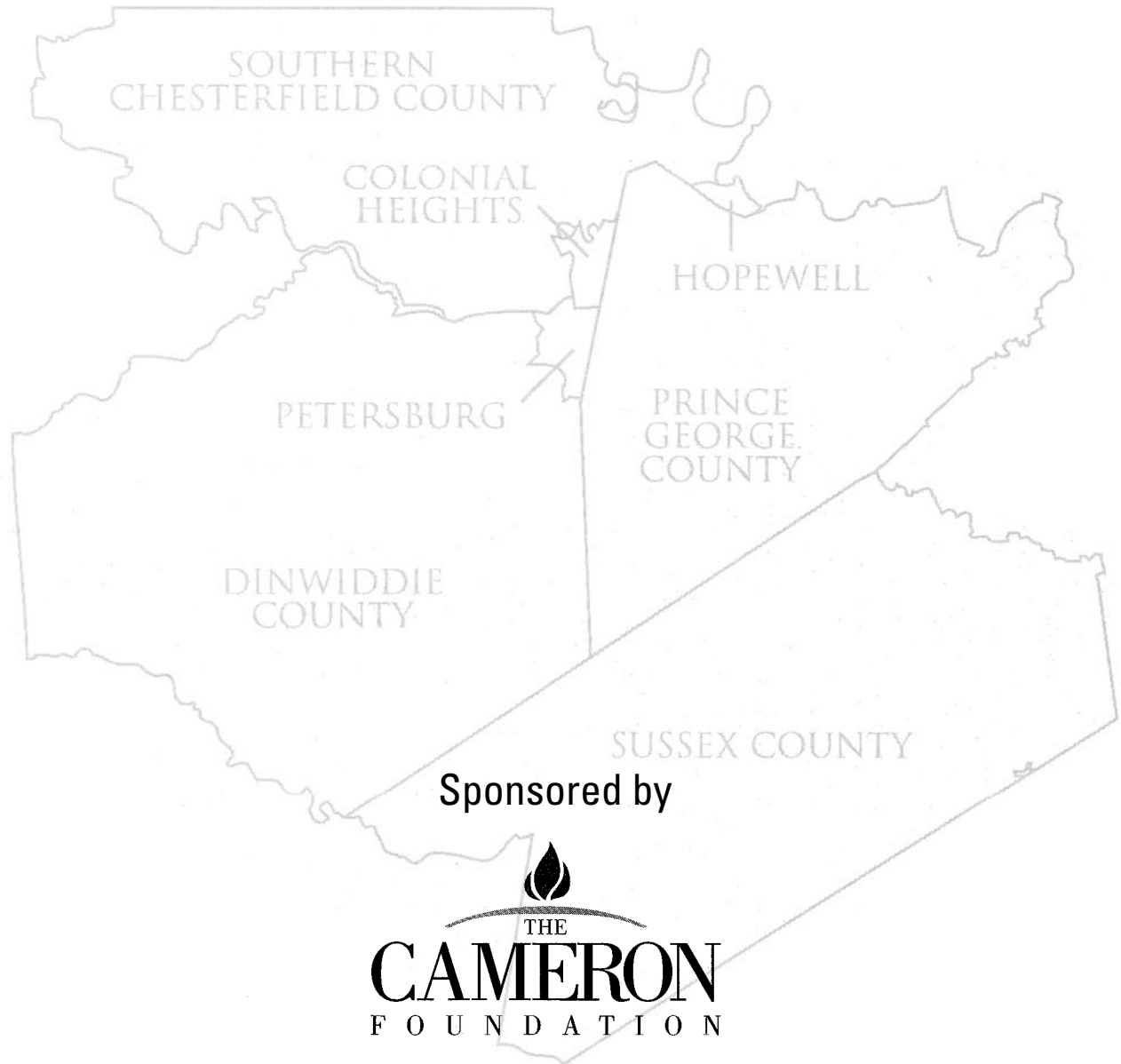


# Especially for Nonprofit Organizations: Tri-Cities

Spring 2005



Sponsored by



*Dedicated to improving the health and quality of life in our communities.*

in partnership with the Especially for Nonprofits Funding Collaborative



*Dedicated to improving the health and quality of life in our communities.*

Dear Nonprofit Leader:

On behalf of The Cameron Foundation and our partners, The Community Foundation and Virginia Commonwealth University, we are announcing the spring 2005 semester of Especially for Nonprofit Organizations: Tri-Cities. We were pleased with the turnout for the fall program, and we hope to build off its success in the upcoming months.

