

WORKSHOPS IN 2011

Fundraising Planning – March

Learn how to structure your fundraising to build on membership and events to develop annual giving, major gifts, sponsorship and planned giving income.

Managing Organizational Change – April

Navigate the discomfort produced by organizational change to grow your organization for the future.

Cemetery Preservation (Basic) – May

Discover cemetery history and laws, as well as proper techniques of cemetery preservation.

Stewarding Historic Structures – May

Explore typical challenges faced by organizations housed in historic structures and learn where to go for solutions.

Understanding Audiences and Visitors – June

Collect visitor information, locate demographic research and explore how to use that information to make your organization more relevant.

Exhibit Fabrication – July

Learn some basic techniques to create professional exhibit mounts and Plexiglas® covers.

Cemetery Preservation (Advanced) – August

Get your hands dirty with advanced cemetery restoration techniques.

So This Box Comes In – September

Explore steps in processing an incoming donation to your museum, including accepting, accessioning, documenting and storing artifacts.

Polish Your Image – October

Improve your marketing materials by learning to apply the principals of design.

Collection Preservation (Basic) – October

Preserve your historical collections and avoid harm in a collection environment.



INDIANA HISTORICAL SOCIETY LOCAL HISTORY SERVICES



News and **Events**

JANUARY AND FEBRUARY 2011



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

INDIANA'S STORYTELLER: CONNECTING PEOPLE TO THE PAST

2011 OFFICIAL PARTNER  THE INDIANA
RAIL ROAD

IN YOUR NEIGHBORHOOD

Local History Services staff will be available for short consultations at the Morris Butler House in Indianapolis. You are invited to meet, share and connect with other



historical organizations and county historians. Feel free to call in advance about issues you are facing or just drop in to ask a question or share a success story.

**Tuesday, Feb. 8,
10:30 to 11:30 a.m.**
Morris Butler House
1204 N. Park Ave.,
Indianapolis

WORKSHOPS

Money Matters: Financial Management for Nonprofits

Tuesday, Jan. 25, 9 a.m. to 4 p.m.

Scott County Heritage Center, Scottsburg
Instructor: Stacy Klingler, assistant director,
Local History Services, IHS

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

Register by: Jan. 18

*Librarians can earn 6 LEU credits for this workshop
Meets AASLH StEPs MGMT Standard 1*

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 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
- Understand how to use financial information to inform your decisions about how best to 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.

Planning for Beginners

Wednesday, Feb. 23, 9 a.m. to 4 p.m.

Dubois County Museum, Jasper
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. 16

*Librarians can earn 6 LEU credits for this workshop
Meets AASLH StEPs MGMT Standard 1*

Have you been caught off guard when a funder asked for your organizational or strategic plan? Has your staff or board resisted going through a planning process? You don’t need to be big or have paid staff to create a plan that works for you. In fact, planning is even more important for all-volunteer organizations where comings and goings are common. We will de-mystify the process of creating strategic and organizational plans and share non-threatening ways for you to introduce planning and budgeting to your group.

You’ll leave this workshop with ...

- An understanding of how a plan will help you allocate your valuable human and financial resources
- Example planning documents from a small organization
- A timeline for pursuing your own planning process

Who should attend? Paid and unpaid directors, board presidents and committee chairs responsible for organizational planning.

WORKSHOP REGISTRATION

Money Matters – Jan. 25

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

Number of People _____ Price \$ _____

Planning for Beginners – Feb. 23

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

Number of People _____ Price \$ _____

Amount Due \$ _____

Name(s) _____

Organization _____

Address _____

City/State/Zip _____

Phone _____

E-mail _____

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:

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