.