

Board Resources	Labor & Union	Strategic Planning
Resources	Management & Leadership	Technology
Evaluation	Marketing & Public Relations	Indiana
Finance	Networking & Collaboration	Bloomington/Monroe Co
Fundraising	Nonprofit Start-up & General Information	United Way
	Social Entrepreneurship	Youth

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## Board Resources

Author	Title	Publisher	Year	Category	Synopsis
Adams, Richard, Shirly Magoteaux, Virginia Matz, Cheryl Stiefel-Francis, Judy Westerheide, and Donn Vickers	<i>The Board Member's Guide: Making a Difference on Your Board and in Your Community</i>	Columbus, OH: The Academy of Leadership and Governance	2003	Board Resources	This book is intended for nonprofit boards and individual board members as a source of guidance and motivation. Because "outstanding nonprofits have outstanding boards," this book should be useful in preparing and guiding boards towards success on the road ahead.
Albert, Sheila	<i>Hiring the Chief Executive: A Practical Guide to the Search and Selection Process</i>	Washington DC: BoardSource	1993	Board Resources	This guide is designed to provide such a model for boards and also to provide tools that can be adapted to meet the needs of almost any nonprofit organization. It incorporates the best ideas from the literature in the field and includes sample questionnaires, rating sheets, and interview questions.
Andringa, Robert C.	<i>The Executive Committee</i>	Washington DC: National Center for Nonprofit Boards	1994	Board Resources	This booklet is intended to help you gain understanding on how to use or not use an executive committee to help your board accomplish its work.
Andringa, Robert C., Outi Flynn and Sandra R. Sabo	<i>Nonprofit Board Answer Book II</i>	Washington DC: BoardSource	2002	Board Resources	This book looks into answering the toughest challenge facing nonprofits today, helping board members govern their organizations more efficiently and effectively. This focuses on some broader challenges, issues, and trends facing nonprofit board members and staff, such as balancing mission and accountability, ensuring financial stability, and successfully partnering with grantmakers.
Axelrod, Nancy R.	<i>The Advisory Committee</i>	Washington DC: National Center for Nonprofit Boards	1996	Board Resources	This booklet has been prepared for those who work with or serve on advisory groups, and is written in response to the many inquiries directed to the author by executive directors and board members who are either contemplating the creation of a new advisory structure or deciding whether to restructure an ineffective one.

Carver, John	<i>Boards that Make a Difference (2nd ed.)</i>	San Francisco, CA: Jossey-Bass	1997	<b>Board Resources</b>	Carver's Policy Governance model has influenced the way public and nonprofit boards operate around the world. He presents a new approach to board job design, board-staff relationships, the chief executive role, performance monitoring and every other aspect of the board-management relationship.
Carver, John and Miriam Mayhew Carver	<i>Reinventing Your Board</i>	San Francisco, CA: Jossey-Bass	1997	<b>Board Resources</b>	This hands-on, step-by-step guide serves as a practical manual for implementing the Policy Governance model and provides guidelines for staying on track. It also illustrates effective board decision making, shows how to craft useful policies, and offers practical advice on such matters as setting the agenda, monitoring CEO performance, defining the board role, and more.
Communications Workers of America	<i>Parliamentary Procedure</i>	Washington DC: Communications Workers of America		<b>Board Resources</b>	This booklet has been issued in response to many requests for a simple, basic explanation of parliamentary procedure. This work is intended to fill that need.
Ellis, Susan J.	<i>The Nonprofit Board's Role in Maximizing Volunteer Resources (2nd ed.)</i>	Washington DC: National Center for Nonprofit Boards	1999	<b>Board Resources</b>	The purpose of this booklet is to examine and challenge assumptions about volunteers, and to provide some guidelines for the board member who wishes to exercise the same legal and fiduciary stewardship with volunteers as with other organizational resources.
Hirzy, Ellen Corchran	<i>Nonprofit Board Committees</i>	Washington DC: National Center for Nonprofit Boards	1990	<b>Board Resources</b>	This booklet is intended for boards and board members and provides insight in developing and efficiently utilizing board committees.
Howe, Fisher	<i>The Board Member's Guide to Fundraising</i>	San Francisco, CA: Jossey-Bass	1991	<b>Board Resources/ Fundraising</b>	This book furnishes governing boards with a concise yet comprehensive resource for the entire fund-raising process. Howe shows why board members must take the lead in fund-raising efforts, and helps board members discover their role in raising money for an organization they can be personally satisfying.
Howe, Fisher	<i>The Board Member's Guide to Strategic Planning</i>	Washington DC: National Center for Nonprofit Boards	1997	<b>Board Resources/ Strategic Planning</b>	A quick, compact guide for busy nonprofit board members by a veteran board member and sought-after consultant to nonprofits. Howe's practical, no nonsense approach demystifies the often intimidating planning process, showing why it is essential and providing detailed instructions for successful execution.
Ingram, Richard T.	<i>NCNB Governance Series: Ten Basic Responsibilities of Nonprofit Boards</i>	Washington DC: National Center for Nonprofit Boards	1996	<b>Board Resources</b>	This guides board members through descriptions of board responsibilities, especially in regards to fundraising, as well as the "do's and don'ts" and where boards often go wrong.

Nason, John W.	<i>Board Assessment of the Chief Executive</i>	Washington DC: National Center for Nonprofit Boards	1990	<a href="#">Board Resources</a>	"It has been my observation over the years that most CEOs spend an inordinate amount of time worrying about whether they are doing a good job or not, and whether they are satisfying their board. If they know where they stand, they would waste a lot less energy in worrying and could therefore exert a lot more energy in doing an even better job"(pp.1). This booklet focuses on this relationship between the CEO and the board and how to improve their job efficiency through proper assessment.
O'Connor, Judith	<i>The Planning Committee</i>	Washington DC: National Center for Nonprofit Boards	1997	<a href="#">Board Resources</a>	This booklet is intended for nonprofit boards, board members, and leaders and focuses on the importance of planning for an organization and how to create and utilize the planning committee.
<i>On Being Board or How Not to Be Dead</i> Wood	<i>On Being Board or How Not to Be Dead</i> Wood	Pointed Publications	1986	<a href="#">Board Resources</a>	This booklet is intended as a guideline to current, progressive nonprofit board membership for agencies with a professional staff, and it pays particular attention to the line between the duties and responsibilities of staff. It also spends more space on identifying problems than it does on model boards that function well.
Robert, Henry M., III	<i>Robert's Rules of Order: Newly Revised (9th ed.)</i>	Reading, MA: Addison Wesley Longman, Inc.	1997	<a href="#">Board Resources</a>	The "classic" reference and guide on parliamentary procedure [and an excellent source on how to properly run board meetings].
Robinson, Maureen K.	<i>Developing the Nonprofit Board</i>	Washington DC: National Center for Nonprofit Boards	1994	<a href="#">Board Resources</a>	"Board development is a catchall phrase that describes the many large and small activities that can provide board members with opportunities to learn- about the organization and its purpose, about the board's role and how it is best fulfilled, about themselves and the staff as members of a team, and about the people or communities they serve." This booklet seeks to give a better understanding of the meaning of the phrase as a way to improve boards and their organizations.
Rutledge, Jennifer M.	<i>Building Board Diversity</i>	Washington DC: National Center for Nonprofit Boards	1994	<a href="#">Board Resources</a>	The purpose of this booklet is to encourage board and senior staff to look at board composition with clear eyes: to examine the organization's mission, and to consider both the community in which the organization exists and the community it primarily serves; to see what an inclusive board can contribute to an organization's effectiveness and credibility; and to see with similar clarity the full range of abilities and expertise that will be needed from the board, not just the visible signs of "difference."
Stoesz, Edgar and Chester Raber	<i>Doing Good Better (Revised ed.)</i>	Intercourse, PA: Good Books	1997	<a href="#">Board Resources</a>	In this manual, two veterans of many boards lucidly address the ideal relationship between a nonprofit organization and its board. They candidly cover the realities that often threaten that relationship, then suggest strategies for overcoming these common difficulties. They include many stories, guidelines and suggestions.

Tempel, Eugene R.	<i>The Development Committee: Fund Raising Begins with the Board</i>	Washington DC: National Center for Nonprofit Boards	1996	<b>Board Resources</b>	This booklet begins with the idea that fundraising begins with the board. There is a focus on emphasizing the development committee's purpose and role in drawing the board's attention on the vital responsibility of obtaining adequate resources for the organization from a variety of funding sources.
Wright, George B.	<i>Beyond Nominating</i>	Portland, OR: C3 Publications	1996	<b>Board Resources</b>	This guide to gaining and sustaining successful nonprofit boards focuses on two specific areas: replacing volunteer skills and experience as they cycle off the board, and adding new skills and experience not represented on the board, and at the same time improving board capability.
Zietlan, Kim Arthur and Susan E. Dorn	<i>The Nonprofit Board's Guide to Bylaws</i>	Washington DC: National Center for Nonprofit Boards	1996	<b>Board Resources</b>	This booklet focuses on creating a framework for effective governance through bylaws, the significant written rules by which an organization is governed. This argues that nonprofits should pay more careful attention to the use of bylaws as they can be a useful tool in successful governance.
(Periodical)	<i>Board &amp; Administrator</i>	Frederick, MD: Aspen Publishers, Inc.	Selected Issues from 1997-2001	<b>Board Resources</b>	Advising administrators and boards, this publication is designed to provide accurate and authoritative information in regard trends and current events, policy issues, ethics, case studies and much more.
(Periodical)	<i>Board Member</i>	Washington DC: BoardSource	Selected Issues from 1998-2003	<b>Board Resources</b>	With the contents page always consisting of these sections: Ask a Consultant, Guest Speaker, Try This, and Feature; Board Member provides advice and information for the nonprofit board member.

**Board Resource Links**

[www.boardsource.org/](http://www.boardsource.org/)

[http://www.mncn.org/info\\_principles.htm](http://www.mncn.org/info_principles.htm)

<http://www.wcnwebsite.org/practices/board.htm>

<http://www.folusa.org/html/fact14.html>


## Community Resources

Author	Title	Publisher	Year	Category	Synopsis
AARP Public Policy Institute	<i>Beyond 50.03</i>	Washington DC: AARP Public Policy Institute	2003	Community Resources	This report is the "third in a series of special reports to the nation on the status of its midlife and older population...The focus is on the range of services that enhance the long-term independence of persons 50 and older with disabilities." The report also provides demographic trends as well as rates.
America's Promise - Alliance For Youth, The	<i>Report to the Nation: Organizations and Communities Making a Difference Throughout America</i>	Alexandria, VA: The Alliance For Youth	2000	Community Resources	This report is a nation-wide compilation of associations, corporations, communities, government agencies, and nonprofit organizations whose given profiles provide information on their philanthropic projects and collaborations to build and develop the communities they serve.
Annie E. Casey Foundation, The	<i>When Teens Have Sex</i>	Baltimore, MD: The Annie E. Casey Foundation	1998	Community Resources	This report profiles the all the surrounding facts and statistics of teen pregnancies with special focus on issues and trends. The report not only emphasizes the importance of awareness and education, it also dispels many of the myths that stigmatize teen pregnancies.
Buntman, Peter H. and Eleanor M. Saris	<i>How to Live With Your Teenager (Vol.I)</i>	The Birch Tree Press for the Center For Family Life, Inc.	1993	Community Resources	"This book is intended to be a set of guidelines for those parents who are looking for a how-to book that will tell them specifically and in detail what they can do to help their teen make it to adulthood."
Congressional Exchange	<i>Smart Talk for Growing Communities</i>	Washington DC: Topsfield Foundations, Inc.	1998	Community Resources	Being a "guide for public dialogue and problem solving," this provides discussion materials and the means to create "study circles" within neighborhoods and the community as well as tips on how to meet the challenges of growth and development.
DuFour, Richard and Robert Eaker	<i>Professional Learning Communities at Work</i>	Bloomington, IN: National Education Practices for Enhancing Student Achievement	1998	Community Resources	This book follows the philosophy that "the most promising strategy for sustained, substantive school improvement is developing the ability of school personnel to function as professional learning communities." To this end, "educators create an environment that fosters mutual cooperation, emotional support and personal growth as they work together to achieve what they cannot accomplish alone."
Finance Project, The	<i>Building Strong Communities</i>	Washington DC: The Finance Project	1996	Community Resources	This is a toolkit "intended to assist state and local leaders who are engaged in crafting legislation to facilitate the creation of comprehensive, community support systems." The toolkit includes sample legislation, a tailoring guide, legislative review and additional resources.

