

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

Categories:

Board Member.....	2
Communications/Marketing.....	9
Finances.....	10
Fundraising.....	12
Nonprofit.....	14
Poverty/School Administrator.....	21

Board Member

1. The Board Building Cycle: Nine Steps to Finding, Recruiting and Engaging Nonprofit Board Members: Second Edition

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.

7. Ethical Fundraising: A Guide for Nonprofit Boards and Fundraisers

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.

9. Fearless Fundraising for Nonprofit Boards: Second Edition

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.

12. Financial Responsibilities of Nonprofit Boards: Second Edition

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.

17. Fundraising Responsibilities of Nonprofit Boards: Second Edition

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.

26. Managing Conflicts of Interest: A Primer for Nonprofit Boards, Second Edition

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.

28. The Nonprofit Board Answer Book: A Practical Guide for Board Members and Chief Executives

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.

32. Nonprofit Management 101: A Complete and Practical Guide for Leaders and Professionals

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.

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.

37. Structures and Practices of Nonprofit Boards, Second Edition

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.

39. Ten Basic Responsibilities of Nonprofit Boards: Second Edition

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.

44. Who's Minding The Money: An Investment Guide for Nonprofit Board Members: Second Edition

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.

3. Nonprofit Management 101: A Complete and Practical Guide for Leaders and Professionals

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.

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.

3. Financial Responsibilities of Nonprofit Boards: Second Edition

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.

4. 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.

5. Nonprofit Management 101: A Complete and Practical Guide for Leaders and Professionals

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.

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.

9. 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.

10. Who's Minding The Money: An Investment Guide for Nonprofit Board

Members: Second Edition

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.

2. Ethical Fundraising: A Guide for Nonprofit Boards and Fundraisers

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.

4. Fearless Fundraising for Nonprofit Boards: Second Edition

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.

9. Fundraising Responsibilities of Nonprofit Boards: Second Edition

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.

10. Nonprofit Management 101: A Complete and Practical Guide for Leaders and Professionals

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.

3. The Board Building Cycle: Nine Steps to Finding, Recruiting and Engaging Nonprofit Board Members: Second Edition

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.

6. Creating Your Strategic Plan: A Workbook for Public and Nonprofit Organizations, 3rd Edition

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.

9. Ethical Fundraising: A Guide for Nonprofit Boards and Fundraisers

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.

18. Managing A Nonprofit Organization Updated 21st Century Edition

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.

19. Managing the Nonprofit Organization: Principles and Practices

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.

21. The Nonprofit Board Answer Book: A Practical Guide for Board Members and Chief Executives

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.

24. 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.

25. Nonprofit Management 101: A Complete and Practical Guide for Leaders and Professionals

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.

26. The Nonprofit Policy Sampler: Second Edition

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-Getting'-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.

23. Welcome to US Schools: A DVD Guide for Spanish Speaking Immigrant Parents

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.