Kosciusko County Community Foundation  
Nonprofit Resource Library  
Materials Available for Check Out

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   Author: Berit Lackey
   Material: Book
   Description: This book describes nine steps to bringing new board members into your board: identify, cultivate, recruit, orient, involve, educate, evaluate, rotate, and celebrate.

2. The Board’s Role in Strategic Planning
   Author: Kay Sprinkel Grace
   Material: Book
   Description: This book discusses the process, types, and benefits of strategic planning.

3. The Chair’s Role in Leading the Nonprofit Board
   Author: Ellen Cochran Hirzy
   Material: Book
   Description: This book discusses ten roles for an effective board chair.

4. Creating Strong Board-Staff Partnerships
   Authors: Karen Simmons, Gary J. Stern
   Material: Book
   Description: This book discusses board and staff organizational issues, and key elements and practical issues of successful board-staff partnerships.

5. Culture of Inquiry: Healthy Debate in the Boardroom
   Author: Nancy R. Axelrod
   Material: Book
   Description: This book explains how to develop a culture of inquiry, trust, information sharing, teamwork, and healthy dialogue in the board room.

6. Development Committee
   Author: Eugene R. Tempel
   Material: Book
   Description: This book discusses the roles and responsibilities of the development committee, building the development committee, relationships between committee members and staff, developing the fundraising plan, how the committee works to motivate and involve the rest of the board, and ethics and accountability.
Author: Janice Gow Petty, editor
Material: Book
Description: This book contains practical tools and techniques to incorporate ethical standards and practices in nonprofit fundraising, including appearance of impropriety, rights of donors, tainted money, using donations as intended, choosing a leadership role, ethical decision-making, restoring public confidence in the nonprofit sector, and the ethics of grant making and grant seeking.

8. Executive Committee
Author: Mark Light
Material: Book
Description: This book discusses the duties, factors to consider, and potential pitfalls and solutions of the executive committee.

Author: Dave Sternberg
Material: Book & CD
Description: This book helps to motivate and empower nonprofit boards to get involved in fundraising.

10. Finance For Every Board Member
Author: Bryan Orander
Material: Book
Description: This is a concise guide for board members about financial documents and processes that they must understand as a board member.

11. Financial Committees
Author: Thomas A. McLaughlin
Material: Book
Description: This book discusses how to determine the configuration of financial committees, the finance committee, the audit committee, and the investment committee.

Author: Andrew S. Lang
Material: Book
Description: This book discusses the financial issues board members should address, major financial roles in nonprofits, systems that protect nonprofit organizations, financial statements and reports and dealing with the outside financial world.

13. Financial Responsibilities of the Nonprofit Board
Author: Andrew S. Lang
Material: Book
Description: This book discusses the financial issues board members should address, major financial roles in nonprofits, systems that protect nonprofit organizations, financial statements and reports and dealing with the outside financial world.
14. Fund Raising For Every Board Member  
Author: Bryan Orander  
Material: Book  
Description: This is a concise guide for board members about how to begin the fundraising process and it also addresses common misconceptions in fundraising.

15. Fund-Raising and the Nonprofit Board  
Author: Fisher Howe  
Material: Book  
Description: This book discusses five key principles about fundraising for board members.

16. Fundraising Mistakes That Bedevil All Boards (And Staff Too)  
Author: Kay Sprinkel Grace  
Material: Book  
Description: This concise book addresses common myths in fundraising and marketing that nonprofit boards and staff encounter.

Author: James M. Greenfield  
Material: Book  
Description: This book discusses board rules and responsibilities for fundraising, methods and techniques of fundraising, the basics of fundraising, the development process, evaluating fundraising performance, and identifying potential board members.

18. Generating Buzz: Strategic Communications for Nonprofit Boards  
Author: Sally J. Patterson  
Material: Book  
Description: This book addresses the board's role in communication, presenting an overview of roles and responsibilities that help board members provide the necessary vision, support, and oversight.

19. Governance Committee  
Authors: Berit Lackey, Sandra R. Hughes, Outi Flynn  
Material: Book  
Description: This book discusses the need for a governance committee, membership and operations, and roles of the governance committee.