Keener, Patricia A.	<i>Caring for Kids: Useful Information &amp; Hard-to-Find Facts About Child Health &amp; Development</i>	Indianapolis, IN: James Whitcomb Riley Memorial Association	2001	<a href="#">Community Resources</a>	In association with Riley Children's Hospital, this book contains information in four different areas: Child Health Care, Growth & Development, Nutrition, and Child Safety.
Kretzmann, John P. and John L. McKnight	<i>Building Communities From the Inside Out</i>	Chicago, IL: ACTA Publications	1993	<a href="#">Community Resources</a>	As a guide for local community and agency leaders as well as leaders in the philanthropic and business sectors, this introduces what is called "asset-based community development." This guide provides summarized lessons learned by studying successful community-building initiatives in hundreds of neighborhoods across the nation.
Margolis, Richard J.	<i>Out of Harm's Way</i>	New York City, NY: The Edna McConnell Clark Foundation	1988	<a href="#">Community Resources</a>	This document "examines the ideologies that have led us to punish children at an enormous rate." Margolis reviews and reports on the findings of recent research in different states that are using alternative methods and programs to alleviate these problems of juvenile delinquency.
Medoff, Peter and Holly Sklar	<i>Streets of Hope</i>	Boston, MA: South End Press	1994	<a href="#">Community Resources</a>	This biography of a neighborhood in inner-city Long Boston, Dudley Street, gives not only the problems facing the people of Dudley, but shows what one family and an organization did to fight back for the clean, safe neighborhood that is owed to their children. It can be seen as a case study of the challenges facing many inner-city neighborhoods across the country.
Monroe County Step Ahead Council	<i>Celebration of Parenting Conference Series: About Being a Father</i>	South Deerfield, MA: Channing L. Bete Co.,Inc.	1997	<a href="#">Community Resources</a>	Problem-solving booklet about the importance of the roles fathers play in their children's lives. This provides advice and tips to daily living and how to meet the challenges that commonly arise.
Monroe County Step Ahead Council	<i>Celebration of Parenting Conference Series: About Foster Parenting</i>	South Deerfield, MA: Channing L. Bete Co.,Inc.	1997	<a href="#">Community Resources</a>	Problem-solving booklet about the challenges and responsibilities of raising a foster child. This provides advice and tips to daily living and how to work with the social services systems that are in place to protect both the parents and the child.
Monroe County Step Ahead Council	<i>Celebration of Parenting Conference Series: About Grandparents Raising Grandchildren</i>	South Deerfield, MA: Channing L. Bete Co.,Inc.	1997	<a href="#">Community Resources</a>	Problem-solving booklet about the challenges and responsibilities of grandparents raising grandchildren. This provides advice and tips for daily living and for how to find proper emotional and financial support.
Monroe County Step Ahead Council	<i>Celebration of Parenting Conference Series: About Raising a Child With a Disability</i>	South Deerfield, MA: Channing L. Bete Co.,Inc.	1997	<a href="#">Community Resources</a>	Problem-solving booklet about the challenges and responsibilities of raising a child with a disability. This provides advice and tips for daily living as well as finding the needed support for both the child and the parents physical and emotional needs.

Monroe County Step Ahead Council	<i>Celebration of Parenting Conference Series: About Single Parenting</i>	South Deerfield, MA: Channing L. Bete Co.,Inc.	1997	<a href="#">Community Resources</a>	Problem-solving booklet about the challenges and responsibilities of being a single parent. This provides advice and tips for everyday situations and daily living including creating a budget and balancing finances.
Monroe County Step Ahead Council	<i>Celebration of Parenting Conference Series: About Step Families</i>	South Deerfield, MA: Channing L. Bete Co.,Inc.	1997	<a href="#">Community Resources</a>	Problem-solving booklet about how to adapt to living with a step-family. This booklet gives facts and advice on meeting the common challenges that may arise when family situations change due to marriage.
Monroe County Step Ahead Council	<i>Celebration of Parenting Conference Series: What's a Family?</i>	South Deerfield, MA: Channing L. Bete Co.,Inc.	1997	<a href="#">Community Resources</a>	Problem-solving booklet about the importance of families. This provides advice on how to deal with challenges both within and outside the family circle, whichever type of family it may be.
Monroe County Step Ahead Council	<i>Celebration of Parenting Conference Series: What You Should Know About Teen Parenthood</i>	South Deerfield, MA: Channing L. Bete Co.,Inc.	1997	<a href="#">Community Resources</a>	Problem-solving booklet on the challenges and responsibilities of being a teenage parent and what factors affect decision-making. Issues such as finding the appropriate help-services as well as advice on handling finances and other needs for the family.
Pattenson, Lesley and Jan Burns	<i>Women, Assertiveness, and Health</i>	London, England: Health Education Authority	1990	<a href="#">Community Resources</a>	"This work reviews the existing academic and research literature in order to demonstrate clearly the links between assertiveness and women's health, and thus to provide a rationale for the use of assertiveness training in women's health education and promotion."
Riley, Sue Spayth	<i>How to Generate Values in Young Children</i>	Washington DC: National Association for the Educations of Young Children	1994	<a href="#">Community Resources</a>	Integrity, honesty, individuality, self-confidence and wisdom are the key values that Riley looks into as being essential to children's moral and ethical development. If properly developed, these values will foster happiness in a child's life because their nature will then not respond to force, fear, or greed.
Robert Wood Johnson Foundation, The	<i>AIDS Health Services at the Crossroads</i>	Princeton, NJ: The Robert Wood Johnson Foundation	1991	<a href="#">Community Resources</a>	Nonfiction accounts of "nine projects in 11 cities across the United States and how they have tried to meet the challenge of AIDS." Through these situations and others, this book looks at what decisions are changing the face of the nation's approach to health care and AIDS.
Robinson, Joby Stafford, Robert P., Tod Ewing, Janice Hanna and Ana Lopez-De Fede	<i>Building Cultural Bridges (Revised Edition)</i>	Bloomington, IN: National Education Service	1999	<a href="#">Community Resources</a>	National Educational Service created this curriculum for diversity education, awareness and understanding. This student manual includes student readings, worksheets, and teaching points.
Ross, Andrew, ed.	<i>No Sweat: Fashion, Free Trade, and the Rights of Garment Workers</i>	New York City, NY: Verso	1997	<a href="#">Community Resources</a>	<u>No Sweat</u> focuses on the human rights issues associated with sweat shops that produce the world's top line garments and products. From "fashion, free trade, and the rights of garment workers," many photographs accompany these exposés.

Sklar, Holly	<i>Chaos or Community? Seeking Solutions, Not Scapegoats for Bad Economics</i>	Boston, MA: South End Press	1995	<b>Community Resources</b>	Sklar focuses today's socio-economic issues such as "employment, income distribution, globalization, technological change, poverty, welfare, discrimination, scapegoating, and prisons." She calls this the "deterioration of the American Dream."
Slee, Vergil N., Debra A. Slee, and H. Joachim Schmidt	<i>Slee's Health Care Terms: Healthy Communities Edition</i>	St. Paul, MN: Trina Press	1996	<b>Community Resources</b>	"Healthy Communities explains terminology coming to the fore in healthcare reform... The language of health care and its professionals, management, and systems is needed by those collaborating to build healthy communities."
Study Circles Resource Center	<i>Building Strong Neighborhoods for Families With Children</i>	Pomfret, CT: Topsfield Foundation, Inc.	2000	<b>Community Resources</b>	Manual to guide individuals and organizations through the concept of creating Study Circles, or small discussion groups, that meet "democratically" at the same time to focus on how to strengthen and make safer their neighborhoods. By this logic, strong neighborhoods make strong families which foster strong children.
U.S. Department of Health and Human Services	<i>Reconnecting Youth and Community</i>	Silver Spring, MD: National Clearinghouse on Families and Youth	1998	<b>Community Resources</b>	Using the Youth Development Approach, this guide is "intended to assist youth services professionals in thinking about how they can help communities shift from a problem-focused approach to serving youth to a community-youth involvement model," utilizing and enhancing the worth and abilities of each child.
U.S. Department of Health and Human Services	<i>Understanding Youth Development</i>	Silver Spring, MD: National Clearinghouse on Families and Youth	1997	<b>Community Resources</b>	Report "intended as a guide for professionals in implementing policies and programs designed to assist children and their families in navigating the adolescent era along positive developmental pathways."
Wilson, Nancy O.	<i>My Child Needs Special Services: Parents Talk About What Helps and What Doesn't</i>	Bedford, MA: Mills and Sanderson, Publishers	1994	<b>Community Resources</b>	Nonfiction accounts of parents' struggles to find the best services for their children with special needs or challenges. Getting a diagnosis, therapy, family adjustment, education, and transition to adult life are some of the main issues touched upon.

**Community Resource Links**

[www.communitychange.org/](http://www.communitychange.org/)


**Evaluation**

<b>Author</b>	<b>Title</b>	<b>Publisher</b>	<b>Year</b>	<b>Category</b>	<b>Synopsis</b>
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Pierson, Jane and Joshua Mintz	<i>Assessment of the Chief Executive</i>	Washington DC: National Center for Nonprofit Boards	1995	Evaluation	"This publication is designed to guide the board and the chief executive through an effective dialogue using three broad goals: (a) to clarify between the board and the chief executive their roles, responsibilities, and job expectations, (b) to provide insight into the board's perception of the executive's strengths, limitations, and overall performance, and (c ) to foster the growth and development of both the chief executive and the organization."
Saul, Jason	<i>Benchmarking for Nonprofits</i>	St.Paul, MN: Amherst H. Wilder Foundation	2004	Evaluation	This guide is the how-to on measuring, managing, and improving performance through ongoing process of evaluations called benchmarking. Measuring your organization against leaders can help stimulate innovation, increase impact, decrease costs, raise money, inspire staff, impress funders, engage the board, and sharpen the mission.
Wholey, Joseph S., Harry P. Hatry, and Kathryn E. Newcomer	<i>Handbook of Practical Program Evaluation</i>	San Francisco, CA: Jossey-Bass	2004	Evaluation	This handbook "offers managers, analysts, consultants, and educators in government, nonprofit, and private institutions efficient and economical methods for assessing program results and identifying ways to improve program performance...It is a comprehensive resource on evaluation, covering both in-depth program evaluations and performance monitoring."
York, Peter	<i>A Funder's Guide to Evaluation</i>	St. Paul, MN: Fieldstone Alliance and GEO	2005	Evaluation	This guide puts an emphasis on not only the importance of evaluation to the donors, but also (a) the "evaluative learning" approach, (b) how to bridge the differences in what funders and nonprofits need from evaluations, (c ) how evaluation builds four critical capacities, (d) seven steps a funder can take to build the evaluative learning capacity in nonprofits, and (e) thirteen specific evaluative learning strategies that funders can support.

**Evaluation Links**

<a href="http://www.whatworks.org/">http://www.whatworks.org/</a>
<a href="http://www.independentsector.org/issues/accountability.html">http://www.independentsector.org/issues/accountability.html</a>
<a href="http://www.national.unitedway.org/outcomes/resources/mpo/intro.cfm">http://www.national.unitedway.org/outcomes/resources/mpo/intro.cfm</a>
<a href="http://www.national.unitedway.org/outcomes/resources/mpo/steps.cfm">http://www.national.unitedway.org/outcomes/resources/mpo/steps.cfm</a>
<a href="http://www.wcnwebsite.org/practices/outcomes.htm">http://www.wcnwebsite.org/practices/outcomes.htm</a>

## Finance

Author	Title	Publisher	Year	Category	Synopsis
Angelica, Emil and Vincent Hyman	<i>Coping with Cutbacks: The Nonprofit Guide to Success When Times are Tight</i>	St. Paul, MN: Amherst H. Wilder Foundation	1997	Finance	This guide focuses on how to steer your nonprofit through short-term crises and long-term changes. In this you'll learn: 64 ways to cut costs, manage payables, modify staffing, and change services; 51 ways to increase revenues, manage money differently, increase fund-raising, expand services, and improve productivity; 28 ways to change the way your organization works (mission, culture and structure); 40 ways to involve more people in solving your problem; what <i>devolution</i> is and 9 opportunities that will come from it; problem solving approaches; where to find new ideas for solving problems, and ways to involve the community in solving problems.
Berger, Steven	<i>Understanding Nonprofit Financial Statements (2nd ed.)</i>	Washington DC: BoardSource	2003	Finance	This guide focuses on the board's fiduciary responsibilities and explains the most important fiscal elements at work within your organization. Emphasis is put on helping you: understand key accounting terms and concepts, set realistic financial goals and perform ratio analysis, determine appropriate financial outcomes, and clarify the use of income statements, balance sheets, and balanced scorecards.
Holmgren, Norah	<i>The Finance Committee</i>	Washington DC: National Center for Nonprofit Boards	1995	Finance	This booklet focuses on the importance of utilizing the board's finance committee. The text focuses on six major tasks of the committee: seeing that accurate and complete financial records are maintained, seeing that accurate, timely, and meaningful financial statements are prepared and presented to the board, budgeting and anticipating financial problems, safeguarding the organization's assets, complying with federal, state, and other reporting requirements, and helping the full board understand the organization's finances.
Holmgren, Norah	<i>The Finance Committee</i>	Washington DC: National Center for Nonprofit Boards	1997	Finance	This booklet focuses on the importance of utilizing the board's finance committee. The text focuses on six major tasks of the committee: seeing that accurate and complete financial records are maintained, seeing that accurate, timely, and meaningful financial statements are prepared and presented to the board, budgeting and anticipating financial problems, safeguarding the organization's assets, complying with federal, state, and other reporting requirements, and helping the full board understand the organization's finances.

