

WORKSHOPS

Managing \$

Tuesday, Feb. 21, 9 a.m. to 3 p.m.

Kosciusko County Community Foundation,
Warsaw

Instructor: Stacy Klingler, assistant director,
Local History Services, IHS

Cost: \$20, \$15 IHS members, \$10 Local History
Partners (lunch on your own)

Register by Feb. 14

Addresses AASLH StEPs Standard MGMT 1.

Librarians can earn 6 LEU credits for this workshop.

This workshop helps you understand not only the “how,” but also the “why” of financial management for nonprofits. We’ll start with your current budget or financial report and look at ways to build a better budget that is in line with your goals and mission. We’ll talk about how to provide financial statements that encourage board conversations and what you can learn when your actual income and expenses are different from what you budgeted.

At the end of the workshop, you’ll ...

- Feel more confident about budgeting, financial analysis and talking about money matters with your board
- Understand how to use financial information to inform your decisions about how to best meet your mission
- Understand how to improve your organization’s financial management and record keeping

Who should attend? Anyone with responsibility for nonprofit financial management, including paid and unpaid directors, board members and treasurers.

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Getting \$: Fundraising Planning

Tuesday, March 6, 9 a.m. to 3 p.m.

Lebanon Public Library, Lebanon

Instructor: Ron Newlin, development director,
Indiana ACLU

Cost: \$20, \$15 IHS members, \$10 Local History
Partners (lunch on your own)

Register by Feb. 28

**Addresses AASLH StEPs Standards MGMT 1 and 2,
and MVG 3.**

Librarians can earn 5 LEU credits for this workshop.

Ensuring your historical organization has adequate financial resources to educate, preserve collections, create exhibits, keep your doors open and respond to your community is one of the primary responsibilities of leading a museum, historical society or preservation group. Yet few of us join local history organizations – as board or staff members – because we love to raise money.

When you leave the workshop, you’ll know the basic components of a development (fundraising) plan:

- Membership
- Annual Fund
- Major Gifts
- Foundation Grants
- Corporate Support

And you’ll know what you need to do to create a development plan that works for your organization, including recruiting board members and other fundraising volunteers and budgeting for fundraising activities.

Who should attend? Board presidents, fundraising committee chairs, and paid or unpaid directors.

IN YOUR NEIGHBORHOOD

You are invited to meet, share and connect with other historical organizations and county historians at one of these meetings. Feel free to call in advance about issues you are facing or just drop in to ask a question or share a success story. Local History Services staff will also be available for short consultations.



Getting \$: Grants

Tuesday, March 13, 9:30 a.m. to 3 p.m.

Batesville Memorial Public Library, Batesville

Instructor: Tiffany Hatfield, owner, T.C. Hatfield
Consulting

Cost: \$20, \$15 IHS members, \$10 Local History
Partners (lunch on your own)

Register by March 6

**Addresses AASLH StEPs Standards MGMT 1
and MVG 3.**

Librarians can earn 5 LEU credits for this workshop.

Are you thinking about writing a grant for your organization but aren’t sure about the process? Are your grant requests going unfunded? Is requesting a specific grant the right answer or will the task overwhelm your organization?

This workshop is designed to help local history groups develop better grant research and writing skills, including:

- Understanding and identifying funding options
- Understanding the grant maker’s perspective
- Identifying the right funder
- Determining readiness for grant seeking
- Preparing the competitive grant application

Who should attend? Board presidents, fundraising committee chairs, and paid or unpaid directors.

Wednesday, Feb. 22, 10:30 to 11:30 a.m.

Reilly Auditorium, Lower Level, Owens Hall

1 Sisters of Providence, Saint Mary-of-the-Woods

Friday, March 2, 10:30 to 11:30 a.m.

Osgood Historical Museum

128 S. Buckeye St. (Highway 421), Osgood

WORKSHOP REGISTRATION

You can now register for workshops online using a credit card. Go to www.indianahistory.org/lhs, click on “Workshops” and then click on “Register online now.”