20. Guide to Nonprofit Corporate Governance in the Wake of Sarbanes-Oxley  
Author: ABA Coordinating Committee on Nonprofit Governance  
Material: Book  
Description: The impact and application of the Sarbanes-Oxley Act on nonprofits that was enacted by Congress in 2002.
21. The Handbook of Nonprofit Governance
   Author: BoardSource
   Material: Book
   Description: This comprehensive resource explores the overarching question of governance within nonprofit organizations and addresses the roles, structures, and practices of an effective nonprofit.

22. How to Help Your Board Govern More and Manage Less
   Author: Richard P. Chait
   Material: Book
   Description: This book discusses the executive’s role and the board’s role and the benefits of understanding those roles.

23. The Imperfect Board Member: Discovering the Seven Disciplines of Governance Excellence
   Author: Jim Brown
   Material: Book
   Description: In story form, Brown introduces the seven disciplines that will enable any board to lead effectively.

24. The Legal Obligations of Nonprofit Boards: A Guidebook for Board Members
   Authors: Jacqueline C. Leifer, Michael B. Glomb
   Material: Book
   Description: This book explains the principles of nonprofit corporation law, board member liability issues, and specific legal requirements in corporate, state, and federal law.

25. Legal Responsibilities of Nonprofit Boards
   Author: Bruce R. Hopkins
   Material: Book
   Description: This book discusses the legal duties of the board and board members, legal contexts, managing legal liability, and governance policies and issues.

   Authors: Daniel L. Kurtz, Sarah E. Paul
   Material: Book
   Description: This book explains laws governing conflicts of interest, situations that give rise to conflicts of interest, how to create a conflict of interest policy, organizational code of ethics and more.

27. Meeting the Challenge: An Orientation to Nonprofit Board Service
   Author: Ray Suarez
   Material: User Guide & VHS
   Description: This user guide and VHS includes basic principles of nonprofit governance, including mission, oversight, resources, and outreach.
Author: BoardSource  
Material: Book  
Description: BoardSource provides a great resource on basic board functions, board structure, board member selection and development, board and committee meetings, the board's role as a fiduciary, board-staff relations, and organizational change.

29. The Nonprofit Board’s Guide to Bylaws: Creating a Framework for Effective Governance  
Author: D. Benson Tesdahl  
Material: Book  
Description: This book explains the different parts of the bylaws and how they relate to other important nonprofit documents.

30. The Nonprofit Board’s Role in Mission, Planning and Evaluation: Second Edition  
Authors: Kay Sprinkel Grace, Amy McClellan, John A. Yankey  
Material: Book  
Description: This book discusses how to determine mission and purpose, developing and expressing mission, activating and advancing mission, using mission to power board effectiveness, strategic planning, and evaluating programs.

31. Nonprofit Boards That Work: The End of One Size Fits All Governance  
Author: Maureen K. Robinson  
Material: Book  
Description: Robinson describes the role of the board, the work that boards do and how they do it, the relationship between the executive director and the board, and more.

Author: Darian Rodríguez Heyman, editor  
Material: Book  
Description: This great resource has best practices for managing organizations and people, nonprofit law and finance, nonprofit technology, fundraising, marketing and communications, and boards and volunteers.

33. Planning for Every Board Member  
Author: Bryan Orander  
Material: Book  
Description: This is a concise guide that discusses how board members create and implement plans as a part of their responsibilities.
34. **Self Assessment for Nonprofit Governing Boards**  
**Author:** Larry H. Slesinger  
**Material:** Questionnaire  
**Description:** This 30-60 minute questionnaire serves as a tool for board members to assess how well the board is functioning and to identify areas where the board might improve its performance.

35. **Speaking of Money: A Guide to Fundraising for Nonprofit Board Members**  
**Author:** Kay Sprinkel Grace  
**Material:** User Guide & CD  
**Description:** This set includes a board member fundraising and development self-assessment and steps to effective development practices and fundraising.