Johnson, Sandra L.	<i>The Audit Committee</i>	Washington DC: National Center for Nonprofit Boards	1993	<b>Finance</b>	This booklet addresses issues such as ethics and conflicts of interest, increasing government-enforced tax audits and federal audits, changes required by the Financial Accounting Standards Board on financial statement display and accounting for contribution, executive compensation and prerequisites
Ruegg, Debra L. and Lisa M. Ventkatrathnam	<i>Book Keeping Basics</i>	St.Paul, MN: Amherst H. Wilder Foundation	2003	<b>Finance</b>	Many nonprofits don't have a trained bookkeeper on staff. This manual is a guide that leads nonprofits through necessary, basic bookkeeping and accounting requirements and techniques. Single vs. double-entry bookkeeping, Cash vs. accrual basis accounting, posting financial transitions, keeping a paper trail of source documents, preparing a trial balance, creating financial statements, establishing internal controls, preparing for your annual audit, and closing out your fiscal year are all addressed.
Stevens, Susan Kenny and Lisa M. Anderson	<i>All the Way to the Bank</i>	St.Paul, MN: Amherst H. Wilder Foundation	1997	<b>Finance</b>	This book provides practical tools and techniques to help you make the most of your financial resources. Inside you'll find: How to determine your financial worth, seven ways to improve cash flow, how to spot red flags in your financial statements, eight tips for selecting the right bank how to use the "float" to your advantage, five tips for securing bank financing, how to develop operating reserve funds, five characteristics of tomorrow's nonprofits.

**Finance Links**

<http://www.iknow.org/>

[www.qual990.org/](http://www.qual990.org/)

<http://www.npguides.org/guide/budget.htm>

<http://www.nptimes.com/enews/tips/finance.html>

[http://www.nptimes.com/enews/tips/finance\\_p1.html](http://www.nptimes.com/enews/tips/finance_p1.html)

<http://www.wcnwebsite.org/practices/financial.htm>


## Fundraising

Author	Title	Publisher	Year	Category	Synopsis
Abshire, Michael, ed.	<i>Giving By Industry: 2000-2001 ed.</i>	Gaithersburg, MD: Aspen Publishers, Inc.	2001	Fundraising	This reference guide not only contains profiles of major corporations who are philanthropically involved, but gives an overview of why corporate philanthropy is so important as well as how nonprofits can build a relationship with corporations to further philanthropic goals.
Armstrong, James S.	<i>Planning Special Events</i>	San Francisco, CA: Jossey-Bass	2001	Fundraising	A publication of the Fund Raising School at the Indiana University Center on Philanthropy, this book will give you the information you need to: "Target the events that are right for the organization, analyze your needs and set goals, select the best site, create a realistic budget, set in motion marketing and public relations plans, reap the benefits from post -event follow-up activities and measure and analyze the results."
Axelrod, Terry	<i>Raising More Money: The Ask Event Handbook</i>	Seattle, WA: Raising More Money Publications	2004	Fundraising	In this guide Terry Axelrod offers how to "construct an emotional, one-hour fundraising event that will put your organization on the path to financial sustainability, with the added benefits of creating many new friends and greatly increasing community support." This includes templates, sample scripts, and outlines as well as sample program elements from successful Raising More Money alumni organizations.
Axelrod, Terry	<i>Raising More Money: The Point of Entry Handbook (2nd ed.)</i>	Seattle, WA: Raising More Money Publications	2003	Fundraising	Using Terry Axelrod's approach, this handbook offers practical tools needed to launch a lasting mission-centered relationship with your donors and includes sample timelines, scripts, checklists and handouts.
Axelrod, Terry	<i>Raising More Money: A Step-By-Step Guide to Building Life-Long Donors (2nd ed.)</i>	Seattle, WA: Raising More Money Publications	2000	Fundraising	"This incisive and practical manual by fundraising veteran Terry Axelrod shows how nonprofit organizations- regardless of size, location, or mission-can become financially self-sustaining." The text provides a system for expanding the donor base and how to focus on individual-centered fundraising campaigns.
Axelrod, Terry	<i>Raising More Money: A Step-By-Step Guide to Building Life-Long Donors (3rd ed.)</i>	Seattle, WA: Raising More Money Publications	2004	Fundraising	"This Incisive and practical manual by fundraising veteran Terry Axelrod shows how nonprofit organizations- regardless of size, location, or mission-can become financially self-sustaining." The text provides a system for expanding the donor base and how to focus on individual-centered fundraising campaigns.

Axelrod, Terry	<i>Raising More Money : An Introduction</i>	Seattle, WA: Raising More Money Publications	2000	<b>Fundraising</b>	"Raising More Money is a system for growing your organization's base of lifelong donors exponentially" founded by Terry Axelrod. She trains and coaches nonprofit organizations nationally and internationally in becoming financially self-sustaining. This video is intended for staff, volunteers and board members.
Axelrod, Terry	<i>Raising More Money: Re- Igniting Your Board</i>	Seattle, WA: Raising More Money Publications	2003	<b>Fundraising</b>	"Learn how this step-by-steep system for generating mission-centered lifelong donors provides natural ways to involve every board member in the fundraising process without ever having to ask for money" using the Raising More Money model. In this video, board members share their successes with this approach.
Axelrod, Terry	<i>Raising More Money: Building Lifelong Donors</i>	Seattle, WA: Raising More Money Publications	2003	<b>Fundraising</b>	"Terry Axelrod shows how nonprofit organizations- regardless of size, location, or mission- can become financially self-sustaining. This video provides a system for expanding the donor base and how to focus on individual-centered fundraising campaigns."
Bancel, Marilyn	<i>Preparing Your Capital Campaign</i>	San Francisco, CA: Jossey-Bass	2000	<b>Fundraising</b>	"This workbook breaks down the preparation stage into practical, manageable parts, outlining in straightforward language such essentials as creating a campaign timetable, setting up the campaign committee, determining a campaign goal, and getting the whole organization ready for a fund raising drive."
Bergan, Helen	<i>Where the Money Is</i>	Alexandria, VA: Bioguide Press	1985	<b>Fundraising</b>	This is a definitive guide to major donor research that offers how to identify the wealthy and add them to the prospect list, how to find biographical information on major donors, how to use over 125 resources in the local library, and how to use computer technology for development research.
BoardSource	<i>Presenting Fundraising: The Board Member's Role in Resource Development</i>	Washington DC: BoardSource	2002	<b>Fundraising</b>	This user's guide is a companion to a CD-ROM video that is included. This video has four sections: Fund-Raising Responsibilities, Fund-Raising Facts and Figures, The Stages of Fund-Raising Facts and Figures, and The Types of Fund-Raising. This is primarily focused on the roles and responsibilities of the board with extra care given to fundraising issues.
Burlingame, Dwight F. and Dennis R. Young	<i>Corporate Philanthropy at the Crossroads</i>	Bloomington, IN: Indiana University Press	1996	<b>Fundraising</b>	This book looks at current practices, trends, and issues for corporate philanthropy and frames a productive research agenda based on the needs of practitioners. It is a useful reference for fundraisers as they implement their strategic plans for the future.

Dove, Kent E.	<i>Conducting a Successful Fundraising Program</i>	San Francisco, CA: Jossey-Bass	2001	<b>Fundraising</b>	This book "outlines a unique approach to successful fundraising and features an exhaustive resource section that includes actual organizational publications, direct mail samples, model case statements, telemarketing scripts, special events checklists and more." This resource covers the "traditional elements of fundraising-including annual giving, major gifts and planned giving, corporate and foundation relations, prospect research and management, fundraising literature and promotions, as well as current issues such as gift administration, technology, and the use of consultants and paid solicitors in the solicitation process."
Dove, Kent E.	<i>Conducting a Successful Capital Campaign (2nd ed.)</i>	San Francisco, CA: Jossey-Bass	2000	<b>Fundraising</b>	This is a systematic guide to every aspect of the capital campaign that provides new discussions on topics such as linking strategic planning to fundraising, conducting external market surveys, defining leadership roles, establishing a campaign and solicitation process and more. This also includes checklists, tables, and formulas as well as samples and a resource section.
Dove, Kent E., Jeffrey A. Lindauer, and Carolyn P. Madvig	<i>Conducting a Successful Annual Giving Program</i>	San Francisco, CA: Jossey-Bass	2001	<b>Fundraising</b>	This book shows how the recent changes in technology have helped broaden the scope of giving programs and includes mailings, personal guidance, and real-life illustrations of successful programs at work. There is also an extensive resource section.
Dove, Kent E. Vicky L. Martin, Kathy K. Wilson, Mary M. Bonk, and Sarah C. Beggs	<i>Conducting a Successful Development Services Program</i>	San Francisco, CA: Jossey-Bass	2002	<b>Fundraising</b>	This book guides nonprofit leaders through a "holistic" approach to the process of identifying, researching, and managing prospects; creating, storing, and using data and information; and properly administering gifts and showing appreciation to donors. This also includes an extensive resource section.
Dove, Kent E., Alan M. Spears, and Thomas W. Herbert	<i>Conducting a Successful Major Gifts and Planned Giving Program</i>	San Francisco, CA: Jossey-Bass	2002	<b>Fundraising</b>	This book is a guide to establishing and sustaining a major gifts and planned giving program in a nonprofit organization. Research, cultivation, solicitation, and stewardship are addressed as well as how to involve a governing board and craft an acceptance policy are addressed. It also outlines how to manage the program, develop a budget, set goals, define what resources are needed and determine when to use consultants.
Flanagan, Joan	<i>The Grass Roots Fundraising Book</i>	Chicago, IL: Contemporary Books, Inc.	1982	<b>Fundraising</b>	This book contains specific information on how to raise money from members, supporters of the organization's goals, the general public, businesses, and philanthropists. It tells how to use direct mail, door-to-door canvassing, and special events as well as how to manage taxes and legal affairs, how to publicize your events and your image, and how to plan ahead.

George, Worth	<i>Fearless Fundraising for Nonprofit Boards (Revised ed.)</i>	Washington DC: BoardSource	2003	<b>Fundraising</b>	Written for individual board members as well as board chairs, development committee chairs, and chief executives, this presents ways to motivate and empower board members so they wholeheartedly involve themselves in fundraising activities. This guide will help clarify the processes of successful fundraising, target and approach potential funders and increase levels of support, discover why donors give and others don't, and this provides board members with practice drills and exercises.
Grace, Kay Sprinkel	<i>Speaking of Money: A Guide to Fundraising for Nonprofit Board Members</i>	Washington DC: BoardSource	1996	<b>Fundraising</b>	This user's guide is the companion to the included CD-ROM video. The video, hosted by Hugh Downs of 20/20, includes candid interviews of board members of different nonprofit organizations who provide their experiences and advice in fundraising from the board member's point of view. The video and guide offer instructional options as well so it can be shown to groups in segments or in whole as well as the opportunity to participate in discussion questions or exercises provided by the guide.
Grant Thorton LLP	<i>Planned Giving</i>	Washington DC: BoardSource	2003	<b>Fundraising</b>	Written in collaboration with business and financial advisors at Grant Thorton LLP, board members will discover how to tap this fundraising potential, including information on how to: establish long-term financial objectives, identify and educate likely donors, create customized appeals for individual prospects, and help potential donors make substantial contributions.
Grønbjerg, Kirsten A	<i>Understanding Nonprofit Funding</i>	San Francisco, CA: Jossey-Bass	1993	<b>Fundraising</b>	In this book, Grønbjerg analyzes how nonprofits manage their relationships with different funding sources and provides an understanding for nonprofit managers and their funders on how resource relationships operate, enabling them to better implement their own goals and collaborate constructively.
Howe, Fisher	<i>NCNB Governance Series #9: Fund-Raising and the Nonprofit Board Member</i>	Washington DC: National Center for Nonprofit Boards	1998	<b>Fundraising</b>	This booklet reviews board members roles and responsibilities as well as focusing on the importance of board leadership and involvement with fundraising.
Indiana Giving Ventures	<i>A Farmers Guide to...Preserving Your Legacy</i>	Indianapolis, IN: Indiana Giving Ventures		<b>Fundraising</b>	This is a guide for farmers and their families who would like to plan ahead in their decisions for both managing finances and planned giving.
Irwin-Wells, Suzanne	<i>Planning and Implementing Your Major Gifts Campaign</i>	San Francisco, CA: Jossey-Bass	2002	<b>Fundraising</b>	This guide is designed to help fund raisers demystify the process of major gifts fund raising and conduct a major gifts campaign that will get results. Using a workbook format, this shows how to identify prospects, select and train volunteers, increase the confidence of solicitors, and plan and implement an effective major gifts campaign.