The Tri-Cities edition is based on the Especially for Nonprofit Organizations Nonprofit Management Certificate Program currently operating throughout the Richmond area. The Cameron Foundation has partnered with the Richmond Especially for Nonprofit Organizations Funding Collaborative (Virginia Commonwealth University, The Community Foundation, the Jackson Foundation, Capital One Services, United Way of Greater Richmond and Petersburg, Philip Morris USA, the Junior League of Richmond and the Virginia Association of Fund Raising Executives) to offer a series of classes targeting volunteers, paid staff persons or board members of nonprofit organizations within The Cameron Foundation's service region. This includes the communities of Colonial Heights, Dinwiddie, Hopewell, Petersburg, Prince George, Sussex and southern Chesterfield (south of Route 10).

This program is designed to meet the need for high quality, relevant and affordable courses, conferences and seminars within The Cameron Foundation's service area. Participants also will be able to work toward the certificate in nonprofit management offered by Virginia Commonwealth University. For those who are able, we encourage Tri-Cities participants to take advantage of the courses offered through the Richmond-based Especially for Nonprofit Organizations program in order to augment their learning and to enhance achievement of the certificate.

For the spring 2005 semester, some of the most popular courses from previous Especially for Nonprofits sessions will be offered. Additionally, based on feedback from our fall 2004 attendees, we are offering several new courses as well. Seven critical topics will be covered in the spring, including board development, volunteer management, budgeting and financial management, fund raising, programming planning, program evaluation, and grant writing.

In order to make attending the sessions as convenient as possible, the courses are scheduled to be held in either the Community Room of Southside Regional Medical Center Specialty Healthcare Services or the Community Room at Petersburg Department of Social Services.

As the program matures and participation grows, we anticipate increasing the offerings of these courses. Our goal is to enhance the effectiveness of service delivery throughout the Tri-Cities region through building strong organizational infrastructures, helping nonprofit organizations know when to cut or change services and focusing on the issue of sustainability. We appreciate your interest in the program and look forward to seeing you this spring. If you have any questions, please feel free to contact us.

Sincerely,

A handwritten signature in black ink, appearing to read 'Handy L. Lindsey'.

Handy L. Lindsey  
Executive Director  
The Cameron Foundation

# What is Especially for Nonprofit Organizations?

Especially for Nonprofit Organizations is a certificate program offered through Virginia Commonwealth University that supports educational opportunities and capacity building for the vast network of nonprofit organizations in the greater-Richmond area. The Cameron Foundation has partnered with the Richmond Especially for Nonprofit Organizations Funding Collaborative (VCU, The Community Foundation, the Jackson Foundation, Capital One Services, United Way of Greater Richmond and Petersburg, Philip Morris USA, the Junior League of Richmond and the Virginia Association of Fund Raising Executives) to offer a series of classes targeting volunteers, paid staff persons and board members of nonprofit organizations within Colonial Heights, Dinwiddie, Hopewell, Petersburg, Prince George, Sussex and southern Chesterfield (south of Route 10).

This program is designed to meet the need for high quality, relevant and affordable courses, conferences and seminars, and to offer a certificate in nonprofit management within The Cameron Foundation's service area.

Especially for Nonprofit Organizations prides itself on its flexibility. It is a self-guided program, with no set curriculum so participants may select courses that will best meet their personal and professional needs. Through this program, you will begin to gain perspective on ways to build specific skills, enhance the overall management of your organization and respond effectively to community needs and expectations. Although students often start the program to address a particular problem, many stay to develop an overall approach to sound management and to develop skills in specialized areas — such as fund development or personnel management.

## Did you know?

That the Especially for Nonprofit Organizations program offers a chance to earn a Certificate of Achievement in Nonprofit Management?

Since the first certificate was awarded in 1999, 107 program participants have received the certificate of achievement at the program's annual fall conference. Congratulations to the following participants who received their certificates at the fall 2004 conference:

Shirley Allen, Tod Balsbaugh, Francine Blum, Linda S. Bohanon, Anita N. Browning, Karen Lee Cameron, Christina C. Carter, Eva Clarke, Tisha Colvin, Ann V. Deaton, Connie Deved, Barbara H. Dunn, Lael Edmonds, Stephanie Kelley, Mary Katherine Larue, Shawn Patrick McNulty, Michael R. Menefee Jr., Gray C. Miyashiro, Robin K. Olivier, Sarah A.P. Raible, Shirley Ann Stewart, Warren B. Sturup, LaVern B. William and Jacqueline Ziglar



# Certificate of Achievement in Nonprofit Management

The Especially for Nonprofit Organization Program is an academic and professional development program in which all courses earn one hour of university credit, with a letter grade, toward the Certificate of Achievement in Nonprofit Management. All courses must be taken for credit whether you intend to complete the certificate or not. No courses may be audited. All participants — whether actively pursuing the certificate or not — must complete a Participant Information Form when they register for the first time, or if they have not registered for a course since the fall semester of 2003, or if any of the contact information or educational history has changed since their last class. Participants should use the Course Request Form to register for classes.

