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Leadership University  
Non-Profit CARE & COUNSEL 303  
Non-Profit Industry & Formation

### **COURSE DESCRIPTION**

This course is design to give students a fuller awareness of the non-profit industry both in the church and secularly. As well as practical tools to create their own non-profit.

### **COURSE OBJECTIVES**

*Upon completion of this course:*

1. Students will learn fundamentals to launching a non-profit
2. Students will receive insights from industry leaders.
3. Students will gain confidence in their abilities to operate in the non-profit industry inside and outside of the church structure.
4. Students will learn to operate in the gifts of the Holy Spirit in order to cast vision and motivate volunteer staff
5. Students will gain understanding of all components necessary to California non-profit formation.

### **REQUIRED TEXTS**

Wolf, Thomas. *Managing a non-profit organization*. Free Press, July 2012

(Textbooks, workbooks, lab fees, etc. are a normal part of the cost of your education.) Photocopies of the pages will not be accepted for credit. This constitutes a breach of copyright law and drives up the cost of textbooks. You will enter your book assignments into the portal each week for review.

## REQUIREMENTS

### **Attendance**

You are expected to attend each class. Class attendance ensures your learning the material in its entirety. Only one excused absence will be allowed, with a prior approval by the professor. Unexcused absences are not acceptable and may result in the loss of points and/or the inability to complete assigned work.

### **Late Work**

Late work will only be accepted under special circumstances and only with **prior approval** from the teaching assistant (see guidelines for absences). If late work is allowed, a late penalty of 10% will be applied.

Leadership University upholds the highest of standards when it comes to development of classwork and assignments. All work should be your own. Plagiarism is unacceptable and will result in an immediate failure of the course.

1. If you did not write the words, they do not belong in your paper. You cannot COPY AND PASTE anything from a book, the internet or any other source and put it in your paper.
2. Do NOT include direct quotes unless the quote is cited properly and gives the author credit. Describe the material in your own words. Do not use words you do not understand.
3. You are free to consult with classmates about assignments, but please ensure that your work is your own. If your work looks too much like your classmates, plagiarism rules may be enforced.

### Assignments

Students are required to complete reading assignments on time and be prepared for class discussions and activities. Students are required to complete all assignments on time, complete assigned reading and be prepared for class discussions and activities. All written assignments must be entered into the portal using the Homework link at the bottom of each corresponding lesson. Grades cannot be given to assignments that are not turned in through the portal.

## **An Overview of the Course Assignments:**

1. Homework Assignments
2. Weekly Quizzes
3. Midterm
4. Final Exam

## **Points Possible**

Quizzes (7x20)	140 points
Homework (6 x25pts.)	150 points
Midterm	150 points
Final Exam	200 points

Total points possible = **640**

## **Grading Scale**

A = 640 - 567

B = 566 - 494

C = 493 - 421

D = 420 – 328

F = 327 - 0

\* The course lecture schedule will be adjusted and developed as the course unfolds. However, the book exercises—and all other assignments—will continue to be due on the dates identified in the schedule below.

# Course Schedule

	Dates	Topic	Assigned Reading	Assignment
Week 1	April 14	Course Introduction: God's Heart for the Non-Profit Care Industry	Chp. 1, 2	➤ Pick a non-profit model Create mission statement and measurable criteria for success for the non-profit & recipient of services.
Week 2	April 21	Lecture: Marketing Non-Profit Industry presentation: City/County/Federal	Chp. 5	➤ Create Board, assign responsibilities and develop Bi-Laws with fellow students (Teams of 4)
Week 3	April 28	Lecture: Financial Management Non-Profit Industry presentation: City/County/Federal	Chp. 6	Create Marketing Plan: <ul style="list-style-type: none"> <li>• Target audience</li> <li>• Slogan</li> <li>• Color scheme &amp;</li> <li>• symbolism/logo</li> </ul>
Week 4	May 5	Lecture: Fundraising & Planning Non-Profit Industry presentation: private sector	Chp. 8	Mock budget for organization based on annual revenue of \$65,000
Week 5	May 12	<b>No School due to holiday</b>	Chp. 9	<b>Take home Mid-Term</b>
Week 6	May 19	Non-Profit Formation: LLC / 501c3	Chp.10	Based off your non-profit Vision choose a public service and document the plan of action to accomplish.
Week 7	May 26	Non-Profit Development: Grant Writing and Networking	Chp.11	Identify a grant that your fictitious non-profit could apply for and prepare document for submission.
Week 8	June 2	Non-Profit Management: Integrity, culture, and purpose	Study for Final	
Week 10	June 9	<b>In Class Finals</b>		