Lister, Gwyneth J.	<i>Building Your Direct Mail Program</i>	San Francisco, CA: Jossey-Bass	2001	<b>Fundraising</b>	This book provides materials tailored for volunteers and professionals who have little or no experience with direct mail. This guides you through deciding who should receive the direct mail package and working with list brokers to creating and budgeting the package and evaluating the results. This offers tips and strategies for all phases of the direct mail process.
New, Cheryl Carter and James Aaron Quick	<i>How to Write a Grant Proposal</i>	Hoboken, NJ: John Wiley and Sons, Inc.	2003	<b>Fundraising</b>	This book concentrates on all the behind-the-scenes, pre-writing work that makes the difference between successful grant proposals and those that potential funders discard as nonresponsive. There is also targeted guidance included towards the funding organizations such as K-12 private and public educational organizations, government agencies, for-profit businesses, health care organizations, traditional nonprofits, and higher education universities and centers.
New Ventures in Philanthropy	<i>A Plan of One's Own: A Women's Guide to Philanthropy</i>	Washington DC: Form of Regional Associations of Grantmakers		<b>Fundraising</b>	This booklet is intended to provide insight to women in philanthropy as well as professional support and interest.
Nielsen, Waldermar	<i>Inside American Philanthropy</i>	Norman, OK: University of Oklahoma Press	1996	<b>Fundraising</b>	This book analyzes the inner workings of American philanthropic foundations, focuses on the crucial role played by the men and women who create them. This also gives practical advice for would-be founders and directors, as well as "triumphs and tragedies" that are equally instructive in Nielsen's philanthropic parables.
Rosso, Henry and Associates	<i>Hank Rosso's Achieving Excellence in Fundraising (2nd ed.)</i>	San Francisco, CA: Jossey-Bass	2003	<b>Fundraising</b>	This edition provides a conceptual foundation for the fund raising profession and examines the profession's principles, strategies, and methods and is filled with practical examples. This also explains the reasoning behind the planning and selection of strategies for all fund raising activities, including building a case, approaching donors, managing campaigns, and practicing stewardship.
Schumacher, Edward C.	<i>Capital Campaigns: Constructing a Successful Drive</i>	Washington DC: BoardSource	2001	<b>Fundraising</b>	When engaging your organization in an effort to raise a large amount of money for a capital project, it is critical for all participants to make a serious commitment of time, imagination, and energy provides an overview of all phrases of a capital campaign in a straightforward.
Seiler, Timothy L.	<i>Developing Your Case for Support</i>	San Francisco, CA: Jossey-Bass	2001	<b>Fundraising</b>	This provides a framework for identifying and synthesizing all the reasons your nonprofit is worthy of support. The workbook shows how to work with staff, boards, and volunteers to develop case support, form a database of information, write a winning case statement that gets results, and regularly test the effectiveness of your case for support.

Smith, Craig	<i>Giving By Industry: 1999-2000 ed.</i>	Gaithersburg, MD: Aspen Publishers, Inc.	2000	<b>Fundraising</b>	This reference guide not only contains profiles of major corporations who are philanthropically involved, but gives an overview of why corporate philanthropy is so important as well as how nonprofits can build a relationship with corporations to further philanthropic goals.
Struck, Darla, Ed.	<i>Board Fund Raising Manual</i>	Frederick, MD: Aspen Publishers	1992	<b>Fundraising</b>	This manual offers ways on: how to galvanize our board into an effective fund raising body; how to put together a first-rate fund raising team; asking donors for money; doing a special event; planned giving and much more.
United Way of America	<i>A Guidebook: Summit on Women in Philanthropy</i>	Alexandria, VA: United Way of America		<b>Fundraising</b>	This booklet is designed to help you tap into the power of women in your communities and how to not lose sight of the ultimate goal of raising money those who need help the most.
Williams, Harold S., Arthur Y. Webb and William J. Phillips	<i>Outcome Funding: New Approach to Targeted Grantmakers (2nd Edition)</i>	Rensselaerville, NY: The Rensselaerville Institute	1993	<b>Fundraising</b>	This book "begins with an abrupt and timely challenge to the standard wisdom of proposals and budgets in the public sector. Almost none of the content in a typical proposal answers these two key questions for donors: What am I buying? And what is the probability that I will get?"
(Periodical)	<i>Board Fund Raising Strategies</i>	Frederick, MD: Aspen Publishers, Inc.	Selected Issues from 1995- 1997	<b>Fundraising</b>	This monthly report for chief executives and developing directors, offers information and current events on trends, policy issues, case studies, and much more in regards to fundraising.
(Periodical)	<i>Chronicles of Philanthropy, The</i>	Washington DC: The Chronicle of Higher Education, Inc.	Selected Issues from 2004- Current	<b>Fundraising</b>	<a href="http://www.philanthropy.com/about/about.htm">http://www.philanthropy.com/about/about.htm</a>
(Periodical)	<i>Grantsmanship Center Magazine, The</i>	Los Angeles, CA: The Grantsmanship Center Magazine	Selected Issues from 2002- 2004	<b>Fundraising</b>	<a href="http://www.tgci.com">www.tgci.com</a>
(Periodical)	<i>Local/State Funding Report</i>	Tampa, FL: Government Information Services	Selected Issues from 2002- 2003	<b>Fundraising</b>	<a href="http://www.grantsandfunding.com">www.grantsandfunding.com</a>

(Periodicals)	<i>Responsive Philanthropy: Special Report</i>	Washington DC: National Committee for Responsive Philanthropy	Selected Issues from 1999- 2003	<b>Fundraising</b>	This publication of the National Committee for Responsive Philanthropy whose mission is to make philanthropy more responsive to people with the least wealth and opportunity, more relevant to critical public needs, and more open and accountable to all, to create a more just and democratic society.
(Periodicals)	<i>Successful Fund Raising</i>	Sioux City, IA: Stevenson Consultants, Inc.	Selected Issues from 1996- 2002	<b>Fundraising</b>	This publication is a monthly report of successful fund-raising ideas, strategies and management issues.

**Fundraising and Philanthropy Links**

- [www.aafc.org/](http://www.aafc.org/)
- [www.charitychannel.com/](http://www.charitychannel.com/)
- [www.cof.org/](http://www.cof.org/)
- [www.fdncenter.org/](http://www.fdncenter.org/)
- [www.guidestar.org/](http://www.guidestar.org/)
- [www.independentsector.org/](http://www.independentsector.org/)
- [www.internet-prospecter.org](http://www.internet-prospecter.org)
- [www.networkforgood.org/](http://www.networkforgood.org/)
- <http://www.nng.org/>
- <http://www.npguides.org/>
- <http://www.npguides.org/index.html>
- [www.philanthropy.com/](http://www.philanthropy.com/)
- [www.philanthropyjournal.org/](http://www.philanthropyjournal.org/)
- <http://www.nptimes.com/enews/tips/capital.html#capital1>
- <http://www.stepbystepfundraising.com/fundraising/fundraising-ideas.htm>
- [http://www.nptimes.com/enews/tips/fundraise\\_p1.html](http://www.nptimes.com/enews/tips/fundraise_p1.html)
- <http://www.cpb.org/grants/grantwriting.html>
- [http://www.12.46.245.173/pls/portal30/CATALOG.GRANT\\_PROPOSAL\\_DYN.show](http://www.12.46.245.173/pls/portal30/CATALOG.GRANT_PROPOSAL_DYN.show)

## Labor and Union

Author	Title	Publisher	Year	Category	Synopsis
AFL-CIO	<i>Helping Each Other: Labor's Oldest Tradition</i>	Washington DC: American Federation of Labor and Congress of Industrial Organizations	1997	Labor & Union	Helping workers and their families with health, personal and financial problems is the oldest collective activity of the American labor movement. This book covers the importance of how unions help people and communities in many different ways.
AFL-CIO	<i>Helping Each Other: Labor's Oldest Tradition</i>	Washington DC: American Federation of Labor and Congress of Industrial Organizations	1998	Labor & Union	Helping workers and their families with health, personal and financial problems is the oldest collective activity of the American labor movement. This book covers the importance of how unions help people and communities in many different ways.
AFL-CIO	<i>When the Paycheck Stops Or is Gone Before You Get It</i>	Washington DC: American Federation of Labor and Congress of Industrial Organizations		Labor & Union	This manual is designed to help you if you are out of work or if you are having problems making ends meet. This will help you survive hard times on the best possible terms through strategies, techniques, and tools drawn from labor unions, universities, public and nonprofit agencies, and social services specialist.
Culver, B.G. "Pete"	<i>Leo Perlis: An Angel With the Union Label</i>	Farmersburg, IN: Jewett Publications, Inc.	1996	Labor & Union	This book is a history of the AFL-CIO Community Service Program and the varying and sometimes opaque relationship with the United Way and the AFL-CIO Community Service Liaisons.
Hill, Marvin F., Jr., and James A. Wright	<i>Employee Lifestyle and Off-Duty Conduct Regulation</i>	Washington DC: The Bureau of National Affairs, Inc.	2003	Labor & Union	This text represents an examination of the problems that exist when employers attempt to condition employment decisions on the lifestyle or off-duty conduct of its employees and offers problem-solving guidance.
Outten, Wayne N.	<i>The Rights of Employees and Union Members (2nd ed.)</i>	Carbondale, IL: Southern Illinois University Press, 1994	1994	Labor & Union	This edition is actually two books in one, combining two earlier ACLU handbooks, one dealing with the right of employees and the other with the rights of union members. The authors examine topics such as the employment relationship, compensation and benefits, discrimination, the union workplace, and workplace protections. The handbook provides particularly relevant information regarding the hiring process, the right to privacy, and disability discrimination and includes appendixes on federal antireprisal statutes and legal resources for employees.
Schwartz, Robert M.	<i>The FMLA Handbooks</i>	Boston, MA: Work Rights Press	1996	Labor & Union	This handbook is a practical guide to the Family and Medical Leave Act (FMLA) for union members and stewards that was passed by Congress in 1993.

Study Circles Resource Center	<i>State of the Union: Working in the USA</i>	Pomfret, CT: Topsfield Foundation, Inc.	1997	<b>Labor &amp; Union</b>	This is a guide to implement successful Study Circles programs which use the simple process for small-group deliberation. This guide is designed to help people explore personal and community concerns about jobs, and to look at the ways our communities literally <i>work</i> in the world. This looks at ways that changes in the workplace are affecting our personal, professional, and community lives.
Joel, Lewin, III	<i>Every Employee's Guide to the Law</i>	New York City, NY: Pantheon Books	2003	<b>Labor &amp; Union</b>	This guide takes you through each step of the employment process and includes issues such as: what questions you can (and can't) be asked; what the law says about minimum wage, overtime, vacation, sick days, jury duty, withholding on deductions, and maternity or medical leaves; discrimination law and how it applies to race, sex, handicaps, age, national origin, and religion; the definition of sexual harassment and how to document it; insurance and benefits; health and safety; finding the right help; and discipline and dismissal.