## Changes in the certificate requirements

During the past year, the Especially for Nonprofit Organizations Program has adopted, with slight modifications, the Nonprofit Academic Centers Council Curricular Guidelines as a curriculum development and organizational guide. Using the NACC Guidelines as a framework, the following revisions to the certificate requirements have been approved by the Especially for Nonprofits Funding Collaborative. These new requirements will help participants obtain a broader core base of knowledge in nonprofit management while still allowing the flexibility to choose classes most beneficial to their individual work and experience.

The Certificate of Achievement in Nonprofit Management will still require the participant to complete a total of 12 credits. However, effective spring 2005, seven credits must be from each of the required curriculum focus areas (listed below) with the remaining five credits from any focus area or technology classes (up to three technology classes will count toward the certificate).

Several courses in each focus area will be offered during the fall and spring semesters, and participants may select the individual courses that best meet their training needs. Participants will be able to find the focus-area designation in the semester brochures as part of the section heading or at the end of the course description. The designation also will be listed with the course title on the participant program summary so that students may track their own progress toward certificate completion. Program summaries are sent at the end of each semester to those participants who have taken a class. If you would like to know how many credits you have earned toward the certificate, please contact the program coordinator at (804) 827-0246 or [nonprofit@vcu.edu](mailto:nonprofit@vcu.edu).

## How do the new requirements affect you?

- Participants who have earned six or more credits prior to the spring 2005 semester will be allowed to complete their certificate using either the old requirements (12 classes of which three may be technology classes; past conferences will still count toward the certificate) or the new requirements described above.

- Participants who have earned less than six credits prior to the spring 2005 semester must adhere to the new requirements to receive their certificate. Previously earned credits will be applied to the required course areas wherever possible.
- Participants starting during the spring 2005 semester will be required to adhere to the new certificate requirements.

## Required areas of study:

Focus area	Topics
I	History, significance and theories of philanthropy and volunteerism in the nonprofit sector
II	Nonprofit law, ethics and advocacy
III	Nonprofit governance and leadership
IV	Fund development and communications
V	Financial management
VI	Human resources management
VII	Organizational theory, planning and evaluation

## Academic/certificate credit

Management and leadership courses may be taken for either graduate or undergraduate credit. To take a course for graduate credit, you must have an undergraduate degree. If no designation is made, you will automatically be registered for undergraduate credit. Technology courses are available for undergraduate credit only. Please be sure to indicate on your Participant Information Form which level of credit you would like to receive for management and leadership courses.

Students will earn a letter grade for each course successfully completed. Grades for technology courses are based on attendance and in-class performance. Grades for management and leadership courses are based on attendance, participation and completion of written assignments.

Academic credits earned through the Especially for Nonprofits Program are recorded on an official VCU transcript. These credits may apply to undergraduate and graduate degree programs at VCU. Credits may be transferred or accepted as elective credits at the discretion of the degree program. To see if your credits will transfer, please contact an adviser in the department or program of interest.

# Management and leadership courses

## Community leadership: courses specifically for board and executive leaders

Leading organizations is difficult and challenging, particularly in the nonprofit sector where the leader is expected to meet the common good while maintaining the bottom line. Max Depree characterizes nonprofit groups as places where people realize their potential and help the community realize a vision of its potential. This ability requires unique knowledge, skills and innovation on the part of nonprofit leaders. The following course is designed to help nonprofit leaders deal with the stresses of the job and help their organizations to remain viable and operate soundly under challenging conditions.

### TCML1 – The Executive Director’s Role in Board Development

(Focus area III)

Both boards and executive staff often struggle with issues of role and how to assure that the board can most effectively govern and support the organization. A key question is, “What is the proper role for the executive director in helping to strengthen the board of directors?” A strong, effective board is an asset to the organization but reaching that goal can be challenging. Since nonprofit boards are volunteers, they need staffing assistance from the executive director and staff of the organization. This course helps identify what is necessary to build an effective board, and what role the executive director plays in that process. Participants will explore the specific actions that need to be taken and how to define the boundaries between board and executive in the nonprofit organization.