36. **Starting and Building a Nonprofit Board, CD-Rom Included**  
**Author:** Peri H. Pakroo  
**Material:** Book & CD  
**Description:** This book and CD provides guidance on the essential areas of starting a nonprofit: naming and structuring your nonprofit, developing your strategic plan, developing your initial budget, your board of directors, your staff and volunteers, fundraising, risk management and insurance, understanding contracts and agreements, marketing your nonprofit, publishing informational materials, spreading the word online about your nonprofit, managing your finances, and getting professional help.

**Authors:** Charles F. Dambach, Melissa Davis, Robert L. Gale  
**Material:** Book  
**Description:** This book discusses the foundation of good governance, building a board, board leadership, committee structure, board meetings, and board dynamics.

38. **Ten Basic Responsibilities of Nonprofit Boards**  
**Author:** Richard T. Ingram  
**Material:** Book  
**Description:** This book describes ten basic responsibilities of nonprofit boards, such as to determine mission and purpose, select the chief executive, monitor and strengthen programs and services, ensure adequate financial resources, ensure legal and ethical integrity, and more.

**Author:** Richard T. Ingram  
**Material:** Book  
**Description:** This book describes ten basic responsibilities of nonprofit boards, such as to determine mission and purpose, select the chief executive, monitor and strengthen programs and services, ensure adequate financial resources, ensure legal and ethical integrity, and more.
40. **Transforming Board Structure: Strategies for Committees and Task Forces**
   Authors: Marla J. Bobowick, Sandra R. Hughes, Berit M. Lackey
   Material: Book
   Description: This book discusses how to set up the appropriate committee structure, how to ensure that committees are working well, and it defines common standing committees and other common work groups.

41. **The Truth About What Nonprofit Boards Want**
   Author: June Bradham
   Material: Book
   Description: Bradham describes nine truths about nonprofit board members.

42. **The Ultimate Board Member's Book: A 1-Hour Guide to Understanding and Fulfilling Your Role and Responsibilities**
   Author: Kay Sprinkel Grace
   Material: Book
   Description: This concise guide explains how boards work, what the job entails, the time commitment, the role of staff, serving on committees and task forces, fundraising responsibilities, conflicts of interest, group decision-making, and more.

43. **Welcome to the Board**
   Author: Bryan Orander
   Material: Book
   Description: This is a concise guide that discusses the basics of nonprofits and responsibilities of board members and staff.

   Author: Robert P. Fry Jr.
   Material: Book
   Description: This book explains the basics of how nonprofits invest funds, portfolio theory, an overview of the relevant legal environment, appropriate board and committee structures as they relate to investing an organization's funds and more.
Communications/Marketing

1. **The Networked Nonprofit: Connecting with Social Media to Drive Change**
   **Author:** Beth Kanter, Allison H. Fine
   **Material:** Book
   **Description:** This book provides practical advice on how to become a networked nonprofit and then how to maintain your network.

2. **Nonprofit Internet Strategies: Best Practices for Marketing, Communications, and Fundraising**
   **Author:** Ted Hart, James M. Greenfield, Michael Johnston
   **Material:** Book
   **Description:** This book provides best practices for developing multiple Internet strategies to integrate with their traditional marketing, communications, and fundraising methods, in order to advance their causes, inform their public, raise public confidence and trust in their mission and vision, and engender gifts, grants and contributions.

   **Author:** Darian Rodriiguez Heyman, editor
   **Material:** Book
   **Description:** This great resource has best practices for managing organizations and people, nonprofit law and finance, nonprofit technology, fundraising, marketing and communications, and boards and volunteers.

4. **Publicity for Nonprofits: Generating Media Exposure that Leads to Awareness, Growth, and Contributions**
   **Author:** Sandra L. Beckworth
   **Material:** Book
   **Description:** This book provides information on how to create a publicity plan, the difference between forms of publicity, when and how to publicize events, and more.

5. **Social Media for Social Good: A How To Guide for Nonprofits**
   **Author:** Heather Mansfield
   **Material:** Book
   **Description:** Learn how to use different kinds of social media, such as websites, e-newsletters, Facebook, Twitter, Youtube, Flickr, LinkedIn, Blogs, Mobile Websites, and Smartphone Apps to keep your supporters engaged and growing in numbers.
Finances

1. **Finance For Every Board Member**  
   **Author:** Bryan Orander  
   **Material:** Book  
   **Description:** This is a concise guide for board members about financial documents and processes that they must understand as a board member.