**Government, Law & Regulation Links**

<a href="http://www.nonprofitlaw.com">www.nonprofitlaw.com</a>
<a href="http://www.nonprofitissues.com">www.nonprofitissues.com</a>
<a href="http://www.hurwitassociates.com/">http://www.hurwitassociates.com/</a>
<a href="http://www.cfda.gov">www.cfda.gov</a>
<a href="http://www.clpi.org/">http://www.clpi.org/</a>
<a href="http://www.firstgov.gov/">http://www.firstgov.gov/</a>
<a href="http://www.loc.gov">www.loc.gov</a>
<a href="http://www.nonprofit.gov">www.nonprofit.gov</a>
<a href="http://www.state.in.us">www.state.in.us</a>
<a href="http://www.nptimes.com/enews/tips/irs.html">http://www.nptimes.com/enews/tips/irs.html</a>

## Management & Leadership

Author	Title	Publisher	Year	Category	Synopsis
Baldoni, John	<i>180 Ways to Walk the Leadership Talk</i>	Dallas, TX: Walk The Talk Company	2000	Management & Leadership	This guide will give you practical ideas and strategies to lead yourself and others for the benefit of the group, the team, yourself, and your business. It gives six things that all leaders do- listen and learn from others, energize the organization, act for the benefit of everyone, develop themselves and others, empower others to lead and recognize achievement.
Brinckerhoff, Peter C.	<i>Nonprofit Stewardship</i>	St. Paul, MN: Amherst H. Wilder Foundation	2004	Management & Leadership	This book works around the concept that "you may lead a not-for-profit organization, but <i>it's not your organization.</i> " The way the book looks into this idea may change your view of your role, your board, your staff, your funders, and yourself. In Part One of the book, the philosophy and tenets of stewardship are introduced. Part 2 explores more specific applications of stewardship- planning and finance, risk-taking, and crisis management.
Carver, John and Miriam Mayhew Carver	<i>Carver Guide 1: Basic Principles of Policy and Governance</i>	San Francisco: Jossey-Bass, Inc.	1996	Management & Leadership	John Carver's revolutionary Policy Governance model has influenced the way boards operate around the world. This four-fold model will help your board focus its wisdom into one central, brief document that will enable the entire organization to move toward accomplishing its goals.
Communications Briefings, ed.	<i>The Best Ideas in Employee Communication</i>	Blackwood, NJ: Communication Publications and Resources	1987	Management & Leadership	This guide focuses on building a healthy communication climate in the workplace. Some of the issues covered are how to communicate employee benefits, factors to consider before communicating, how to orient new employees, creating trust and building credibility, effective listening guide, improving non-verbal communications and much more.
Connor, Daryl R.	<i>Managing at the Speed of Change: How Resilient Managers Succeed and Prosper Where Others Fail</i>	New York City, NY: Villard Books	1999	Management & Leadership	Connor's system focuses on <i>how</i> to change rather than <i>what</i> to change when facing major challenges of initiating company-wide reorganization plans, responding quickly to competition, establishing new products and markets, or adapting themselves smoothly to fluctuations in the economy.
Connors, Tracy Daniel, ed.	<i>The Volunteer Management Handbook</i>	New York City, NY: John Wiley and Sons, Inc.	1995	Management & Leadership	The Handbook offers the nonprofit manager a complete guide to establishing and maintaining an active and effective volunteer program. More specifically this offers practical guidance on issues such as motivating people to volunteer, developing a detailed volunteer management policy manual, recruitment, orientation and retention, training volunteers, recognition and reward systems, and the legalities concerning volunteers.

Gulledge, Jo, ex. dir., and Marsha Davies, ed.	<i>Nonprofit Organization Management</i>	Gaithersburg, MD: Aspen Publishers, Inc.	2000	<b>Management &amp; Leadership</b>	This manual supplies forms, charts, checklists, policies, procedures and guidelines as examples for nonprofit managers.
Herman, Robert D., ed.	<i>The Jossey-Bass Handbook of Nonprofit Leadership and Management</i>	San Francisco, CA: Jossey-Bass	2005	<b>Management &amp; Leadership</b>	This Handbook offers a comprehensive and in-depth description of the most effective leadership and management practices that can be applied thought a nonprofit organization. It also offers practical advice on board development, strategic planning, lobbying, marketing, government contracting, volunteer programs, fund-raising, financial accounting, compensation and benefits programs, and risk management.
Lewis, Carol W. and Stuart C. Gilman	<i>The Ethics Challenge in Public Service (2nd ed.)</i>	San Francisco, CA: Jossey-Bass	2005	<b>Management &amp; Leadership</b>	This edition is filled with practical tools and techniques for making ethical choices in the ambiguous, pressured world of public service. It explores the day-to-day ethical dilemmas mangers face in their work, including what to do when rules recommend one action and compassion another, and whether it is ethical to dissent from agency policy. The text explores managers' accountability to different stakeholders and how to balance the often competing responsibilities.
Linn ell, Deborah, Zorn Radosevich, and Jonathan Spack of Third Sector New England	<i>Executive Directors Guide</i>	Massachusetts Bay, MA: United Way of Massachusetts Bay and Boston, MA: Third Sector New England	2002	<b>Management &amp; Leadership</b>	This guide for executive directors is composed of chapters that are written to stand alone, but are linked by a philosophy which emphasis stakeholder participation in vision creation, strategy, development, and decision-making.
Wright, George B.	<i>The Not-for-Profit CEO: A Survivor's Manual</i>	Portland, OR: C3 Publications	1992	<b>Management &amp; Leadership</b>	This manual identifies six basic elements of management survival, written free of theory and academic "double-speak." This covers some methods to solve daily challenges and problems and help develop or revisit your skills.
Young, Dennis R., Robert M. Hollister, and Virginia A. Hodgkinson and Associates	<i>Governing, Leading, and Managing Nonprofit Organizations</i>	San Francisco, CA: Jossey-Bass	1993	<b>Management &amp; Leadership</b>	This book contributes to nonprofit boards and staff who are attempting to make governance and management responsive to the mission and needs during volatile times. This book is intended for those who are responsible for defining and communicating the vision, managing the mission, and knowing who the customer is and what the customer values.
(Periodical)	<i>Ethics</i>	Marina del Rey, CA: Joseph and Edna Josephson Institute	Selected Issues from 1993-1995	<b>Management &amp; Leadership</b>	In <i>Ethics: Easier Said Than Done</i> , this publication is based on the principles of Trustworthiness, Respect, Responsibility, Justice and Fairness, Caring, and Civic Virtue and Citizenship. The contents are issues concerning the ethics of politics and society.

(Periodical)	<i>Not-For-Profit CEO, The</i>	Portland, OR: C3 Publications	Selected Issues from 1994-2001	<b>Management &amp; Leadership</b>	<a href="http://www.teleport.com/gwryter">www.teleport.com/gwryter</a>
(Periodical)	<i>Nonprofit Management &amp; Leadership</i>	San Francisco, CA: Jossey-Bass Publishers	Selected Issues from 1992-1999	<b>Management &amp; Leadership</b>	This is a journal on Management, Governance, and Leadership of Nonprofit Organizations for Practitioners and Scholars. Papers are sought after from both scholars and practitioners.
(Periodical)	<i>NonProfit Times, The</i>	Parsippany, NJ: NPT Publishing Group, Inc.	Selected Issues from 2001-2005	<b>Management &amp; Leadership</b>	<a href="http://www.nptimes.com">www.nptimes.com</a>
(Periodical)	<i>Staff Leader</i>	Frederick, MD: Aspen Publishers, Inc.	Selected Issues from 1994-2002	<b>Management &amp; Leadership</b>	<i>Staff LEADER is your resource that provides proven leadership strategies, corporate funding opportunities, staff management tips; free timely personnel policies, staff management forms, and exercises.</i>

**Management & Leadership Links**

[www.ethics.org](http://www.ethics.org)

[www.allianceonline.org](http://www.allianceonline.org)

[www.nonprofitethics.com](http://www.nonprofitethics.com)

<http://www.managementhelp.org/>

<http://www.compasspoint.org/askgenie/index.php>

<http://www.kdv.com/articles.html>

<http://www.npgoodpractice.org/>

<http://www.idealists.org/if/idealists/en/FAQ/NonprofitHome/default>

[http://www.hrcouncil.ca/council/index\\_e.cfm](http://www.hrcouncil.ca/council/index_e.cfm)

[www.auxillium.com/contents.shtml](http://www.auxillium.com/contents.shtml)

[www.riskinstitute.org/](http://www.riskinstitute.org/)

[www.volunteertoday.com/](http://www.volunteertoday.com/)

<http://www.nptimes.com/enews/tips/management.html#manage3>

[http://www.nptimes.com/enews/tips/management\\_p1.html](http://www.nptimes.com/enews/tips/management_p1.html)

<http://www.nptimes.com/enews/tips/risk.html>

<http://www.see.ed.ac.uk/~gerard/MENG/ME96/index.html?http://oldeee.see.ed.ac.uk/~gerard/MENG/ME96/index.html>

<http://www.tms.com.au/wothot.html>



## Marketing & Public Relations

Author	Title	Publisher	Year	Category	Synopsis
Avner, Marcia	<i>The Lobbying and Advocacy Handbook for Nonprofit Organizations</i>	St. Paul, MN: Amherst H. Wilder Foundation	2002	Marketing & Public Relations	The Handbook "will help you decide whether to lobby and how to put plans in place to make it work. This will also "reinvigorate experienced organizations and lobbyists with new ways to approach lobbying. Resources, worksheets, and samples will help guide you."
Bonk, Kathy, Henry Griggs, and Emily Tynes	<i>The Jossey-Bass Guide to Strategic Communications Nonprofits</i>	San Francisco, CA: Jossey-Bass	1999	Marketing & Public Relations	As a step-by-step guide to working with the media, this manual includes information on generating publicity, enhancing fundraising, building membership, changing public policy, and handling crises as well as additional issues.
Davidson, Eleanor	<i>Formatting Letters and Reports</i>	Menlo Park, CA: Crisp Publications, Inc.	1992	Marketing & Public Relations	"In addition to knowing about the computer and being skilled in the use of your word processing software program, it is equally important to adhere to correct business style in formatting your documents." This manual provides a reference of useful and practical information from letter formats to writing tips.
Feinglass, Art	<i>The Public Relations Handbook for Nonprofits</i>	San Francisco, CA: Jossey-Bass	2005	Marketing & Public Relations	This handbook is intended to provide the essential tools and skills necessary to mount an effective public relations campaign. This guide "presents a host of real-life examples illustrating how people at a broad range of nonprofits have handled a variety of public relations challenges."
Green, Lila	<i>Making Sense of Humor</i>	Manchester, CT: Knowledge, Ideas & Trends, Inc.	1993	Marketing & Public Relations	"Lila Green is a popular, nationally known speaker, writer and consultant on the topic of humor in health care and life." As she notes, "humor is one of the most powerful human assets." "This book compiles hundreds of ways to create more humor in all aspects of your life- at work, home, with associations, family and friends. (Useful for motivational speaking and presentations).
Houghton Mifflin Company	<i>The New Office Professional Handbook (4th ed.)</i>	Boston, MA: Houghton Mifflin Company	2001	Marketing & Public Relations	This reference guide contains information on the "online office," professional career development, human relations, telecommunications, mail processing, document creation, business style guide, business English, correspondence, information management, meetings and conferences, international and domestic travel, accounting, and business law.
Kearney, Lynn	<i>Graphics for Presenters</i>	Menlo Park, CA: Crisp Publications, Inc.	1996	Marketing & Public Relations	"Read and learn to put the fun in and take the fear out of making flip charts, the many uses of color, to create simple pictures to express concepts, the guidelines for using words and letters effectively," and how to improve and make the most out of your presentation skills and resources.

Raines, Claire and Linda Williamson	<i>Using Visual Aids</i>	Menlo Park, CA: Crisp Publications, Inc.	1995	<b>Marketing &amp; Public Relations</b>	"Read and Learn when and why to use visual aids, which medium is best for you, how to design your presentation, the most dramatic use of color and text," and to make the most out of your presentation resources and abilities.
Ruffner, Rober H.	<i>Handbook of Publicity and Public Relations for Nonprofit Organizations</i>	Englewood Cliffs, NJ : Prentice-Hall, Inc.	1984	<b>Marketing &amp; Public Relations</b>	"The Handbook identifies and examines the major trends and issues that are affecting the nonprofit manager, regardless of the nature of the organization. The manager is shown by example how to overcome problems, and how to successfully meet fierce competition for member loyalty, sources of income, volunteers, qualified personnel and public support."
Sabin, William A.	<i>The Gregg Reference Manual (8th ed.)</i>	New York City, NY:Glencoe/McGraw- Hill	1996	<b>Marketing &amp; Public Relations</b>	This manual is intended for anyone who writes, edits, or prepares final copies for distribution or publication. The manual "provides basic rules that apply in virtually every piece of writing, as well as the fine points that occur less often but cause no less trouble when they do. It also offers examples and computer-generated illustrations so that you can quickly find models in which to pattern solutions to various problems you encounter in your communication."
Sands, Helen, and Robert Jeffers	<i>Public Conversations: Building Skills and Confidence, 3rd Ed.</i>	New York: McGraw- Hill Companies, Inc. Primis Custom Publishing	1997	<b>Marketing &amp; Public Relations</b>	This book allows users to: Zero-in on particular areas through a convenient modular design; Establish rapport and polish speaking skills through interactive exercises; Select insightful and practical ideas on everything from improving the speaking voice to narrowing speech topics; Highlight values of active listening and provide opportunities for personalized evaluation and improvement; Increase the ability to deal with ethical dilemmas by sharing ideas; Present ideas vividly through storytelling techniques; and Discover ways to effectively communicate while interviewing.
Stern, Gary J.	<i>Marketing Workbook for Nonprofit Organizations Vol.I (2nd ed.)</i>	St. Paul, MN: Amherst H. Wilder Foundation	2001	<b>Marketing &amp; Public Relations</b>	The workbook is designed to help identify needs and how to meet those particular needs through offering flexible working and learning styles to choose from. The book is intended to increase overall understanding of marketing, diagnose marketing problems, consider and integrate internet opportunities, develop and implement marketing plans, plan and implement targeted promotion campaigns and increase organizational effectiveness.
Stern, Gary J.	<i>Marketing Workbook for Nonprofit Organizations Vol.II</i>	St. Paul, MN: Amherst H. Wilder Foundation	1997	<b>Marketing &amp; Public Relations</b>	This workbook is intended to lead the reader in review of marketing principles and planning processes and offers information and advice on developing and carrying out a people-based promotion campaign. The workbook also provides worksheets for each step of the process and a pocket-guide.