**Instructor:** Russ Cargo, Ph.D.  
**Dates:** Tuesdays, April 19 and 26  
**Time:** 10 a.m. to 4 p.m.  
**Location:** Community Room,  
Petersburg Department of Services

## Making the most of human resources

Effective management and development of volunteer and staff resources are essential to carrying out the mission of a nonprofit organization. Both managers and staff contribute to a constructive working environment in which individuals and the organization reach their full potential.

### TCML2 – Volunteer Resources Management 101: The Basics

(Focus area VI)

Effective involvement of volunteer talents and skills is essential to nonprofit agencies. This course offers an introduction to the basic elements of developing your organization’s volunteer resources management. Students are encouraged to bring the questions and challenges they face in their organizations as we discuss an overview of planning, organizing, recruiting, screening, training, supervising, record

keeping and evaluating. This course is designed for those new to the role of managing volunteers or starting up a new volunteer program.

**Instructor:** Kathy Perun, C.V.A.  
**Dates:** Wednesdays, March 16 and 23  
**Time:** 10 a.m. to 4 p.m.  
**Location:** Community Room,  
SRMC Specialty Healthcare Services

## Fund development

In an increasingly competitive environment, nonprofit organizations must employ comprehensive fund development strategies. This course highlights more than asking for money by focusing on how to build an overall position as well as acquire the planning and implementation skills to raise resources for the agency’s current work and new endeavors.

### TCML3 – Successful Grant Writing Strategies

(Focus area IV)

Submitting grant proposals can help agencies start new programs, test innovative ideas or enhance existing services. In this course, participants will engage in a hands-on, practical and evaluative exploration of successful grant writing strategies. We will examine how to locate funding sources and make a good funding match, how to succinctly make a case for funding and present a reliable budget, and how to measure outcomes and demonstrate results once grants have been awarded.

**Instructor:** Laurie Rogers, M.P.P.  
**Dates:** Mondays, April 4 and 11  
**Time:** 10 a.m. to 4 p.m.  
**Location:** Community Room,  
SRMC Specialty Healthcare Services

## Managing for excellence

Organizations continue to be relevant by meeting the needs of the community. Although important, this service requires the capacity to do more than assure that existing programs work effectively and efficiently. According to Peter Drucker, we must do more than make the machine work and correct problems when they come up. Organizations need the capacity to innovate, take risks and move on. The following courses will help organizations use the techniques of planning and evaluation as part of moving forward.

### TCML4 – Program Planning and Implementation

(Focus area VII)

What do you have to offer that is unique? Often nonprofit organizations complete a strategic plan with a wonderful idea for a new service or a new way of carrying out an existing service. Despite the desire to move forward, little happens because starting or fixing programs may appear to be daunting and seem to require time and skills beyond the

agency's capacity. This course will help participants clarify the need for a program and carry out the steps of a program's design process. We will focus on producing programs with achievable outcomes for the organization and its clients. This course will not cover obtaining financial resources for your program.

**Instructor:** Valerie Liggins Law  
**Dates:** Mondays, May 2 and 9  
**Time:** 10 a.m. to 4 p.m.  
**Location:** Community Room,  
SRMC Specialty Healthcare Services

### **TCML5 – Introduction to Program Evaluation**

(Focus area VII)

Program evaluation is the systematic collection of information about activities, characteristics and outcomes of programs. Evaluation results guide program improvement, program expansion and investment of funds. This introductory course is designed to demystify the program evaluation process and will explore the purposes, uses and benefits of evaluation. Course content will include an introduction to basic types of evaluation, including process and outcome. Exercises will focus on designing an effective evaluation including determining which elements of a program to evaluate, defining the evaluation questions, choosing appropriate methods, determining measurement and data collection techniques, and making use of findings.

**Instructor:** Gail Harris, M.Ed.  
**Dates:** Thursdays, May 19 and 26  
**Time:** 10 a.m. to 4 p.m.  
**Location:** Community Room,  
SRMC Specialty Healthcare Services

### **Managing the organization's financial resources**

To carry out its mission each organization must have the money to keep its doors open and pay the bills. These necessities involve more than fund raising. They require the skills and tools to support effective stewardship of the funds received for various purposes. This course will focus on how to manage money, allocate resources where needed, operate efficiently and report in accurate, clear formats.