2. **Financial Committees**  
   **Author:** Thomas A. McLaughlin  
   **Material:** Book  
   **Description:** This book discusses how to determine the configuration of financial committees, the finance committee, the audit committee, and the investment committee.

   **Author:** Andrew S. Lang  
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4. **Financial Responsibilities of the Nonprofit Board**  
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   **Material:** Book  
   **Description:** This great resource has best practices for managing organizations and people, nonprofit law and finance, nonprofit technology, fundraising, marketing and communications, and boards and volunteers.

6. **Not-for-Profit Accounting Made Easy, Second Edition**  
   **Author:** Warren Ruppel  
   **Material:** Book  
   **Description:** This book explains basic accounting terminology, fundamental accounting concepts for nonprofits, basic financial statements of a nonprofit organization, and more.
7. The Simplified Guide To Not-For-Profit Accounting, Formation & Reporting
   Author: Laurence Scot
   Material: Book
   Description: This book is a comprehensive guide about how to start a nonprofit, maintain the financial "books" of a typical nonprofit, comply with reporting requirements, understand the role and responsibilities of the board of directors, and more.

8. Understanding Nonprofit Financial Statements
   Author: John Paul Dalsimer
   Material: Book
   Description: This book discusses different types of financial statements, annual financial statements, and ratios.

   Author: Steven Berger
   Material: Book & CD
   Description: This book and CD describes basic elements of audited financial statements, how to compare interim and audited financial statements, how to use financial information to evaluate organizational performance, and more.

    Author: Robert P. Fry Jr.
    Material: Book
    Description: This book explains the basics of how nonprofits invest funds, portfolio theory, an overview of the relevant legal environment, appropriate board and committee structures as they relate to investing an organization's funds and more.
Fundraising

1. Demystifying Grant Seeking: What You Really Need To Do To Get Grants
   Author: Larissa Golden Brown, Martin John Brown
   Material: Book
   Description: Outlines a 5-step program that will lead to an effective grant-seeking process.

   Author: Janice Gow Petty, editor
   Material: Book
   Description: This book contains practical tools and techniques to incorporate ethical standards and practices in nonprofit fundraising, including appearance of impropriety, rights of donors, tainted money, using donations as intended, choosing a leadership role, ethical decision-making, restoring public confidence in the nonprofit sector, and the ethics of grant making and grant seeking.

3. The Everything Grant Writing Book: Create the Perfect Proposal to Raise the Funds You Need
   Author: Nancy Burke Judy Tremore
   Material: Book
   Description: This book shows you how to apply for government and foundation grants, find the money you need, build community collaborations and partnerships, write a statement of need, develop a budget and budget narrative, and fill out appropriate paperwork.

   Author: Dave Sternberg
   Material: Book & CD
   Description: This book helps to motivate and empower nonprofit boards to get involved in fundraising.

5. Fund Raising For Every Board Member
   Author: Bryan Orander
   Material: Book
   Description: This is a concise guide for board members about how to begin the fundraising process and it also addresses common misconceptions in fundraising.

6. Fund-Raising and the Nonprofit Board
   Author: Fisher Howe
   Material: Book
   Description: This book discusses five key principles about fundraising for board members.
7. **Fundraising Mistakes That Bedevil All Boards (And Staff Too)**  
   **Author:** Kay Sprinkel Grace  
   **Material:** Book  
   **Description:** This concise book addresses common myths in fundraising and marketing that nonprofit boards and staff encounter.

8. **The Fundraising Planner: A Working Model for Raising the Dollars You Need**  
   **Author:** Terry & Doug Schaff  
   **Material:** Workbook  
   **Description:** This workbook is a step-by-step guide on how to construct an operational fundraising plan.

