

Capacity Building Workshop For Non-Profits *Practical Tools for Growing and Strengthening Your Organization*

To be placed on an email notification list for future workshops, please complete the information below and Fax to: 832-355-2935

You will be notified (via email) when we have the next Workshop date confirmed.

Date: **To be announced**
Location: **Duke Energy**
5400 Westheimer Ct.
Houston, TX 77056
Time: **To be announced**

Workshop attendees will learn how to:

- Use the **Donor/Prospect Management Tool** to record and report contributions and donor/prospect information, produce personalized mailings, reports and gift receipts and analyze the effectiveness of fundraising activities.
- Use the **Organizational Assessment Tool** to do an EZ form self-assessment of their organization's strengths and weaknesses using 10 key organization traits/characteristics.
- Use the **Outcomes Measures Tool** to record and measure the results of their particular kind of service to their constituents and ensure accountability to governing boards and funders. This tool is focused on Health/Human Service measures.

St. Luke's Episcopal Health Charities has developed and given these tools (at no cost) as a resource to the non-profit community to assist organizations in building their internal capacity and sustainability. To learn more about the tool kit call Celene Meyer at 832-355-4984 or email: cmeyer@sleh.com.

Name:	
Organization:	
Phone:	
Fax:	
Email:	

Fax to: 832-355-2935

