



# The AFP-NJ Chapter Presents

## The AFP First Course in Fundraising

Thursday and Friday July 31 and August 1, 2008	Annunciation Center College of Saint Elizabeth
8:30 a.m. to 5:00 p.m.	2 Convent Road Morristown, New Jersey
<i>Continental breakfast &amp; lunch provided</i>	<i>Directions are available at: <a href="http://www.cse.edu/map.htm">www.cse.edu/map.htm</a></i>

This two-day course provides the fundamentals of the development function

✦ Earn 13 hours of AFP Credit ✦

### Sessions include:

- ❖ An introduction to philanthropy and the development professional
- ❖ Planning for successful fundraising
- ❖ The integrated development program
- ❖ Annual giving
- ❖ Securing major gifts from individuals
- ❖ Obtaining grant support
- ❖ The roles of volunteers, board members and CEOs
- ❖ Managing development office operations
- ❖ A complete course manual

### Who should attend?

- ❖ New to three years' experience in the fundraising profession
- ❖ Volunteer leaders
- ❖ Trustees or members of the development committee
- ❖ CEOs of nonprofit organizations
- ❖ Development support staff

*A limited number of partial scholarships have become available!*

# AFP-NJ First Course in Fundraising Registration Form

*Space is limited so fax this form today to 732-279-4392  
One Registrant Per Form  
Additional forms can be printed from our website at [www.afp-nj.org](http://www.afp-nj.org)*

**Deadline for registration is July 21, 2008**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

***Important: Your receipt and reservation will be confirmed by email!***

### Registration and Payment

Received by July 21, 2008

- Member      \$330.00
- Non-Member    \$370.00

Received after July 21, 2008

- Member      \$350.00
- Non-Member    \$390.00

### Method of Payment **[Payment is due prior to or the day of the event]**

- Check      Payable to AFP-NJ Chapter ▪ PO Box 4147 ▪ Toms River, NJ 08756-4147

Kindly charge my credit card for \$\_\_\_\_\_

- VISA
  - MasterCard
  - American Express
- \_\_\_\_\_ Credit Card Number      \_\_\_\_\_ Exp. Date

\_\_\_\_\_ Print Card Holder's Name      \_\_\_\_\_ Authorized Signature

#### Registration & Cancellation Policy

*Thank you for your consideration*

1. Any reservation received after 5:00 pm on July 21<sup>st</sup> will be accepted on a space available basis and will be billed an additional \$5 (member and non-member).
2. All attendees must have a paid registration by July 31<sup>st</sup>. If your employer pays for your registration, we will gladly accept that payment, in advance, or will provide you with a receipt that you can use for reimbursement from your employer.
3. No refunds or credits for future events are given for "No Shows."
4. We must pay for "No Shows" so you will be charged if you cancel your reservation later than noon on July 22<sup>nd</sup>. Cancellations must be in writing (fax or email).

**For more information call AFP-NJ Chapter Headquarters at 732-279-4258**



## 2008 First Course in Fundraising Partial Scholarship Application

Name \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Business Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_

Years in Development \_\_\_\_\_ Are you a member of AFP? \_\_\_\_\_

Number of Development Department staff \_\_\_\_\_

Employer's annual fund raising budget: Income \$ \_\_\_\_\_ Expenses \$ \_\_\_\_\_

I VERIFY THAT I AM: (check all that apply)

\_\_\_\_\_ Employed by a 501(c)3 organization

\_\_\_\_\_ Transitioning careers

\_\_\_\_\_ A fund raising executive, employed at least half-time and spending over 75% of that staff time on fund raising

\_\_\_\_\_ Unable to pay the entire registration fee

\_\_\_\_\_ Volunteering for a non-profit organization

Have you received AFP scholarship assistance in the past? \_\_\_\_\_

If yes, when and for what? \_\_\_\_\_

Please provide brief answers to the questions on page two of this application

**Email your completed application and letter to: Marge McLean, CFRE, [mjmcl@comcast.net](mailto:mjmcl@comcast.net)**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**APPLICATION DEADLINE IS JULY 1, 2008**



New Jersey Chapter

## 2008 First Course in Fundraising Partial Scholarship Application

Name \_\_\_\_\_

Please print clearly and limit your response to 150 words or less

- 1) *How will attendance at First Course in Fundraising benefit you professionally and/or your employer?*
- 2) *Define why you will require financial support to attend this course.*