Taylor, Caroline	<i>Publishing the Nonprofit Annual Report</i>	San Francisco, CA: Jossey-Bass	2002	<b>Marketing &amp; Public Relations</b>	Based on interviews with creators and producers of annual reports, this book focuses on how to use the annual report to "become more visible to the public, and as a consequence, raise the funds that [the organization] needs to advance [its] vitally important mission." This provides the tips, traps and tricks of the trade to improve the annual report each year.
Treacy, Michael and Fred Wiersema	<i>The Discipline of Market Leaders</i>	Reading, MA: Perseus Books	1997	<b>Marketing &amp; Public Relations</b>	This book helps business and organization managers and CEO's to look at the strengths and weaknesses of their businesses and utilize their strengths to become market leaders in a particular product or service. This is especially helpful when the "rules for market leadership are changing."
Wills, Scott	<i>Computer Tips: For Artists, Designers, and Desktop Publishers</i>	New York: W. W. Norton & Company	1997	<b>Marketing &amp; Public Relations</b>	This is a collection of techniques, short-cuts, workarounds, and good advice for anyone who prepares artwork or publications electronically, whether a Mac or PC platform. Learn how to: Choose, buy and maintain equipment and software; Work efficiently with electronic files; Set up a work area; Create a healthy work environment; Scan, process, and manipulate images; and so on.
(Periodical)	<i>Communication Briefings</i>	Alexandria, VA: Capitol Publications, Inc.	Selected Issues from 1994-1999	<b>Marketing &amp; Public Relations</b>	Purpose: To provide you with down-to-earth communication ideas and techniques you can put into action to persuade clients, influence peers and motivate employees; to help you earn approval, command respect, spur productivity, gain recognition and win public support.

#### Marketing & Public Relations Links

[www.internetnewsbureau.com/medianet/](http://www.internetnewsbureau.com/medianet/)

<http://aboutpublicrelations.net/>

<http://www.nptimes.com/enews/tips/marketing.html>

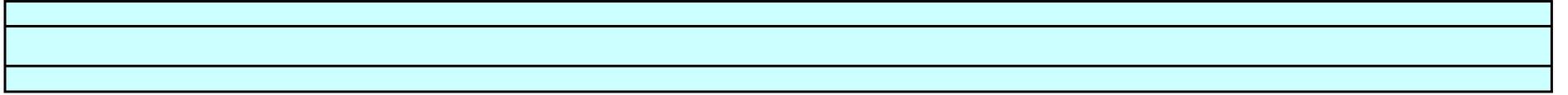
<http://www.wcnwebsite.org/practices/marketing.htm>

[http://www.managementhelp.org/pblc\\_rel/basics.htm](http://www.managementhelp.org/pblc_rel/basics.htm)

[http://www.managementhelp.org/ad\\_prmot/defntion.htm](http://www.managementhelp.org/ad_prmot/defntion.htm)

## Networking & Collaboration

Author	Title	Publisher	Year	Category	Synopsis
Matessich, Paul W. and Barbara R. Monsey	<i>Collaboration: What Makes It Work</i>	St. Paul, MN: Amherst H. Wilder Foundation	1992	<b>Networking &amp; Collaboration</b>	This review is of "research literature on factors influencing successful collaboration." The review includes case studies, illustrations, methodologies, and factors that influence the success of the collaboration.



## Nonprofit Start-up & General Information

Author	Title	Publisher	Year	Category	Synopsis
Counselors to America's Small Business	<i>How to Really Start Your Own Business</i>	Boston, MA: Goldhirsh Group, Inc.	1997	<a href="#">NPO Start-Up &amp; General Info.</a>	This booklet is designed to help you with a range of disciplines for starting your own business- from your inspiration or idea to creating a plan, building a team, investing in technology, and using the Internet. As a quick primer, in workbook format, it focuses on cash control, financial management, and capitalizing on the Web.
Counselors to America's Small Business	<i>How to Really Start Your Own Business</i>	Boston, MA: Goldhirsh Group, Inc.	1998	<a href="#">NPO Start-Up &amp; General Info.</a>	This booklet is designed to help you with a range of disciplines for starting your own business- from your inspiration or idea to creating a plan, building a team, investing in technology, and using the Internet. As a quick primer, in workbook format, it focuses on cash control, financial management, and capitalizing on the Web.
Flanagan, Joan	<i>The Successful Volunteer Organizations</i>	Chicago, IL: Contemporary Books, Inc.	1981	<a href="#">NPO Start-Up &amp; General Info.</a>	This book is a compilation of advice from hundreds of community leaders and gives step-by-step advice to anyone who wants to start a tax-exempt nonprofit organization. This offers how to choose a structure, set up funding, get free advice from a lawyer, get incorporated, and become tax-exempt right away. Also included are principles for strengthening the organization, how to strengthen meetings and make committees more productive, improve fundraising and publicity, and create stronger membership among board members.
Gumpert, David E.	<i>Inc. Magazine Presents: How to Really Start Your Own Business (2nd ed.)</i>	Boston, MA: Inc. Publishing	1994	<a href="#">NPO Start-Up &amp; General Info.</a>	This book offers step-by-step guidance on: where the best new business ideas really come from; two essential techniques for determining if customers like your idea; when your business idea is most vulnerable to being ripped off and what you can do to protect it; where <i>Inc. 500</i> companies receive financing; the most reliable method for calculating how much money you'll need to get started; a glossary of intellectual property terminology; and the most underrated- and most easily available- sources of start-up money.
Hummel, Joan M.	<i>Starting and Running a Nonprofit Organization (2nd ed.)</i>	Minneapolis, MN: University of Minnesota Press	1996	<a href="#">NPO Start-Up &amp; General Info.</a>	This book is for people who are forming new nonprofits; thinking about converting an informal, grassroots group to tax-exempt status; reorganization an existing agency; or currently manage a nonprofit. This provides practical and basic how-to information about legal, tax, organizational, and other issues particular to nonprofits.

Hyatt, Thomas K., ed.	<i>The Nonprofit Legal Landscape</i>	Washington DC: BoardSource	2005	<a href="#">NPO Start-Up &amp; General Info.</a>	In light of increasing sophistication and complexity in the operation of nonprofits, attorneys at Ober Kaler have given board members and chief executives a reference tool focused on the essential laws and legal concepts governing their organizations. This book addresses: legal obligations of nonprofit board members; recent developments in the nonprofit legal landscape; how to avoid losing tax-exempt status; the difference between lobbying and electioneering; regulations addressing employment relations; and criminal investigations and civil litigations.
La Piana, David	<i>The Nonprofit Merger's Workbook</i>	St. Paul, MN: Amherst H. Wilder Foundation	2000	<a href="#">NPO Start-Up &amp; General Info.</a>	This book provides a road map to the planning process itself, with particular emphasis on steps to take in order to optimize contributions from board and staff. This is designed to help chief executives find success by: assessing the readiness of your organization to undertake strategic planning; engaging all appropriate stakeholders in the process; handling common resistance from board and staff; and monitoring each stage in the process to ensure continuity.
Larson Allen Public Service Group	<i>Life Cycles of Nonprofit Organizations</i>	LaronsAllen Public Service Group	2001	<a href="#">NPO Start-Up &amp; General Info.</a>	This training manual covers the <i>Life Cycles Concept</i> that consists of seven stages of organizational development each containing predictable tasks and challenges which must be mastered before moving to the next developmental phase.
Larson, Rolfe	<i>Venture Forth! The Essential Guide to Starting a Moneymaking Business in Your Nonprofit Organization</i>	St. Paul, MN: Amherst H. Wilder Foundation		<a href="#">NPO Start-Up &amp; General Info.</a>	This booklet focuses on the up and coming trend of nonprofits successfully initiating businesses within their realms in which they can pursue both financial and mission-related goals.
Mancuso, Anthony	<i>How to Form a Nonprofit Corporation</i>	Berkeley, CA: Nolo	2004	<a href="#">NPO Start-Up &amp; General Info.</a>	This guide is intended for anyone who wants to start a nonprofit organization. This book shows you how to form and operate a tax-exempt corporation in all 50 states step by step. It includes complete instructions for obtaining 501(c)(3) tax exemption and for qualifying for public charity status with the IRS.
National Center for Nonprofit Boards and INDEPENDENT SECTOR	<i>What You Should Know about Nonprofits</i>	Washington DC: National Center for Nonprofit Boards and INDEPENDENT SECTOR	1997	<a href="#">NPO Start-Up &amp; General Info.</a>	This booklet answers some of the most frequently asked questions about nonprofits and explores the issues and concerns common to the diverse groups that comprise America's nonprofit sector.

**[NPO Start-Up & General Information Links](#)**

[www.iknow.org/](http://www.iknow.org/)

<http://www.nonprofitlaw.com/>

[www.nonprofit.gov](http://www.nonprofit.gov)

## Social Entrepreneurship

Author	Title	Publisher	Year	Category	Synopsis
Dees, J. Gregory, Jed Emerson, and Peter Economy	<i>Enterprising Nonprofits: A Toolkit for Social Entrepreneurs</i>	New York: John Wiley & Sons, Inc.	2001	Social Entrepreneurship	This book introduces you to key elements of social entrepreneurship and equips you to become more effective as a social entrepreneur. In each chapter, there are concise explanations of core concepts, as well as practical tools for applying the concepts. You'll also find exercises and action steps to guide you as you put the concepts and tools into practice. Throughout the book, you'll learn from the experiences of successful social entrepreneurs.
Dees, J. Gregory, Jed Emerson, and Peter Economy	<i>Strategic Tools for Social Entrepreneurs: Enhancing the Performance of Your Entrepising Nonprofit</i>	New York: John Wiley & Sons, Inc.	2002	Social Entrepreneurship	The authors of this book offer new ways to apply the lessons of business entrepreneurship to social enterprises. This book enriches the toolkit offered in the first book by providing additional tools for thinking strategically about value creation, income generation, and growth. The book also focuses on improving your entrepreneurial effectiveness and integrates the latest thinking on
Oster, Sharon M., Cynthia W. Massarsky, and Samantha L. Bienhacker	<i>Generating and Sustaining Nonprofit Earned Income: A Guide to Successful Enterprise Strategies</i>	San Francisco: Jossey-Bass: A Wiley Company	2004	Social Entrepreneurship	This book is a hands-on guide for helping your organization achieve greater financial stability through a diversified stream of revenue. In collaboration with the Yale School of Management-The Goldman Sachs Foundation Partnership on Nonprofit Ventures, this important resource identifies best practices for generating a reliable earned income stream and ultimately freeing your organization from excessive dependence on foundations and other donors.
Robinson, Andy	<i>Selling Social Change (Without Selling Out): Earned Income Strategies for Nonprofits</i>	San Francisco: Jossey-Bass: A Wiley Company	2002	Social Entrepreneurship	In this book, fundraiser trainer and consultant Andy Robinson shows nonprofit professionals how to initiate and sustain successful earned income ventures that provide financial security and advance an organization's mission. This also shows how to organize a team, select a venture, draft a business plan, find start-up funding, and successfully market goods and services. Robinson includes critical information on the tax implications of earned income and the pros and cons of corporate partnerships. The book also addresses when to consider outsourcing, collaborating with competitors, and raising additional funds to expand the business.