### **TCML6 – Sharpening Your Financial Management Skills**

(Focus area V)

Nonprofit managers are expected to provide leadership on a variety of financial matters in the day-to-day operations of their agencies. Nonprofit staff members at all levels of the organization need to understand how income and expenditures are planned, monitored and reported. Board members are responsible for financial oversight. In this course, students build confidence in leading and overseeing the process for budgeting, accounting and improving the financial stability of their agencies and programs. Participants will review basic budgeting processes and problem solving for some of the day-to-day challenges faced by many nonprofit organizations.

**Instructor:** Anne Hagen  
**Dates:** Thursdays, Feb. 17 and 24  
**Time:** 10 a.m. to 4 p.m.  
**Location:** Community Room,  
SRMC Specialty Healthcare Services

## **Important program policies and information**

### **How to register**

Advanced registration with payment is required. We recommend that you register early because courses fill up quickly.

Please send a completed registration form with a check payable to The Community Foundation. (If you are sending several registration forms and one check for all registrants, please indicate the names of the registrants on the check.) Send your registration to Tri-Cities Nonprofit Registration, VCU Office of Community Programs, P.O. Box 843062, Richmond, VA 23284-3062.

### **Payment**

Each two-day class costs \$35/person. Cash, money orders, personal and agency checks are accepted. All checks should be made payable to The Community Foundation. If you would like a receipt, please indicate this on your registration form.

Anyone with an outstanding balance from previous sessions or a hold on his or her VCU student account will not be allowed to register for classes in a session until the hold has been removed by the appropriate office.

### **Confirmation and directions**

Upon receiving your registration form, your course requests will be reviewed and processed. You will receive a registration confirmation by e-mail, listing the classes for which you have been registered. If any of the classes are full at that time you will be notified in this same e-mail. If you do not have access to e-mail, we will mail a confirmation postcard to you.

At least one week prior to the start date for each class, a confirmation reminder notice, including directions and parking information, will be sent to you via e-mail or facsimile (or via U.S. mail if you don't have access to e-mail or a fax machine).

Confirmation will be sent from [nonprofit@vcu.edu](mailto:nonprofit@vcu.edu). Please save this e-mail address in your inbox so that the confirmations can be delivered. Please note that no confirmations will be sent until your payment is received.

## **Parking and accessibility issues**

As part of your confirmation reminder notice, we will suggest the best parking options for each location. Parking information is provided as a helpful suggestion; you are welcome to park in any legal parking space or lot near the course location. If you have any special needs relative to parking and the accessibility of the buildings where classes meet, please contact Conaway Haskins at (804) 732-8900 or [conawayh@thecameronfoundation.org](mailto:conawayh@thecameronfoundation.org) as soon as possible and we can make further arrangements to meet your needs.

## **Registration cancellation or change policies**

All refund and/or class change requests must be made in writing at least five working days prior to the class start date in order for you or your agency to receive a refund or registration credit for future program classes. If you miss the deadline, a friend or co-worker may attend in your place if you fax the program coordinator at (804) 828-2756 or e-mail [nonprofit@vcu.edu](mailto:nonprofit@vcu.edu) prior to the start of the class. The substitute participant will need to submit a completed registration form in order to be officially registered for the class.

Failure to attend a course does not entitle you or your agency to a refund or substitute course. If a situation arises where we need to cancel a course, all registrants will be notified as quickly as possible and will receive a full refund or credit for a future course.

We may contact you to see if there is another class during the semester for which you would rather register or be added to the waiting list.

## **Inclement weather policy**

In the case of inclement weather, if VCU is closed our courses will not meet. If VCU is operating on a delayed schedule, our courses will meet but also will adhere to the delayed schedule. Watch or listen to local news sources for cancellations and delays. The VCU inclement weather number is (804) 828-6736. Up-to-date information also can be found on the Web at <http://www.vcu.edu/alert> or you may call the program office and listen to information provided on the outgoing voice-mail message.

In these situations, we urge all participants to consider their own circumstances and safety first. We will not be able to issue refunds if you decide that you are unable to attend a class due to inclement weather or illness, etc. Should you find that you are unable to attend for these reasons, please contact our office to be dropped or withdrawn from the course.

## **Waiting list**

If you request a class that is full, we will contact you to see if you would like to 1) be placed on the waiting list for that course, 2) be registered for a different course or 3) have your payment refunded or credited to your account for future use. If you choose to be placed on a waiting list you will be notified as soon as possible if or when a space becomes available. Please recognize that we may have very little notice when an opening becomes available and may call you as late as the day before the class begins. We recommend that you keep the days of the course open on your calendar, if possible, to increase your chances of attending the classes that you want.