Managing \$ – Feb. 21

\$20, \$15 IHS members, \$10 Local History Partners

Number of People _____ Price \$ _____

Getting \$: Fundraising Planning – March 6

\$20, \$15 IHS members, \$10 Local History Partners

Number of People _____ Price \$ _____

Getting \$: Grants – March 13

\$20, \$15 IHS members, \$10 Local History Partners

Number of People _____ Price \$ _____

Amount Due \$ _____

Name(s) _____

Organization _____

Address _____

City/State/Zip _____

Phone _____

Email _____

Method of Payment

Check (payable to Indiana Historical Society)

MasterCard American Express

Visa Discover

Credit Card No. _____

Expiration Date _____

Questions? Contact us at (800) 447-1830
or localhistoryservices@indianahistory.org.

Mail to:

Visitor Services

Indiana Historical Society

Eugene and Marilyn Glick Indiana History Center

450 West Ohio Street

Indianapolis, IN 46202

ARE YOU A LOCAL HISTORY PARTNER?

These are the benefits you can enjoy!

- NEW! Reserve free Local History Partner Days at the Eugene and Marilyn Glick History Center. For two weeks during the year, your members can get free admission to the *Indiana Experience*.
- Receive an additional 10% discount off the IHS member price for an LHS workshop and a second set of workshop materials for your organization's resource library.
- Implement what you learn in LHS workshops with the assistance of a follow-up consultation by LHS staff.
- Ask LHS staff to set up a consultation with Development, Marketing, Collections, Exhibitions or other IHS departments.
- Request the Collections Issues Trunk to teach your staff and the public about common collections care issues at no cost to your organization.
- Host and set the topic for a LHS "In Your Neighborhood" meeting.
- Advertise an event or exhibit in the enhanced "Partners' Platform" in *Communique Online* once a year.
- Attend Partners'-only events, like the annual October Get-Together at IHS.
- All the regular benefits of the IHS Organization membership level, including free admission for two people to the *Indiana Experience* and *Traces* magazine.

All that for just \$50 per year! To find out more, contact Jeff Harris, director, Local History Services, at localhistoryservices@indianahistory.org or (317) 232-4591 or visit www.indianahistory.org/join. To join online, choose "Organization" membership and enter "Local History Partner" in the comment section.

Collections Advisor

Collections Advisor is a free monthly email from the Hoosier Heritage Alliance Connecting to Collections project that includes tips on how to improve collections care, information about collections care advocacy and case studies of collections care successes in Hoosier cultural organizations.

To subscribe, email collectionsadvisor@indianahistory.org and enter "Subscribe" in the subject line.

Collections Advisor is the first of several collections care projects funded by an Institute of Museum and Library Services Connecting to Collections grant. Other grant-funded activities will include:

- Free site-specific collections care and management training sessions, including an archival materials kit
- Access to the free collections care advocacy traveling exhibit titled *Endangered Heritage*
- Regional conferences in April 2012 with sessions on how to raise funds for collections care and what to collect, as well as hands-on collections care training breakout sessions:

April 10 – Center for History, South Bend

April 13 – Minnetrista, Muncie

April 16 – Carnegie Center for Art and History, New Albany

April 20 – Cunningham Memorial Library, Indiana State University, Terre Haute

To learn more about about collections care and to join the Connecting to Collections online community, visit www.connectingtocollections.org.

For more information, visit www.indianahistory.org/lhs/hha, or contact Tamara Hemmerlein, HHA coordinator at themmerlein@indianahistory.org or (317) 234-0170.



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INDIANA HISTORICAL SOCIETY LOCAL HISTORY SERVICES



News and Events

FEBRUARY AND MARCH 2012



(800) 447-1830 or (317) 232-1882
localhistoryservices@indianahistory.org
www.indianahistory.org/lhs