Shore, Bill	<i>The Cathedral Within</i>	New York: Random House Trade Paperbacks	1999, 2001	<b>Social Entrepreneurship</b>	In this book Bill Shore shows us how to make the most of life and do something that counts. Like the cathedral builders of an earlier time, the visionaries described in this memoir share a single desire: to create something that endures. The extraordinary people Shore has met on his travels represent a new movement of citizens who are tapping into the vast resources of the private sector to improve public life. These leaders, and many others described in these pages, have built important new cathedrals within their communities, and by doing so they have transformed lives, including their own.
(Periodical)	<i>Social Enterprise Reporter</i>	Social Enterprise Reporter	Selected Issues from Nov. 2004-May 2006	<b>Social Entrepreneurship</b>	<a href="http://www.sereporter.com">www.sereporter.com</a>

**Social Entrepreneurship**

[www.se-alliance.org](http://www.se-alliance.org)

[www.seed-corp.org](http://www.seed-corp.org)

[www.socialent.org](http://www.socialent.org)

[www.pghaccelerator.org](http://www.pghaccelerator.org)

[www.communitywealth.org](http://www.communitywealth.org)

[www.sereporter.com/subscribe.phe](http://www.sereporter.com/subscribe.phe)

[www.ssireview.org](http://www.ssireview.org)

[www.socialfranchise.come](http://www.socialfranchise.come)


## Strategic Planning

Author	Title	Publisher	Year	Category	Synopsis
Barry, Bryan W.	<i>Strategic Planning Workbook for Nonprofit Organizations (Revised ed.)</i>	St. Paul, MN: Fieldstone Alliance	1997	<b>Strategic Planning</b>	This work book offers step-by-step guidance and worksheets to develop your own strategic plan and includes: how to solve a web of problems that are hard to address one-by-one; how to build teamwork, improve communication, and boost managerial skills; how to influence rather than to be influenced; how to survive and thrive with fewer resources; and how to stimulate forward thinking and refocus the mission.
Kocsis, Deborah L. and Susan A. Waechter	<i>Driving Strategic Planning</i>	Washington DC: BoardSource	2003	<b>Strategic Planning</b>	This guide provides a roadmap to the planning process itself, with particular emphasis on steps to take in order to optimize contributions from board and staff. This is designed to help chief executives find success by: assessing the readiness of your organization to undertake strategic planning; engaging all appropriate stakeholders in the process; handling common resistance from board and staff; and monitoring each stage in the process to ensure continuity.
McLaughlin, Thomas A.	<i>Nonprofit Mergers Alliances: A Strategic Planning Guide</i>	New York City, NY: John Wiley & Sons, Inc.	1998	<b>Strategic Planning</b>	Using examples and case studies," McLaughlin focuses on the concerns of the nonprofit sector: achieving the mission, retaining tax-exempt status, behaving responsibly in the community. He shows nonprofit managers and board members how to make their way through the merger process without repeating Wall Street misbehavior."
Perrone, Michela M. and Janis Johnston	<i>Presenting: Strategic Planning: Choosing the Right Method for Your Nonprofit Organization</i>	Washington DC: BoardSource	2005	<b>Strategic Planning</b>	This user's guide is intended to be used in a facilitated discussion that promotes the decision making needed to proceed with a strategic planning process. It poses questions in determining whether the organization is ready to move forward and what the best approach is to strategizing. Included is a PowerPoint presentation on CD-ROM that provide: an introduction to the strategic planning process; questions for assessing the organization's readiness to plan; a detailed outline of what board and staff should expect during planning; a thorough step-by-step look at approaches to planning; and tools to help board and staff choose the right approach for planning the organization's future.

## Technology

Author	Title	Publisher	Year	Category	Summary
Zeff, Robin	<i>The Nonprofit Guide to the Internet</i>	New York City, NY: John Wiley and Sons, Inc.	1996	Technology	This guide (a) surveys the hardware and software needed to get online, (b) explores cyber fundraising with examples from online campaigns, (c ) explains online nonprofit law, (d) illustrates nonprofit uses of the Web with case studies, charts, and screens, and (e) contains multimedia bibliography, glossary of terms, and directory of nonprofit-related Web sites.

### Technology Links

[www.benton.org](http://www.benton.org)

<http://www.onenw.org>

<http://www.progressivetech.org/resources/>

<http://www.techsoup.org/>

<http://www.wcnwebsite.org/practices/information.htm>

## Indiana

Author	Title	Publisher	Year/Date	Category	Synopsis
Bielefeld, Wolfgang	<i>The Nonprofit Sector Plays a Vital Role in Central Indiana Urban Areas</i>	Indianapolis, IN: Center for Urban Policy and the Environment	2003	Indiana	Central Indiana's Future: Understanding the Region and Identifying Choices, funded by an award of general support from Lilly Endowment, Inc., is a research project that seeks to increase understanding of the region and to inform decision-makers about the array of options for improving quality of life for Central Indiana residents. The Center for Urban Policy and the Environment faculty and staff, with other researchers from several universities, are working to understand how the broad range of investments made by households, government, businesses, and nonprofit organizations within the Central Indiana (44 county) region contribute to quality of life.

Caiazza, Amy B.	<i>The Status of Women in Indiana</i>	Washington DC: Institute for Women's Policy Research	2000	Indiana	This report is a part of an ongoing research project conducted by the Institute for Women's Policy Research (IWPR) to establish baseline measures of the status of women in all 50 states and the DC area. This effort is part of a larger IWPR Economic Policy Education Program, funded by the Ford Foundation, intended to improve the ability of advocates and policymakers at the state level to address women's economic issues.
Center on Philanthropy at Indiana University, The	<i>Philanthropy Matters</i>	Indianapolis, IN: The Center on Philanthropy at Indiana University	Vol. 12, Issue 1, 2002	Indiana	This issue of <i>Philanthropy Matters</i> looks at how research about philanthropy's past and present is helping nonprofits prepare for their future.
Changing Face of Indiana, The	<i>The Changing Face of Indiana: A Statewide Summit on Hispanic/Latino Issues</i>		2001	Indiana	This conference and workshop holds a lot of information regarding the opportunities and challenges of the growing Hispanic/Latino population in Indiana. The two primary purposes of this event was to increase awareness of the issues surrounding Indiana's Hispanic/Latino population, and to increase practitioner's skills by providing networking opportunities and best practice strategies that will result in Indiana's Hispanic/Latino population having greater access to community resources.
Hoosier Initiative 21 Steering Committee	<i>Hoosier Initiative 21: A Blueprint for Indiana's Future</i>	Indianapolis, IN: United Way of Indiana	1988	Indiana	Hoosier Initiative 21 is the blueprint for action regarding Indiana's need for human services and a partnership for uniting business, labor, government and United Ways in a common purpose: to assure a better quality of life for all Hoosiers in the decade ahead.
Indiana Community Action Association	<i>A Dream Deferred: The First Annual Report on the State of Indiana's Low Income Citizens</i>	Community Action Partnership	2002	Indiana	This annual report is provided by the Community Action Agencies (CAA) Partnership. The agencies are located in each of Indiana's 92 counties and are flexible, accountable organizations that plan and carry out proven, cost-effective programs to help people help themselves to better economic futures.
Indiana Grantmakers Alliance	<i>The Scope of Philanthropy in Indiana</i>	Indianapolis, IN: Indiana Giving Ventures	2001	Indiana	This is a report on foundations in Indiana including the numbers and statistics that prove Indiana to be 9th in the nation in total foundation giving in 1998.
Indiana Giving Ventures	<i>Where to Give...A Donor's Guide</i>	Alexandria, VA: United Way of America	1999	Indiana	This report includes the index for 1999 compared to 1988, what services a donor might fund to have an impact on key areas, and how to determine which organization to fund.
Indiana Institute on Disability and Community	<i>Annual Report</i>	Bloomington, IN: Indiana University Press	2001- 2002	Indiana	This annual report for 2001-2002 provides a summary of the year's work of the Indiana Institute on Disability and Community.

Indiana University	<i>Statewide Community Transition Councils Directory</i>	Bloomington, IN: Indiana University Press	2003	<a href="#">Indiana</a>	The work of the Indiana Institute encompasses the entire life span, from birth through older adulthood, and addresses topical areas that include: early intervention, school improvement and inclusion, transition, employment, aging, autism spectri disorders, disability information and referral, technology, planning and policy studies, and individual and family perspectives.
Indiana Youth Institute, The	<i>Kids Count in Indiana</i>	Indianapolis, IN: Indiana Youth Institute	1998	<a href="#">Indiana</a>	Kids Count in Indiana, project of the Indiana Youth Institute, is a state and county effort to track the status of children in Indiana. By providing practitioners, policy makers and citizens with trends in child well-being, Kids Count in Indiana seeks to enrich community, county and state discussions about ways to secure better futures for all children. At the state level, the principal activity of the project is the publication of the annual Kids Count in Indiana Data Book, which uses the best available data to measure healthy development of youth.
Indiana's Local Action Plan and Owen County Board of Commissioners	<i>Pathways to Success</i>	Owen County, IN	1999	<a href="#">Indiana</a>	This is a Local Action Plan, funded by the Owen County Commissioners, that was submitted to the Indiana Family and Social Services Administration and the Human Resources Investment Council.
Kirlin, Mary K.	<i>Civic Engagement in Central Indiana: Youth Activities Key to Future</i>	Indianapolis, IN: Center for Urban Policy and the Environment	2003	<a href="#">Indiana</a>	This report addresses three approaches to civic engagement in the Central Indiana region: examining available measures of civic behaviors at the local and state levels, comparing with national data; examining data for two known predictors of civic engagement-educational attainment and participation in extracurricular activities during adolescence; examining research by scholars and Indiana University's School of Public and Environmental Affairs and the Center for Urban Policy and the Environment that is focused on civic learning activities for adolescents in Central Indiana. Finally, the report examines data relative to Putnam's hypotheses about reasons for the decline in civic engagement.
Pearce, Diana and Jennifer Brooks	<i>The Self-Sufficiency Standard for Indiana</i>	Indianapolis, IN: Indiana Coalition on Housing and Homeless Issues	2002	<a href="#">Indiana</a>	In 2000 the Indiana Coalition on Housing and Homeless Issues released the Self-Sufficiency Standard for Indiana, this is its updated report for 2002. This provides an updated format which will help ICHHI, members and concerned Hoosiers identify programs that can help individuals and families move from welfare to work self-sufficiency.
Pearce, Diana and Jennifer Brooks	<i>The Self-Sufficiency Standard for Indiana</i>	Indianapolis, IN: Indiana Coalition on Housing and Homeless Issues	2005	<a href="#">Indiana</a>	This report provides an updated format from the 2002 format which will help ICHHI, members and concerned Hoosiers identify programs that can help individuals and families move from welfare to work self-sufficiency.

United Ways of Cass and Clinton Counties	<i>I Wish I Had Known...</i>	Indiana: United Ways of Cass and Clinton Counties		<a href="#">Indiana</a>	A presentation of resources for board members of United Way of Cass County including timelines, forms, job descriptions, allocations and campaign structure.
United Way of Central Indiana/ Community Service Council	<i>SAVI Resource Book</i>	Indianapolis, IN: United Way/Community Service Council	1996	<a href="#">Indiana</a>	Social Assets and Vulnerability Indicators (SAVI) Project began in 1993 as an update to two previous research projects of the Community Service Council in 1973 and 1983. The overriding principle of the project was, and remains, to increase the accessibility of information about human services needs and resources in central Indiana and to provide that information at a reasonable cost.
Women's Fund of Central Indiana, the Indianapolis Foundation	<i>On Shaky Ground: Where Women and Girls Stand in Central Indiana</i>	Indianapolis, IN: The Indianapolis Foundation	1996	<a href="#">Indiana</a>	A report done by the Women's Fund of Central Indiana that entails profiles of women in Central Indiana, major issues facing women and girls, programs, and women as philanthropists.

**Indiana Resources Links**

[www.inrn.org](http://www.inrn.org)

[www.state.in.us](http://www.state.in.us)

**Bloomington & Monroe County**

<b>Author</b>	<b>Title</b>	<b>Publisher</b>	<b>Year/Date</b>	<b>Category</b>	<b>Synopsis</b>
Bloomington Hospital Senior Health Services	<i>The Evergreen Project: A Report on Environments of Older Adults</i>	Bloomington, IN	1996	<a href="#">Bloomington &amp; Monroe County</a>	This report summarizes the first twelve months of the Evergreen Project in a readable digest of research findings derived from multiple research paths.
	<i>Bloomington United</i>	Bloomington, IN	1998	<a href="#">Bloomington &amp; Monroe County</a>	This binder includes a collection of articles, letters, photographs, and other documentation of the City of Bloomington's efforts to fight back against a specific case of hate speech and hate crimes. This effort is referred to as Bloomington United.

United Way/Community Service Council	<i>Compass: New Directions in Monroe County</i>	Bloomington, IN: United Way of Monroe Co./ Community Service Council	1991	<b>Bloomington &amp; Monroe County</b>	COMPASS is the trade name of a set of survey instruments, computer programs, and needs assessment instructions that is packaged and distributed by United Way of America. The Community Service Council, with the help of many volunteers, adapted the survey instruments, added a survey of low-income households, and developed a structured process for community review of survey data, contextual information, and available services. The COMPASS report to the community includes a detailed report on the needs assessment process.
City of Bloomington	<i>Citizen's Report</i>	Bloomington, IN	1998	<b>Bloomington &amp; Monroe County</b>	This City of Bloomington Citizen's Report is composed of these sections: Investments, Infrastructure, Economic Development, Environment, Safety, and Civility. In each section, you'll find information about the steps we are taking or are planning to take to improve our infrastructure, retain an detract quality employees, enhance our environment and maintain safety and civility.
City of Bloomington's Community and Family Resources Department	<i>Youth Snapshot: Bloomington and Monroe County</i>	City of Bloomington's Community and Family Resources Department	2002	<b>Bloomington &amp; Monroe County</b>	This is a project of the City of Bloomington's Community and Family Resources Department in which data was compiled to assist organizations and individuals seeking comprehensive data concerning the youth of Monroe County. This data serves the following functions: Tracking trends on an annual basis within each of the categories; measure progressing improving the situation for children in Bloomington and Monroe County; and identify local issues that place Bloomington and Monroe County youth at risk.
Fernandez, John and Charles Bosner	<i>A Safe and Civil Society: Task Force Final Report</i>	Bloomington, IN: Indiana University School of Public and Environmental Affairs	1997	<b>Bloomington &amp; Monroe County</b>	The Bloomington Safe and Civil City Task Force, established by Mayor John Fernandez in 1996, examined the two issues of crime and safety. The Task Force also found a need to address the perception of crime and safety in the Bloomington/Monroe County, Indiana area. The Task Force then went even further to examine the basic notion of civility and its connection to crime and safety. This final report offers community crime and safety issues, citizen surveys, working group information, safety of the environment reviews, crime prevention information, law enforcement issues and much more important information.