## **Breaks**

Unless otherwise noted, all courses meet from 10 a.m. to 4 p.m. There will be a 15-minute, mid-morning break and an hour lunch break each day. The program does not provide refreshments. We simply cannot afford to provide them and continue to offer the program at its current level. Although some host sites have the ability to provide refreshments, not every site does, and considering their already generous contribution of the meeting space, we would not ask or require that they do. Participants are encouraged to bring their food and beverages for breaks and lunch. For your convenience, a list of nearby restaurants (within easy walking or driving distance of the course location) will be provided for those who prefer to go out. The lunch break provides an excellent opportunity to network with your colleagues. We encourage you to bring brochures, newsletters and other materials from your agency to display on a resource- and information-sharing table.

## **Classroom expectations**

Please plan to arrive on time; classes begin promptly at 10 a.m. unless otherwise noted. Please allow adequate time to park and locate the classroom. If you need to be on call with your agency while in class, please use the vibrate mode on your cell phone or pager so the ringing does not disturb the class. If you do not have a vibrate option, please sit near an exit so you can quickly excuse yourself to answer the call in the hallway.

Especially for Nonprofit Organizations is an academic program of VCU and will abide by university policies, which can be found in the VCU Resource Guide (<http://www.students.vcu.edu/rg>).

# Instructors

**Russell A. Cargo** is the executive director of VCU's Nonprofit Enterprise Institute in the L. Douglas Wilder School of Government and Public Affairs. He has CEO experience in nonprofit organizations and in the last decade has been a leader in establishing nonprofit management as an academic discipline. Cargo serves on the Council of Editorial Advisors of BoardSource and on the governing boards of the Central Virginia Chapter of the Association of Fundraising Professionals, the Association for Research in Nonprofit Organizations and Voluntary Action, and was currently serves as president-elect of the Nonprofit Academic Centers Council.

**Anne Hagen** serves as the director of finance and administration for Commonwealth Catholic Charities. She is a C.P.A. with a variety of work experience, ranging from internal and external audit to her role at Commonwealth Catholic Charities, where her responsibilities include accounting, personnel, facilities management and information systems. Hagen also advises other nonprofits regarding matters of finance and audit.

**Gail Harris** is vice president for research and evaluation at United Way of Greater Richmond and Petersburg. She brings over 20 years of human service experience including teaching, management, evaluation, grant management and facilitation experience. She currently leads the Center for Research and Evaluation, which is responsible for conducting research and evaluation projects for human service programs and systems in the region and for measuring United Way's success in achieving community impact. Harris has extensive experience training and consulting in the program design and outcome evaluation fields. She holds a master's degree in education from the State University of New York.

**Valerie Liggins Law** is a mental health clinician with Henrico Mental Health, Mental Retardation Services. She currently coordinates the Tobacco Settlement Foundation grant, implementing a social norms marketing campaign in two middle schools and two high schools in Henrico County. Previously, Law coordinated after-school programming in local housing communities in Henrico County and the city of Richmond. She has worked in human services for 16 years in the fields of corrections, substance abuse services and prevention.

**Kathy Perun** has worked in volunteer resources management and human resources for the past 18 years in the following organizations: Greater DC Cares, Meals on Wheels, Children's Museum of Richmond and the Greater Richmond American Red Cross. She is a long-standing member of the Association for Volunteer Administration and is certified in volunteer administration through AVA's credentialing program. Perun is the president of the board of directors of the Greater Richmond Association for Volunteer Administration and has served as GRAVA's vice president of programs.

**Laurie Rogers** is currently an independent fund-raising consultant for a small metro-Richmond area nonprofit organization. She holds a bachelor's degree from the University of the South and a master's degree from Duke University. She has assisted in all aspects of fund raising, including annual funds, membership programs, capital campaigns and proposal writing. For three years, Rogers was the annual fund director and director of development for the Valentine Museum. She also has worked and volunteered with the Richmond Children's Museum, the Junior League, Historic Richmond Foundation Council and the University of the South.

# Especially for Nonprofit Organizations: Tri-Cities

## Spring 2005 Participant Information and Course Request Form

Please fill out completely and legibly to expedite the registration process. If any part of the form is incomplete, your request will not be processed.