   **Author:** James M. Greenfield  
   **Material:** Book  
   **Description:** This book discusses board rules and responsibilities for fundraising, methods and techniques of fundraising, the basics of fundraising, the development process, evaluating fundraising performance, and identifying potential board members.

    **Author:** Darian Rodriguez Heyman, editor  
    **Material:** Book  
    **Description:** This great resource has best practices for managing organizations and people, nonprofit law and finance, nonprofit technology, fundraising, marketing and communications, and boards and volunteers.

11. **Speaking of Money: A Guide to Fundraising for Nonprofit Board Members**  
    **Author:** Kay Sprinkel Grace  
    **Material:** User Guide & CD  
    **Description:** This set includes a board member fundraising and development self-assessment and steps to effective development practices and fundraising.
Nonprofits

1. Advisory Councils
Author: Nancy R. Axelrod
Material: Book
Description: This book discusses clarifying the purpose of the advisory council, talking about if an advisory council meets a need in the nonprofit, finding the right advisory council members, building the framework for advisory council success, and dealing with conflicts and compromises between your advisory council, board, and staff.

2. Benchmarking for Nonprofits
Author: Jason Saul
Material: Book
Description: This book contains the five key steps of benchmarking (improving) different aspects of your nonprofit.

Author: Berit Lackey
Material: Book
Description: This book describes nine steps to bringing new board members into your board: Identify, cultivate, recruit, orient, involve, educate, evaluate, rotate, and celebrate.

4. Building Your Endowment
Author: Edward C. Schumacher
Material: Workbook
Description: This workbook gives nonprofits the background and tools they need to build endowments to support their nonprofits forever.

5. Creating Strong Board-Staff Partnerships
Author: Karen Simmons, Gary J. Stern
Material: Book
Description: This book discusses board and staff organizational issues, and key elements and practical issues of successful board-staff partnerships.

Author: John M. Bryson, Farnum K. Alston
Material: Workbook
Description: This workbook guides nonprofits through ten steps in the strategic planning process.
7. **Demystifying Grant Seeking: What You Really Need To Do To Get Grants**  
Author: Larissa Golden Brown, Martin John Brown  
Material: Book  
Description: Outlines a 5-step program that will lead to an effective grant-seeking process.

8. **Directory of Indiana Grant Makers: Grant and Scholarship Information**  
Author: Indiana Grantmakers Alliance  
Material: Book  
Description: Please note: This resource is for reference use at the Foundation only and therefore may not leave the Foundation. This directory contains profiles of over 1,000 private foundations, corporate foundations, and community foundations that have been known to fund in Indiana, including information as to each foundation's size, it's contact person, and its funding interests and guidelines, as well as grant writing tips. Copyright date is 2004.

Author: Janice Gow Petty, editor  
Material: Book  
Description: This book contains practical tools and techniques to incorporate ethical standards and practices in nonprofit fundraising, including appearance of impropriety, rights of donors, tainted money, using donations as intended, choosing a leadership role, ethical decision-making, restoring public confidence in the nonprofit sector, and the ethics of grant making and grant seeking.

10. **The Everything Grant Writing Book: Create the Perfect Proposal to Raise the Funds You Need**  
Author: Nancy Burke, Judy Tremore  
Material: Book  
Description: This book shows you how to apply for government and foundation grants, find the money you need, build community collaborations and partnerships, write a statement of need, develop a budget and budget narrative, and fill out appropriate paperwork.

11. **The Executive Director's Guide to Thriving as a Nonprofit Leader, 2nd Edition**  
Author: Mim Carlson, Margaret Donohoe  
Material: Book  
Description: This book is a resource for executive directors by describing their job, building relationships, creating vision and change, reaching out to the community, using helpful resources, and making career transitions.
12. Forces for Good: The 6 Practices of High Impact Nonprofits  
Author: Leslie Crutchfield, Heather Grant  
Material: Book  
Description: The authors interviewed thousands of nonprofits of CEOs, conducted hundreds of interviews, and studied 12 high-impact nonprofits to determine six practices of high-impact nonprofits.

13. Fundraising Mistakes That Bedevil All Boards (And Staff Too)  
Author: Kay Sprinkel Grace  
Material: Book  
Description: This concise book addresses common myths in fundraising and marketing that nonprofit boards and staff encounter.

