

THE NEWS RAISER



December program helps you understand the almighty Form 990

Some people might argue that fundraising professionals are not responsible for the accuracy of information reported on an IRS Form 990.



Jeanne Gillert

They would say this is the responsibility of the chief financial officer and chief executive officer. While there is truth in this statement, it's also important for the chief development officer to participate in the process by reviewing the 990 before it's filed.

Given the ease with which donors can now access an organization's 990, many are using it to guide their decisions about contributions. Development professionals would do well to review the Form 990 with the donor's perspective in mind and make sure that areas pertaining to fundraising (revenue and expenses) are accurate.

Additionally, if reporting errors come to light, they can reflect badly on an organization and shake public trust in the nonprofit sector. Such negative publicity can hurt the organization's fundraising—another reason for the fundraising professional to make sure the Form 990 is completely correctly.



Lou Ann Gibson

On Thursday, Dec. 7, Jeanne Gillert and Lou Ann Gibson, CPA, CVA, will present a program titled "990 or 911!" You will learn how to read a Form 990, spot errors and be ready to participate in the preparation of your organization's next 990.

Jeanne Gillert is the Grants Manager for The Anne and Henry Zarrow Foundation, The Maxine and Jack Zarrow Family Foundation and The Zarrow Families Foundation. **Lou Ann Gibson** is a Shareholder in Hogan & Slovacek, a professional corporation of Certified Public Accountants.

December 7th
Chapter Meeting

990 or 911!

OSU-Tulsa
700 N. Greenwood Ave.
B.S. Roberts Room
North Hall Conference Center
(arrive a little earlier than normal due to campus construction and limited parking)

11:30-12:00 - check-in
12:00-1:15 - lunch and program

Cost is \$15 for members, \$20 for non-members.

Email your reservation to
Michelle Boatright at
mboatright@captc.org or call
918-382-3224

Reservations must be received by Friday, Dec. 1.



Bring your 990 to the meeting

Jeanne and Lou Ann want everyone who attends the program to bring a copy of a completed IRS Form 990, preferably the most recent one for your organization.

Check out our new web site!
www.afpeastok.org



NEXT MONTH'S TOPIC
Ethics in Fundraising
Carol Ringrose Alexander, ACFRE
January 4, 2007

Your donation to AFP Every Member Campaign helps nationally and locally

During the next two weeks, the AFP Foundation for Philanthropy will mail its year-end solicitation for the 2006 Every Member Campaign to each AFP Eastern Oklahoma Chapter member. Marlo Duffy Turner, Immediate Past Chapter President, is heading up the local campaign. She sent a letter to members in mid-November soliciting support. Our chapter goal is to raise \$1,000.

Remember that the Every Member Campaign Chapter Partnership Grant amount is based on the dollars received from chapter members. Therefore, the more fulfilled pledges our chapter has, the higher our partnership grant will be. This grant helps our chapter provide scholarship assistance to our members to attend the AFP International Conference on Fundraising, as well as, other educational opportunities.

If you have any questions, contact Marlo Duffy Turner at mduffy@osugiving.com or 918-594-8014.

AFP 2006 Conference CD available

Our chapter purchased the 2006 AFP International Conference CD that has all the seminar handouts and information. If you would like a copy of this CD, please notify Karen Senger at karen.senger@okstate.edu or 918-561-1219.



Dec. 5 web conference: "What Fundraisers Need to Know About Budgets and Financial Statements"

This session will emphasize the funder's perspective on all aspects of the financial management of the nonprofit organization. What are the basic financial statements and how do funders analyze them? How can the fundraising professional use the financial statements and budgets to develop new funding ideas and more compelling proposals? How can the financial statements and the budgeting process be integrated in to a strategy to more effectively engage the board and staff in the fundraising process?