Title: (Mr., Ms., Mrs., Rev., Dr., other) \_\_\_\_\_ Full name: \_\_\_\_\_ SS#: \_\_\_\_\_

Nonprofit organization (you represent): \_\_\_\_\_ Position: \_\_\_\_\_

Current mailing address (where you would like to receive our mailings): \_\_\_\_\_  
\_\_\_\_\_

Permanent home address: \_\_\_\_\_  
\_\_\_\_\_

Home phone: ( ) \_\_\_\_\_ Work phone (extension): ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_

### My organization is best categorized as (select one)

- |   |  |
|---|--|
| <input type="checkbox"/> health/human services    | <input type="checkbox"/> administrative personnel      |
| <input type="checkbox"/> arts/humanities          | <input type="checkbox"/> housing/community development |
| <input type="checkbox"/> civic/trade/professional | <input type="checkbox"/> religious                     |
| <input type="checkbox"/> educational institution  | <input type="checkbox"/> unaffiliated                  |
| <input type="checkbox"/> foundation/philanthropic | <input type="checkbox"/> youth related                 |
| <input type="checkbox"/> governmental             | <input type="checkbox"/> other                         |

### My position would best be described as (select one):

- |   |   |
|---|---|
| <input type="checkbox"/> finance personnel        | <input type="checkbox"/> advocacy         |
| <input type="checkbox"/> assistant director       | <input type="checkbox"/> minister         |
| <input type="checkbox"/> board member             | <input type="checkbox"/> program director |
| <input type="checkbox"/> communications personnel | <input type="checkbox"/> program staff    |
| <input type="checkbox"/> development personnel    | <input type="checkbox"/> volunteer        |
| <input type="checkbox"/> educator                 | <input type="checkbox"/> other            |
| <input type="checkbox"/> executive director       |   |

### Management/leadership courses

- |   |   |
|---|---|
| <input type="checkbox"/> TCML1 – The Executive Director's Role in Board Development<br>Tuesdays, April. 19 and 26 | <input type="checkbox"/> TCML4 – Program Planning and Implementation<br>Mondays, May 2 and 9    |
| <input type="checkbox"/> TCML2 – Volunteer Resources Management 101:<br>Wednesdays, March 16 and 23               | <input type="checkbox"/> TCML5 – Introduction to Program Evaluation<br>Thursdays, May 19 and 26 |
| <input type="checkbox"/> TCML3 – Successful Grant Writing Strategies<br>Mondays, April 4 and 11                   | <input type="checkbox"/> TCML6 – Sharpening Your Financial Skills<br>Thursdays, Feb. 17 and 24  |

\_\_\_\_\_ Number of courses x \$35 = \$ \_\_\_\_\_

All Especially for Nonprofit Organizations' courses earn one VCU academic credit toward the Certificate of Achievement in Nonprofit Management; those participants who have at least a bachelor's degree may designate either undergraduate or graduate credit for management/leadership classes. Technology courses are available only for undergraduate credit regardless of the participant's educational history.

- I have a high school diploma or GED; please register me for undergraduate credit.
- I do not have a bachelor's degree; please register me for undergraduate credit.
- I have an associate/bachelor's degree; please register me for undergraduate credit.
- I have a bachelor's degree; please register me for graduate credit.
- I have a graduate degree, but prefer to be registered for undergraduate credit.
- I have a graduate degree; please register me for graduate credit.

Virginia Commonwealth University recognizes that honesty, truth and integrity are values central to its mission as an institution of higher education. The Honor Code is built on the idea that a person's honor is their most cherished attribute. A foundation of honor is essential to a community devoted to learning. Within this community, respect and harmony must coexist. The Honor Code is the policy of VCU that defines the highest standards of conduct in all academic affairs.

### The fundamental beliefs that underlie and are reflected in the Honor Code are:

1. that mutual trust is the positive force that makes an environment honorable,
2. that the educational community should be free from the injustices caused by any form of intellectual dishonesty,
3. that the honesty and integrity of all members of the VCU community contribute to the search for truth, and
4. those who fail to live up to the stated expectations will be identified, sanctioned and educated as to the appropriate and expected behavior to exist within the VCU community.

I have read the above statement and agree to abide by the Honor System.

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please make checks payable to The Community Foundation. Mail to Tri-Cities Registration, VCU Office of Community Program, P.O. Box 843062, Richmond, VA 23284-3062.