14. The Fundraising Planner: A Working Model for Raising the Dollars You Need  
Author: Terry & Doug Schaff  
Material: Workbook  
Description: This workbook is a step-by-step guide on how to construct an operational fundraising plan.

15. Guidebook For Directors of Nonprofit Corporations: Third Edition  
Author: Willard L. Boyd III, editor & Jeannie Carmedelle Frey, editor  
Material: Book  
Description: This book is a resource for nonprofit directors to learn about their duties and rights, committees, taxation, fundraising, volunteers, employees, investments and expenditures of endowment funds, director liability risks and protections, the legal environment of the nonprofit corporation, and more.

16. How to Help Your Board Govern More and Manage Less  
Author: Richard P. Chait  
Material: Book  
Description: This book discusses the executive's role and the board's role and the benefits of understanding those roles.

17. How to Manage an Effective Nonprofit Organization  
Author: Michael Sand  
Material: Book  
Description: This book provides practical tips for board members to run effective meetings, staff members to raise funds, grant writers to prepare better proposals, agencies to establish a volunteer program, and everyone to learn effective strategies to help improve their supervisory, personnel, and general management skills.
Author: Thomas Wolf  
Material: Book  
Description: Wolf provides advice and best practices for nonprofits in the areas of staffing, fundraising, recruiting trustees, marketing, planning, budgeting, accounting, leading, and succeeding.

Author: Peter F. Drucker  
Material: Book  
Description: Drucker provides examples and explanations of mission, leadership, resources, marketing, goals, and more.

20. The Networked Nonprofit: Connecting with Social Media to Drive Change
Author: Beth Kanter, Allison H. Fine  
Material: Book  
Description: This book provides practical advice on how to become a networked nonprofit and then how to maintain your network.

Author: BoardSource  
Material: Book  
Description: BoardSource provides a great resource on basic board functions, board structure, board member selection and development, board and committee meetings, the board's role as a fiduciary, board-staff relations, and organizational change.

22. The Nonprofit Chief Executive’s Ten Basic Responsibilities
Author: Richard L. Moyers  
Material: Book  
Description: This book explains the ten basic responsibilities of nonprofit chief executives, including committing to the mission, leading staff and managing the organization, exercising responsible financial stewardship, leading fundraising, following ethical standards, developing future leadership, and more.

23. The Nonprofit Dashboard: A Tool for Tracking Progress
Author: Lawrence M. Butler  
Material: Book & CD  
Description: This book is a helpful tool for senior nonprofit staff and board members on how to create a dashboard, or user-friendly way to present performance measures, for board members.
Author: Ted Hart, James M. Greenfield, Michael Johnston  
Material: Book  
Description: This book provides best practices for developing multiple Internet strategies to integrate with their traditional marketing, communications, and fundraising methods, in order to advance their causes, inform their public, raise public confidence and trust in their mission and vision, and engender gifts, grants and contributions.

Author: Darian Rodriguez Heyman, editor  
Material: Book  
Description: This great resource has best practices for managing organizations and people, nonprofit law and finance, nonprofit technology, fundraising, marketing and communications, and boards and volunteers.

Author: Barbara Lawrence, Outi Flynn  
Material: Book & CD  
Description: This set provides key elements and practical tips for 48 different topic areas, along with 241 sample policies, job descriptions, committee charters, codes of ethics, board member agreements, mission and vision statements, and more.

27. **Not-for-Profit Accounting Made Easy, Second Edition**  
Author: Warren Ruppel  
Material: Book  
Description: This book explains basic accounting terminology, fundamental accounting concepts for nonprofits, basic financial statements of a nonprofit organization, and more.

28. **Prezi for Dummies**  
Author: Stephanie Diamond  
Material: Book  
Description: This book shows you how to create visual, dynamic presentations with Prezi.