Grønbjerg, Kirsten	<i>Indiana Nonprofits: Nonprofit Sector in Monroe County</i>	Bloomington, IN: Project Director Kirsten A. Grønbjerg, Efroymsen Chair in Philanthropy, The School of Public and Environmental Affairs, and The Center on Philanthropy at Indiana University	2001	<b>Bloomington &amp; Monroe County</b>	"Indiana Nonprofits: Scope and Community Dimensions" - a multi-phase, multi-year collaborative project- will fill these gaps and address major policy and management challenges faced by nonprofit organizations in Indiana (and elsewhere). The project will produce a comprehensive profile and database of nonprofit organizations in local communities, a detailed assessment of how major public policy developments are affecting nonprofits in those communities, and wealth of usable knowledge for practitioners in the field about their community's nonprofit sector, about strategies for strengthening the sector and its connections to other organizations, and about how to respond in a systematic way to changes in public policy, funding, volunteer availability, or other environmental factors impacting the sector overall.
Grønbjerg, Kirsten, Erich T. Eschmann and Kerry Brock	<i>Indiana Nonprofits: Bloomington Economic Region Nonprofit Employment</i>	Bloomington, IN: The Center on Philanthropy at Indiana University, The School of Public and Environmental Affairs at Indiana University, and The Johns Hopkins Nonprofit Employment Data Project	2005	<b>Bloomington &amp; Monroe County</b>	This report, directed by Kirsten A. Grønbjerg and aided by Erich T. Eschmann with Kerry Brock presents information on the size, composition, and distribution of paid employment in the private nonprofit sector in the Bloomington economic region for 2003, including changes over the 2000-2003 period. It also presents comparisons to the state of Indiana from our statewide report (Indiana Nonprofit Employment: 2005 Report) and to other economic regions in the state. The analysis is part of a larger project on Indiana Nonprofits: Scope and Community Dimensions that was underway at Indiana University. The project is designed to provide solid, baseline information about the Indiana nonprofit sector, its composition and structure, its contributions to Indiana, the challenges it is facing, and how these features vary across Indiana communities.
League of Women Voters, The [Bloomington-Monroe County]	<i>Monroe County Governmental Officials List</i>	The League of Women Voters of Bloomington-Monroe County	2006	<b>Bloomington &amp; Monroe County</b>	"The 2006 edition of the Monroe Co. Governmental Officials List is provided as a service to local citizens by the League of Women Voters of Bloomington-Monroe Co. This annually updated booklet includes the names and addresses of elected and appointed officials, citizen membership on boards and commissions, meeting times, and other pertinent information."
Lessow, Denise and David Ernst	<i>Building Electronic Communities</i>	United Way of Monroe County, Inc.	1999	<b>Bloomington &amp; Monroe County</b>	Through the sponsorship of Giant Step by United Ways of Indiana and the Lilly Endowment, an initiative was created to provide technical assistance in developing and expanding programs in United Ways, to award grants to United Ways for basic administrative needs, and to make grants to United Ways for innovative projects to test new approaches.

Monroe Circuit Court	<i>2001 Annual Report: Monroe Circuit Court</i>	Bloomington, IN: Division I - VII Office of Court Services, Monroe County Probation Services	2001	<a href="#">Bloomington &amp; Monroe County</a>	This annual report contains general and detailed information on the yearly happenings and issues that the Monroe County Circuit court experienced throughout 2001 including statistical and demographic information as well.
Monroe County Community School Corp	<i>Developmental Assets: A Profile of Your Youth</i>	Minneapolis, MN: Search Institute, prepared for Monroe County Community School Corp	2002	<a href="#">Bloomington &amp; Monroe County</a>	The goal of this Monroe County CAPE Project initiative is to implement a community-wide initiative that unites citizens and community organizations to provide children and youth with the support, opportunities, structure, and boundaries they need to acquire important values, life skills, commitments, and positive identities in order to grow up healthy, competent, lifelong learners and good citizens.
Monroe County Planning Staff	<i>Demographic Characteristics of Monroe County</i>	Bloomington, IN	2002	<a href="#">Bloomington &amp; Monroe County</a>	In 2001, the Monroe County Plan Commission began a comprehensive data collection effort, that when complete, will provide "snapshot" of existing conditions present in Monroe County. This first release is entitled "Demographic Characteristics of Monroe County", and includes basic data on population, age, race, gender, births and deaths, educational attainment, income, and employment.
Peterson-Veatch, Erika	<i>Experiencing Place: The Evergreen Project Journal</i>	Bloomington, IN: Bloomington Hospital Community Relations Department	1995	<a href="#">Bloomington &amp; Monroe County</a>	The Evergreen Project, funded by the Retirement Research Foundation, Inc., seeks to involve as many citizens as possible in the creation of a shared vision of healthy urban environments for elders. This book offers stories: plain revelations of lived experiences. The authors were invited to speak about place- how it is made, how it is lived, how it is remembered. They were produced as part of a community wide effort to derive an authentic understanding of the spatial experiences of older adults in Bloomington.
SCAN	<i>Service Community Assessment of Needs (SCAN)</i>	Bloomington, IN	2003	<a href="#">Bloomington &amp; Monroe County</a>	The Service Community Assessment of Needs [SCAN] report provides comprehensive, valid and reliable information about the human service needs and capacity of Monroe County. From the SCAN Web site, visitors can download the entire Final Report (or individual chapters) as well as the Executive Summary and all the statistics contained in the Data Supplement.
SPAN/MC	<i>Service Planning by Assessing Needs and Measuring Capacity (SPAN/MC)</i>	Bloomington, IN	1998	<a href="#">Bloomington &amp; Monroe County</a>	SPAN/MC provided the Monroe County community with (1) accurate, timely data about the social service needs of our citizens and our existing and potential capacity to address those needs, and (2) a set of viable, collaboratively-developed action plans.

Stafford, Philip B.	<i>The Evergreen Project: A Report on Environments of Older Adults</i>	Bloomington, IN: Bloomington Hospital Community Relations Department	1996	<b>Bloomington &amp; Monroe County</b>	This report summarizes the first twelve months of the Evergreen Project in a readable digest of research findings derived from multiple research paths. The Evergreen Project is a 15 month research and planning project dedicated to the task of helping Bloomingtonians create a shared vision of healthy urban environments for older adults.
Touloukian, Carol Litten	<i>Monroe County Adolescent Health Survey</i>	American Academy of Pediatrics	October 1993- March 1994	<b>Bloomington &amp; Monroe County</b>	Bloomington Rotary and other interested professionals, parents, and community members formed a "Code Blue" committee to explore the adolescent health situation in Bloomington and surrounding Monroe County. Data was collected from students, parents, health professionals, teachers, and school officials. Risk behaviors of eighth and tenth grade students participating in the study were investigated. Parent perceptions were gathered. All groups were surveyed concerning their insight into what can and should be done to improve adolescent health within the school environment.
United Way Community Services	<i>Iris 2003</i>	Bloomington, IN: United Way of Monroe County	2003	<b>Bloomington &amp; Monroe County</b>	This manual, Information and Referral Identification System for Monroe County, Indiana, contains all available human and social services contact information found in the Monroe County region as of 2003.

**Bloomington, Monroe County Resources Links**

<http://www.bloomington.in.us/~scan/>

<http://cgi.hoosier.net/cgi-bin/cgiwrap/uwmonroe/viewentry>

<http://www.bloomington.in.gov/>

<http://www.bloomington.in.us/~npa/>

**United Way**

<b>Author</b>	<b>Title</b>	<b>Publisher</b>	<b>Year/ Date</b>	<b>Category</b>	<b>Synopsis</b>
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United Way of America	<i>Community Impact Through Neighborhood Partnerships</i>	Alexandria, VA: United Way of America	1997	<a href="#">United Way</a>	In this manual, United Way of America summarizes and highlights the capabilities, experience and lessons learned by local United Ways as they build community through neighborhood-based affordable housing and community development initiatives. Several community-building strategies, including the following, have been consistent across the system: promote collaboration and partnership, systems of change and capacity building; foster leadership and diversity; enhance volunteerism; emphasize prevention; and influence public policy.
United Way of America	<i>Community Impact: A New Paradigm Emerging</i>	Alexandria, VA: United Way of America	1998	<a href="#">United Way</a>	This handbook introduces the emerging "new models" of the practice of community building among United Ways which promise to bring new meaning to the term "community impact." The UW movement today is built around dual strategic directions: cost-effective, donor-oriented fund raising to increase financial resources for health and human service needs; and adding value to the community beyond the independent efforts of health and human service agencies.
United Way of America	<i>Compass II: Increasing the Capacity of People to Build Better Communities</i>	Alexandria, VA: United Way of America	2001	<a href="#">United Way</a>	United Way of America focuses on community building strategies that can be applied to local United Ways ( <i>see Compass under Bloomington/Monroe Co. for locally applied studies and strategies</i> ).
United Way of America	<i>Directory of Alternative Allocating Strategies</i>	Alexandria, VA: United Way of America	1983	<a href="#">United Way</a>	This directory is designed to help provide a common language for United Way volunteers and staff to use in discussing funding strategies. The definitions have been drawn from those used by local United Ways across the country. The considerations and implementation issues identified for each definition similarly have been developed from the experience United Ways have had using these alternatives.
United Way of America	<i>Ethics Toolkit</i>	Alexandria, VA: United Way of America	2001	<a href="#">United Way</a>	This is a guide to developing or updating your local United Way Organization's Code of Ethics.
United Way of America	<i>Focusing on Program Outcomes: Summary Guide</i>	Alexandria, VA: United Way of America	1996	<a href="#">United Way</a>	Since 1995, there has been calls on United Way to allocate funds according to the impact of the local agencies receiving the money. This is a handbook that gives an overview of this process of community impact evaluation.

United Way of America	<i>Key Issue Papers on Community Building</i>	Alexandria, VA: United Way of America	1995	United Way	<i>Community Problem Solving (CPS) &amp; Community Capacity-Building (CCB) Practices</i> contains a new database about United Ways' community-building endeavors. This database covers a broad range of CPS and CCB topics, such as the top issues that United Ways identified for involvement, the acquisition of special grants for CPS and CCB activities and core United Way roles in CPS and CCB activities. This information can be used to by United Ways when reviewing their own community-building practices to help confirm continuation of existing activities or to suggest new areas or approaches for future involvement.
United Way of America	<i>People and Events: A History of United Way</i>	Atlanta, GA: Case-Hoyt	1977	United Way	This book follows the history and evolution of United Way from the very beginnings in Denver Colorado in 1887 through to 1976. This offers photos, campaign memorabilia and other bits of history.
United Way of America	<i>Story making: United Way and the Transformations of Community</i>	Alexandria, VA: United Way of America	1996	United Way	This provides readers an opportunity to learn from the professional and practical experiences of the National Professional Council's Leadership Symposium participants. Each participant's story about local initiatives summarizes the challenges specific to that United Way.
United Way of America	<i>A Tool Box for Organizational Change in United Way State Associations</i>	Alexandria, VA: United Way of America	1995	United Way	This manual provides "tools" that fall in categories such as: mind stretchers, blueprints and measuring devices to help with organizational change project planning and implementation.

## Youth, Leadership, and Volunteering

Author	Title	Publisher	Year/ Date	Category	Synopsis
Indiana Youth Services Organization	<i>The Youth Voice Explorer Guide</i>	Indianapolis, IN		Youth Leadership and Volunteering	The Explorer Guide is a starter packet and handbook for youth wanting to start a Youth Voice Council at their school.
Washington Youth Voice Project	<i>Action Planning</i>	Seattle, WA		Youth Leadership and Volunteering	Tip sheet series written by youth for youth collaborating on problem solving and "translating concern into action."
Community Patnerships with Youth, Inc	<i>The Word for Me is Philanthropy</i>	Indianapolis, IN	2001	Youth Leadership and Volunteering	The elementary version of Youth as Philanthropists, for ages 7-11.