The presenter is Barkley Calkins, director of the Nonprofit Sector Resource Institute at Seton Hall University. During a distinguished 25 year career with J. P. Morgan and Company, he was a financial analyst who later became responsible for the bank's charitable giving in the areas of health care and international affairs. Since leaving Morgan, he has consulted with nonprofit organizations and foundations and directed the New Jersey program for the National Executive Service Corps. He brings to the Webinar a substantial body of experience in finance and financial management and as a grantmaker and grantseeker.

This audio conference will be held Dec. 5, 12:00-1:30, at the Community Food Bank of Eastern Oklahoma. **Deadline to register is Dec. 1. Contact Marcia Graham at marcia.graham@alz.org or 918-494-5461 to register.** Audio and web conferences are free to AFP members and \$15 for non-members.

Chapter programs and news just a click away

The AFP Eastern Oklahoma web site went live Nov. 16. Be sure to check it out at www.afpeastok.org. It features both national and local information, news, resources, programs and events.

- Sign up to receive monthly chapter meeting notices.
- Check out development job postings.
- Read current and past News Raiser issues.
- Check out upcoming chapter meetings and events.
- Update your membership contact information.

Coming soon...

Online meeting registration

New Members!

Kate Neary-Pounds
H.O.P.E.
kate@hopetesting.org

Lisa Wade Raasch
Muskogee Nonprofit Research Ctr.
lisa.raasch@muskogeenonprofits.org

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Copy deadlines are usually the 15th of the month for the following month's issue.

KVOO seeks charities for fundraising event

KVOO 98.5 (Journal Broadcast Group, Tulsa Operations) is seeking a local non-profit to benefit from their annual fundraiser. Million Penny Morning Show. MPMS is an on-air fundraiser that takes place in June / July / August. MPMS encourages listeners and area businesses to collect pennies in an effort to collect One Million Pennies or \$10,000! The entire \$10,000 from the fundraiser is donated to a local charity for a project which serves individuals in our community.



Requirement for Charity Applicants:

- Current 501(c)(3) status
- Provide services to clients in the Tulsa area and been doing so for a minimum of 2 years
- Governed by a volunteer board of directors that meets a minimum of 2 times a year
- Undergo a financial audit/review each year
- Be willing to partner with Journal Broadcast Group (KVOO 98.5) and allow use of their logo, artwork and name for promotional use in any and all media and advertising

Specific Project Requirements:

- Must benefit individuals in the KVOO 98.5 listening area
- Less than 7% of the total costs of the project can be tied to administrative costs
- This can be a one time project or an on going project

Application Timeline:

- Applications must be mailed or hand delivered to Journal Broadcast Group by 2pm on Friday, December 29, 2006.
- Three agencies will present their projects to the KVOO 98.5 Morning Show and station management the week of January 15, 2007.
- Final agency will be announced on Friday, January 26, 2007 and will need to be available to be interviewed on the KVOO 98.5 morning show that morning.

Mail Applications to:

Journal Broadcast Group / KVOO 98.5
 Attention: April Sailsbury
 4590 E 29th Street
 Tulsa, OK 74114
 asailsbury@journalbroadcastgroup.com
 918-743-7814



Abigayle Tobia hired as chapter administrator

The AFP Eastern Oklahoma Chapter is excited to announce the hiring of Abigayle Tobia as our chapter administrator. She is an AFP member who has been involved with our chapter for a few years and has been most recently serving as our assistant treasurer on the board.

Abigayle will handle administrative tasks for our chapter including managing our database, web site and handling chapter correspondence.

TCF and Margaret Skyles have served as our chapter administrator for more than a year now, and we greatly appreciate their service.

Abigayle may be contacted at abigayle@idm-services.com or 918-261-5838. All chapter correspondence should be directed to our new chapter address, P.O. Box 2974, Tulsa, OK 74101-2974.

Job Opportunities

Good news! All jobs are now posted on our new web site, www.apfeastok.org, for your 24-hour viewing pleasure.

Check out these recent postings:

OK Chapter of MS
 Development Coordinator

Tulsa Zoo Friends
 Development Director

Oklahoma State University
 Proposal Development Specialist

Leadership Tulsa
 Marketing/Development Director