29. **Publicity for Nonprofits: Generating Media Exposure that Leads to Awareness, Growth, and Contributions**  
Author: Sandra L. Beckworth  
Material: Book  
Description: This book provides information on how to create a publicity plan, the difference between forms of publicity, when and how to publicize events, and more.
30. The Simplified Guide To Not-For-Profit Accounting, Formation & Reporting  
Author: Laurence Scot  
Material: Book  
Description: This book is a comprehensive guide about how to start a nonprofit, maintain the financial "books" of a typical nonprofit, comply with reporting requirements, understand the role and responsibilities of the board of directors, and more.

31. Social Media for Social Good: A How To Guide for Nonprofits  
Author: Heather Mansfield  
Material: Book  
Description: Learn how to use different kinds of social media, such as websites, e-newsletters, Facebook, Twitter, Youtube, Flickr, LinkedIn, Blogs, Mobile Websites, and Smartphone Apps to keep your supporters engaged and growing in numbers.

32. Starting and Building a Nonprofit Board, CD-Rom Included  
Author: Peri H. Pakroo  
Material: Book & CD  
Description: This book and CD provides guidance on the essential areas of starting a nonprofit: naming and structuring your nonprofit, developing your strategic plan, developing your initial budget, your board of directors, your staff and volunteers, fundraising, risk management and insurance, understanding contracts and agreements, marketing your nonprofit, publishing informational materials, spreading the word online about your nonprofit, managing your finances, and getting professional help.

33. Understanding Nonprofit Financial Statements  
Author: John Paul Dalsimer  
Material: Book  
Description: This book discusses different types of financial statements, annual financial statements, and ratios.

34. Understanding Nonprofit Financial Statements: Third Edition  
Author: Steven Berger  
Material: Book & CD  
Description: This book and CD describes basic elements of audited financial statements, how to compare interim and audited financial statements, how to use financial information to evaluate organizational performance, and more.

35. When People Care Enough To Act  
Author: Mike Green  
Material: Book  
Description: This book provides principles, best practices, and examples of asset based community development.
36. Why Nonprofits Fail: Overcoming Founder’s Syndrome, Fundphobia, and Other Obstacles to Success
Author: Stephen R. Block
Material: Book
Description: Provides case examples, prevention ideas, and practical advice on what to do with the seven most common stumbling blocks for nonprofit leaders: Founder’s syndrome, fundphobia, financial misfortune, recruitment disorientation, cultural depression in nonprofit organizations, self-serving political performance, and role confusion between the board and executive director.
Poverty/School Administrator

1. **Active Healthy Families- Audio/DVD**  
   **Author:** McMillen Center for Health Education  
   **Material:** DVD  
   **Description:** This DVD set includes educators presenting nutrition information in an informal and fun manner, using real food and relevant situations to help fight childhood obesity.

2. **Boys in Crisis: Why It Matters and What You Can Do About It**  
   **Author:** Paul D. Slocumb  
   **Material:** DVD  
   **Description:** This DVD helps parents and educators understand and connect with boys. Includes case studies and creative solutions.

3. **Bridges Out of Poverty Audio Workshop**  
   **Author:** Dr. Ruby Payne  
   **Material:** CD  
   **Description:** Focuses on the needs of social service providers and other helping professionals in assisting people in poverty. Bridges focuses on workplace issues with information about mentoring and improving work performance.

4. **Bridges Out of Poverty: Strategies for Professionals and Communities: Workbook**  
   **Author:** Phillip DeVol, Dr. Ruby Payne, Terie Dreussi Smith  
   **Material:** Workbook  
   **Description:** This workbook helps social, health, and legal services professionals to understand the mindset of people in poverty and provides solutions that organizations can use to help people in poverty.

5. **Crossing the Tracks for Love**  
   **Author:** Dr. Ruby Payne  
   **Material:** Book  
   **Description:** This book exposes the mindsets and attitudes that lead to conflict between people of different classes, and provides insight and solutions to improve your relationships, smooth your own transition between classes, increase opportunities for someone you care about, and move confidently in any social setting.

