

PANO Publication Order Form

The Pennsylvania Nonprofit Handbook - 8th Edition by Gary M. Grobman (2008)
NEW!

This is the most up-to-date and useful publication for those starting a nonprofit or for those already operating one. This essential reference tool includes: information about current laws, court decisions, and regulations which apply to PA nonprofits, practical advice on running a nonprofit, and much more. Each easy-to-read chapters include a synopsis, useful tips, and resources to obtain more information. \$29.95 members; \$34.95 nonmembers

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Fundraising Online: Using the Internet to Raise Serious Money for Your Nonprofit Organization by Gary M. Grobman and Gary Grant (2006)

This 189-page book will help fundraisers learn how to: Find grants from foundations, corporations, and government agencies; Put together an online fundraising strategic plan; Engage in effective search engine marketing; Set up an online store or charity auction; Develop blogs, podcasts, and online communities to enhance their fundraising efforts; Assess application service providers; and more. It also includes: Practical advice about what works and what doesn't to generate donations and grants; site reviews of more than 100 Web sites; partner with online retailers; information about regulation of online fundraising. List Price: \$29.95. \$17 members; \$22 nonmembers

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Special Subscription Offer to *Nonprofit World* Magazine

In *Nonprofit World* is a publication of lasting value for board members, paid-staff, and volunteers. Covering accounting, board development, communication, computers, fundraising, law, management, marketing, personnel, and volunteers. Members can get a one year subscription (6 issues) and access to archived articles online for only \$25; saving \$54 off the regular price of \$79.

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Speaking of Success (2006)

Do you want to:

- Unlock your potential?
- Turn your life around?
- Remove mental blocks to success?
- Be the success you were meant to be?

If you answer "yes" to any one of these, you need to read this book!

Annarose Ingarra-Milch and Charles Milch, ROI Training & Consulting, join Stephen R. Covey, Brian Tracy, and a dozen other successful business people to reveal their inner values – the values that contribute to the achievements they have made and the positive influence they have on others. Get ready to be inspired. Get ready to be delighted. Get ready to learn! Annarose and Charles are proud to be long-time PANO members. They are nationally recognized keynote speakers, trainers, and consultants.

PANO Publication Order Form Cont'd

**Standards for Excellence:
An Ethics and Accountability Code for the Nonprofit Sector**

The Pennsylvania Association of Nonprofit Organizations (PANO) has created a tool to help your organization operate more efficiently and effectively as well as help you comply with applicable state and federal laws. Based on fundamental values such as honesty, integrity and accountability, the code covers the following major topic areas:

- Mission & Program
- Governing Board
- Conflict of Interest
- Human Resources
- Financial & Legal Issues
- Openness & Disclosure
- Fundraising
- Public Policy & Public Affairs

This 32 page booklet has received national acclaim as a guide for a well-managed, responsibly governed organization.

Please note that:

- 1-49 booklets will cost \$3.50 for members and \$5.00 for non-members.
- 50-99 booklets will cost \$3.00 for members and \$4.50 for non-members.
- 100+ booklets will cost \$2.50 for members and \$4.00 for non-members.

Also Available! Standards for Excellence Informational CD-ROM !

Learn how the Standards for Excellence recommended practices, policies, and procedures can increase operational efficiency and organizational effectiveness.

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***How to Manage an Effective Nonprofit Organization* by Michael Sand**

This book contains more than a thousand practical tips to which staff and board members of nonprofit organizations can refer. It is divided into nine chapters:

- Effective Boards of Directors,
- Successful Community Fundraising,
- Writing Grants and Getting Them Funded,
- Managing Grants Once You Get Them,
- Developing a Strategic Plan,
- Being an Effective Supervisor,
- Hiring, Firing and Other Personnel Management Skills,
- Establishing an Outstanding Volunteer Program, and
- Forming Community Coalitions that Work.

\$12 for members and \$15 for nonmembers.

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Don Kramer's Nonprofit Issues

Nonprofit Issues covers current federal and state cases, federal tax law, employment law, board liability, volunteer law, corporate governance, foundation rules, charitable giving, insurance, copyright trademark, plus more. This national newsletter of "Nonprofit Law You Need To Know" is written for nonprofit executives and their advisors. It provides concise and comprehensive coverage of real issues that affect nonprofits every day. Member Rate for electronic version \$90, nonmember rate \$129. If you would prefer the print version please add \$30 to the above rates.

