



THE LEAGUE OF HISTORICAL
SOCIETIES OF NEW JERSEY

“Organization Essentials” Workshop

Saturday, October 29, 2016

Woodbridge Community Center

600 Main St, Woodbridge NJ 07095

- 9:30 Registration and continental breakfast
- 10:00—12:00 **Your Mission Statement, Vision Statement and Developing Your Long Range Plan** Your mission statement is the heart of your organization. Is it clear and concise? Do your Board and your members know exactly what you are all about? Does your mission statement attract interested donors? Do you know where you are headed? This workshop will cover these basic documents that are critical for the success of any organization and are an important part of any grant application .
- 12:00—1:00 Buffet lunch (included in registration)
- 1:00—3:00 **The Budget and Financial Reports** Are you applying for or considering applying for grants? Do you want to attract large supporters? It’s not enough to say how much you want, you have to say why you want it. And your financial information must be in “good order.” This workshop will cover preparing your annual budget and required financial reports as well as the various financial forms required for grants or support requests.

Who should attend: Board Members, Directors, Grant Writers

Workshop presenter Pary Tell is currently the head of the Division of Culture & Heritage for Cape May County where she oversees their arts and history grants program, conducts workshops for local non-profit cultural organizations and offers assistance to arts and history organizations in organization fundamentals. The workshops are designed especially for smaller organizations that are striving to address their concerns on organization stability and growth. The workshops are small and informal with plenty of time for questions and group interaction.



Registration

Registration fee is \$25 per person. Please make check payable to LHSNJ and mail to LHSNJ, c/o Pary Tell, 397 Corson Ln, Cape May NJ 08204. Registration deadline is Oct. 21st.

Name: _____

Organization _____

Address _____ City, State, Zip _____

Phone _____ Email _____

If you are registering more than one person from your organization, please fill out a registration form for each person.

Any questions, please email pary.tell@co.cape-may.nj.us or call 609.465.1066