



United Way of
Suwannee Valley

Leading For Tomorrow Nonprofit Summit

January 25, 2022 – 8:30am – 4:00pm

Florida Gateway College Multi-Purpose Center, Lake City, FL

Attendee Registration Form

Thank you for your interest in our First Annual Nonprofit Summit! Please complete the form below to register. One completed form per attendee is required. The registration fee for the event is \$25 per person. If paying by check, please make your check payable to United Way of Suwannee Valley. Registration forms complete with fee payments can be mailed or hand delivered to United Way of Suwannee Valley, 871 SW State Road 47, Lake City, FL, 32025. Payments are non-refundable.

For questions, please call (386)752-5604, ext. 115 or email jomarie@unitedwaysuwanneevalley.org

Name of Organization, Group or School: _____

Attendee Name: _____

Phone Number: _____

Mailing Address: _____

Email Address: _____

Method of Payment: Check

Credit Card

Credit/Debit Card number: _____

Expiration Date: _____ CVC: _____

Please rate your preferences, on a scale from 1 to 6, of the Breakout Sessions below (1 being your first choice and 6 being your last choice). Session assignments will be given on a first come basis as spaces are limited. Be sure to register promptly as sessions are expected to fill fast. All attendees will receive their session assignments upon check-in on the day of the summit.

_____ Caleb Perla presents *Audit Preparation for Nonprofits* - Worried about your annual financial, IRS, or other audit? In this breakout session we will dive into the basic documents you will need to prepare for financial audits and some tips on understanding your 990 so you can be prepared for an IRS audit.

_____ Caleb Perla presents *Financial Accountability for Nonprofits* - Budgeting, Financial Reporting, Policies and Procedures all play an important role in the financial accountability of nonprofits, this breakout session will cover the why and how to implement of each of these items in your nonprofit and provide helpful hints on how to optimize these functions.

_____ John Wheeler presents *Not for Profit Insurance, Safety, and Risk Management*

_____ Joy Riddle presents *Creating A Crisis Communications Plan* - Wouldn't life be easier if you had if you knew when an emergency would occur? Perhaps, the most important role as a PR professional is the ability to guide your organization through a crisis. The public and your clients will accept every day is not perfect, and things can go wrong, however, your response to an incident will decide whether your brand comes through with its reputation intact. During this session you will learn the steps to creating a crisis communications plan that will have you prepared in the event of a crisis.

_____ Mantha Young presents *Someone is Telling Your Story – Be Sure it is Powerful and Exciting!* – People LOVE Stories! Learn why social media is key to reinforcing your brand's message and connecting with donors. It may be tempting to only post requests for donations on social media, learn how to educate your donors on what you are doing *means something*.

_____ Phil Mobley presents *The Critical Factor – Nonprofit Strategic Planning* - This workshop will address the importance and benefits of strategic planning. Major points of strategic planning are: 1) brings clarity and agreement on mission and vision, 2) helps organizations prepare for the future, 3) improves the decision-making processes, 4) promotes effective stewardship, 5) aligns the board and staff, and 6) reinforces the need to commit to continuous improvement.

Please indicate on the agenda below which sessions you plan to attend.

_____ 8:30 AM – 9:00 AM – Registration/Check – In with Grab & Go Breakfast

_____ 9:15 AM – 10:15 AM - Keynote by Chief Gilmore of the Lake City Police Department

_____ 10:30 AM – 11:30 AM – Breakout Session 1

_____ 11:45 AM – 1:00 PM – Keynote by Jill Adams – Lunch will be provided

_____ 1:00 PM – 2:00 PM – Breakout Session 2

_____ 2:30 PM – 3:30 PM – Breakout Session 3

A special thanks to our Sponsors who have helped to make this event possible!