PANO Publication Order Form Cont'd

Standards for Excellence Education Packets

Packet/Policy	PANO Member	Non-member
Principle I: Mission and Program: <i>Mission</i>	Free*	\$10
Principle I: Mission and Program: <i>Program Evaluation</i>	Free*	\$10
Principle I: Mission and Program: <i>Program Service</i>	Free*	\$10
Principle II: Governing Board: <i>Ongoing Planning</i>	Free*	\$10
Principle II: Governing Board: <i>Compensation and Executive Dir. Evaluation</i>	Free*	\$10
Principle II: Governing Board: <i>Board Composition (sample by-laws included)</i>	Free*	\$15
Principle II: Governing Board: <i>Conduct of the Board</i>	Free*	\$10
Principle III: <i>Conflict of Interest</i>	Free*	\$15
Principle IV: Human Resources: <i>Personnel Policies</i>	\$40	\$70
Principle IV: Human Resources: <i>Volunteer Policies</i>	Free*	\$15
Principle V: Financial and Legal: <i>Audit Budget and Internal Policies</i>	Free*	\$15
Principle V: Financial and Legal: <i>Reporting Financial Improprieties (includes sample Whistleblower policy)</i>	Free*	\$20
Principle V: Financial and Legal: <i>Financial/Investment Policies (includes sample Investment and other financial policies)</i>	Free*	\$25
Principle V: Financial and Legal: <i>Legal Requirements Checklist</i>	Free*	\$20
Principle V: Financial and Legal: <i>Legal Compliance and Liability Issues</i>	Free*	\$10
Principle VI: <i>Openness (includes "Disclose It" packet—all federal and state regulations for fundraising disclosure)</i>	Free*	\$20
Principle VII: Fundraising: <i>Fundraising Costs</i>	Free*	\$10
Principle VII: Fundraising: <i>Fundraising Practices</i>	Free*	\$10
Principle VII: Fundraising: <i>Solicitation and Acceptance of Gifts</i>	Free*	\$10
Principle VII: Fundraising: <i>Employment of Fundraising Personnel</i>	Free*	\$10
Principle VIII: Public Affairs and Public Policy: <i>Public Policy, Advocacy, and Promoting Public Participation</i>	Free*	\$10
Principle VIII: Public Affairs and Public Policy: <i>Nonprofits' Efforts to Educate the Public</i>	Free*	\$10
Staff Orientation Checklist	Free*	\$5
*PANO members may download PDF files from the Members Only section of PANO's website. Electronic Word Files are available upon emailed request to PANO staff (limit three per request in 20 business day period).		
Cost of purchasing entire <i>Educational Resource Packet Binder</i>	\$70	\$110

Order Form

Name: _____

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	<u>Qty</u>	<u>Cost</u>	<u>Member</u>	<u>Nonmember</u>
PA Nonprofit Handbook (53640.3)	_____	\$ _____	\$29.95	\$34.95
Fundraising Online (53630.3)	_____	\$ _____	\$17.00	\$22.00
How to Manage an Effective Nonprofit Organization (53630.3)	_____	\$ _____	\$12.00	\$15.00
Speaking of Success	_____	\$ _____	\$16.00	\$19.95
Standards Codebook (55240.5)	_____	\$ _____	\$3.50++	\$5.00++
Standards Informational CD-Rom	_____	\$ _____	\$6.00	\$9.00
Standards Education Packets	_____	\$ _____	see previous page	

S&H (see chart below) \$ _____

Subtotal 1 \$ _____

**Sales Tax (add 6% to subtotal 1) \$ _____ (skip if tax exempt)

Subtotal 2 \$ _____

Additional Items:

*Nonprofit World Magazine (53620.3)	_____	\$ _____	\$25.00	\$79.00
*Don Kramer's Nonprofit Issues (53610.3)	_____	\$ _____	\$90.00	\$120.00

Total Cost \$ _____

++ See page two for additional details on orders of over 50 copies.

**No sales tax or shipping and handling charges on these items.*

***If your organization is sales tax exempt, please include a copy of your certification.*

Not a member? Check here if you would like us to send membership information

Shipping and Handling Charges

Pennsylvania Nonprofit Handbook (\$3.50 per copy), **Online Fundraising and Speaking of Success** (\$3 per copy); **How to Manage an Effective Nonprofit:** (\$2.50 per copy)

Standards for Excellence Codebooks and informational CDS:

1-25 booklets/CDs - \$2.50 for 1st item, \$.50 for each additional item.

26-50 booklets/CDs - \$10.00, 51-100 booklets/CDs - \$15.00

Standards for Excellence Educational Packets: \$4.00 for each

Please make checks payable to:

PANO

777 East Park Dr., Suite 300, Harrisburg, PA 17111

If you would like to pay by credit card, please visit our Bookstore at www.pano.org