For Office Use Only: Date \_\_\_\_\_ D \_\_\_\_\_ P \_\_\_\_\_ S \_\_\_\_\_

Payment: cash/check # \_\_\_\_\_ check amount \_\_\_\_\_ A/P \_\_\_\_\_ Incomplete \_\_\_\_\_ Hold \_\_\_\_\_

# Directions

**SRMC Specialty Healthcare Services, Community Room**  
**3335 South Crater Road**  
**Petersburg, Virginia**

**From I-95 S**

Take Exit 48B, Wagner Road West, and merge on to Wagner Road.  
Turn left onto South Crater Road/US-301.  
End at 3335 S. Crater Road.

**From I-95 N**

Take Exit 47, VA-629/Rives Road.  
Turn left onto Rives Road.  
Turn right onto South Crater Road/US-301.  
End at 3335 S. Crater Road.

**From I-85 N**

Take Exit 68, I-95 S/US-460E toward Rocky Mount, N.C./Norfolk  
Take the US-460BR/County Drive exit on the left.  
Merge on to I-95 S toward Rocky Mount.  
Take Exit 48B, Wagner Road West, and merge on to Wagner Road.  
Turn left onto South Crater Road/US-301.  
End at 3335 S. Crater Road.

**From Hopewell**

Take 295 S toward Rocky Mount, N.C.  
Take Exit 1 toward I-85/Petersburg to merge on to I-95 N.  
Take Exit 47, VA-629/Rives Road.  
Turn left onto Rives Road.  
Turn right onto South Crater Road/US-301.  
End at 3335 S. Crater Road.

**From Colonial Heights**

From VA-36 E/US-460 BR E/ E Wythe Street merge onto I-95 S toward Rocky Mount.  
Take Exit 48B, Wagner Road West and merge on to Wagner Road.  
Turn left onto South Crater Road/US-301.  
End at 3335 S. Crater Road.

**From Prince George**

Take VA-106/Courthouse Road to Wagner Road.  
Stay straight to go onto Wagner Road.  
Turn left onto South Crater Road/US-301.  
End at 3335 S. Crater Road.

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**Petersburg Department of Social Services, Community Room**  
**400 Farmer Street**  
**Petersburg, Virginia**  
**(804) 861-4720 or (804) 748-8426**

**From I-95 S**

Take the Washington Street/Wythe Street exit (exit number 52) toward downtown.  
Take the Washington Street ramp toward US-301 N.  
Turn right onto US-460 BR W/East Washington Street.  
Turn left onto South Union Street.  
Turn slight right onto Halifax Street/VA-142.  
Turn right onto Farmer Street.  
End at 400 Farmer St.

**From I-95 N**

Take the US-460 E/Crater Road/Wythe Street/Washington Street exit (exit number 50ABCD).  
Keep left at the fork in the ramp.  
Keep left at the fork in the ramp.  
Keep left at the fork in the ramp.  
Keep right at the fork in the ramp.  
Take the Washington Street ramp toward US-301 N.  
Turn slightly left onto US-460 BR W/East Washington Street.  
Turn left onto South Union Street.  
Turn slightly right onto Halifax Street/VA-142.  
Turn right onto Farmer Street.  
End at 400 Farmer St.

**From I-85 N**

Take the Squirrel Level Road exit (exit number 65).  
Turn left onto Squirrel Level Road.  
Turn right onto Boynton Plank Road/VA-142. Continue to follow VA-142.  
Turn left onto Farmer Street.  
End at 400 Farmer St.

**From Hopewell**

Stay straight to go onto US-460 BR W/ East Washington Street.  
Turn left onto South Union Street.  
Turn slightly right onto Halifax Street/VA-142.  
Turn right onto Farmer Street  
End at 400 Farmer St.

**From Colonial Heights**

Turn right onto Boulevard/US-1/US-301. Continue to follow US-301 S.  
Stay straight to go onto 2nd Street, which becomes Henry Street.  
Turn right onto North Adams Street.  
Turn right onto US-460 BR W/East Washington Street.  
Turn left onto South Union Street.  
Turn slightly right onto Halifax Street/VA-142.  
Turn right onto Farmer Street.  
End at 400 Farmer St.

**From Prince George**

Start out going southwest on Courthouse Road/VA-106 toward Administration Drive.  
Turn right onto US-460 W/County Drive.  
Keep left at the fork in the ramp.  
Keep left at the fork in the ramp.  
Keep right at the fork in the ramp.  
Turn left onto South Union Street.  
Take the Washington Street ramp toward US-301 N.  
Turn slightly left onto US-460 BR W/East Washington Street.  
Turn slightly right onto Halifax Street/VA-142.  
Turn right onto Farmer Street.  
End at 400 Farmer St.