6. **Facilitator Notes for Getting Ahead in a Just-Gettin'-By World**  
   **Author:** Philip E. DeVol  
   **Material:** Book  
   **Description:** This is the facilitator notes that goes with the book Getting Ahead in a Just Gettin'-By World, which helps people in poverty to move out of poverty.
7. A Framework for Understanding Poverty
Author: Dr. Ruby Payne
Material: Book
Description: This is the most recent update of Dr. Payne’s groundbreaking original book on understanding poverty and how to help people in poverty.

8. A Framework for Understanding Poverty Audio Kit
Author: Dr. Ruby Payne
Material: 8 CD set
Description: This is a comprehensive workshop substitute! The Kit includes 8 CDs of Dr. Payne facilitating a live workshop series, the workbook, the book, and also the book Understanding Learning, and the companion workbook Learning Structures, both also written by Dr. Ruby Payne.

9. A Framework For Understanding Poverty Workbook
Author: Dr. Ruby Payne
Material: Workbook
Description: Includes charts, graphs, resource analysis, activities, and note taking outlines on how to understand and help people in poverty.

10. Getting Ahead in a Just Gettin’- By Word: Building Your Resources for a Better Life
Author: Phillip DeVol
Material: Workbook
Description: This workbook helps people in poverty to move out of poverty by understanding more about different social classes and building their resources.

11. Getting Ahead in a Just Gettin’- By World Audio Workshop
Author: Phillip DeVol
Material: CD
Description: Used to train facilitators for Getting Ahead Workshops.

12. Hear Our Cry: Boys in Crisis
Author: Paul D. Slocumb
Material: Book
Description: This book helps parents and educators understand and connect with boys. Includes case studies and creative solutions.

13. Hidden Rules of Class At Work
Author: Dr. Ruby Payne Don Krabill
Material: Book
Description: This book is meant to show how issues of class determine one’s ability to survive in the workplace, and to offer tools necessary to move to a different level of the organization if one so desires.
14. Hollowing Out the Middle: The Rural Brain Drain and What It Means for America
Author: Patrick J. Carr, Maria J. Kefalas
Material: Book
Description: This book explores the exodus of young people from America's countryside and what community leaders are trying to do to engage and keep people in rural communities.

15. Learning Structures Workbook: Understanding Learning
Author: Dr. Ruby Payne
Material: Workbook
Description: Includes updated visuals of mental models and student pages for building cognitive structures, the basis for all effective learning.

16. Living on a Tightrope: A Survival Handbook for Principals
Author: Dr. Ruby Payne, William Sommers
Material: Book
Description: Helps school administrators balance educational management, relationships, power and identity.

17. Meeting Standards and Raising Test Scores (When You Don’t Have Much Time or Money)
Author: Dr. Ruby Payne, Donna Magee
Material: Book and 4 DVD’s
Description: This 4 DVD set includes a resource manual and power point. Proven to significantly raise student achievement.

18. One Nation Under Taught: Solving America's Science, Technology, Engineering and Math Crisis
Author: Dr. Vince M. Bertram
Material: Book
Description: This book provides a blueprint for helping students fall in love with, succeed in, and further pursue studies in STEM subjects.

19. Putting the Pieces Together
Author: Kim D. Ellis
Material: Book
Description: This workbook provides additional classroom strategies that move elementary students' thinking from concrete to abstract. Helps make teaching the how and the why of learning much easier.

20. Teaching On Your Feet - CD
Author: Rita Pierson
Material: CD
Description: This 2 Audio CD set contains inspiration and insights on becoming a master teacher in 10 lessons.
21. Under-Resourced Learners: 8 Strategies to Boost Student Achievement  
Author: Dr. Ruby Payne  
Material: Book  
Description: Includes real world success stories, research and program examples to help students succeed.

22. Understanding Learning: The How, the Why, the What  
Author: Dr. Ruby Payne  
Material: Book  
Description: This book includes practical strategies to help students learn content while building vital cognitive abilities, as well as key background information about how and why these strategies work.

Author: Ruben Perez  
Material: DVD  
Description: In Spanish, with English subtitles. Includes orientation on the importance of attendance, information on grades, the school culture and more.

24. What Every Church Member Should Know About Poverty: Three Sermons  
Author: Rev. David Ellis  
Material: CD  
Description: Sermons on poverty.