

**2017 Winter Convening of the
Nonprofit Management Cohort
Language Preservation Cohort
Native Arts Cohort**

**December 4 through December 8, 2017
Suquamish Clearwater Casino Resort
Suquamish, Washington**

Agenda





POTLATCH FUND
INSPIRING THE NATIVE TRADITION OF GIVING

Agenda-at-a-Glance

All trainings this week are located in the Chico Room or Deer Hall. A final agenda will be provided the week before the convening.

DAY/DATE	TRAINING CONTENT & (COHORT)	TRAINER
Monday December 4, 2017	Financial Management (Nonprofit Management)	Potlatch Fund
Tuesday December 5, 2017	Journey to Successful Fundraising (Nonprofit Management) Language Transfer System, Community Assessment (Language Preservation)	Potlatch Fund
Wednesday December 6, 2017	Community Organizing and Movement Building (Nonprofit Management, Language Preservation Native Arts)	Western States Center Potlatch Fund
Thursday December 7, 2017	Language Transfer System, Teacher Development (Language Preservation) Business Skills Development, Indianpreneurship (Native Arts)	Potlatch Fund IDRS
Friday December 8, 2017	Business Skills Development, Indianpreneurship (Native Arts)	Potlatch Fund, IDRS



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Day 1: Monday, December 4, 2017
Nonprofit Management Cohort

Time/Location	Topic
8:00 a.m. Chico Room	Breakfast Networking opportunity
8:45 a.m. Chico Room	Registration Register and pickup meeting packet
9:00 a.m.	Welcome and Introductions Opening Prayer Review Agenda
9:30 a.m.	Pre-evaluation and Learning Goals
10:30 a.m.	Break – 15 minutes
10:45 a.m.	Preparing for the Journey (pages 7-12) <ul style="list-style-type: none">• Vision, Mission, Goals, Objectives and Values• Be prepared to respond to funder's questions• Exercise worksheet: <i>To Describe Your Organization To Funders</i>
11:35 p.m.	Beginning to Think About Project (pages 16-21) <ul style="list-style-type: none">• Question• Contacting the Funders• Getting information about the funders
12:15 p.m. Chico Room	Lunch Networking opportunity
1:15 p.m.	Practicing Your Elevator Speech
2:00 p.m.	Letter of Inquiry (page 23) <ul style="list-style-type: none">• Reading and understanding the grant application
2:30 p.m.	Writing Your Grant (page 27-33) <ul style="list-style-type: none">• Proposal Outline• Exercise: <i>Needs Assessment Form</i>
3:15 p.m.	Break
3:30 p.m.	Writing Your Grant (pages 27-33) <ul style="list-style-type: none">• Exercise: <i>Project Profile/Planning Worksheet</i>• Exercise: <i>Developing Activities, Timelines and Work Plan</i>
4:30 p.m.	Review and Closing Prayer



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Day 2: Tuesday, December 5, 2017
Nonprofit Management Cohort

Time/Location	Topic
8:00 a.m. Whale Hall	Breakfast Networking opportunity – Mingle with Language Preservation Cohort
9:00 a.m.	Welcome Back <ul style="list-style-type: none">• Opening Prayer• Day 2 recap, questions, and discussion
9:30 a.m.	Building Your Budget (pages 33-37) <ul style="list-style-type: none">• Why a budget?• Budget Line Items• Budget Planning and Timelines• Exercise: <i>Building a Budget Worksheet</i>
10:30 a.m.	Break – 15 minutes
10:45 a.m.	Building Your Budget <ul style="list-style-type: none">• Exercise: <i>Building a Budget Worksheet</i> (continued)
12:15 p.m. Whale Hall	Lunch <ul style="list-style-type: none">• Networking opportunity – Dine with Language Preservation Cohort
1:30 p.m.	Attachments Needed for Proposal (page 38)
2:00	Overview of Grant Application (pages 45-48)
2:45 p.m.	Break – 15 minutes
3:00 p.m.	Reporting and Record Keeping (page 39)
3:40 p.m.	Results, Outcomes, and Evaluation (page 40) <ul style="list-style-type: none">• Leverage/Influences
4:00 p.m.	Reflection on Learning Goals, Next Steps, Workshop Evaluation <ul style="list-style-type: none">• Post-evaluation
4:30 p.m.	Review, Final Questions, Closing Prayer <ul style="list-style-type: none">• Review day's topics• Questions• Closing prayer



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Day 1: Tuesday, December 5, 2017

Language Preservation

Time/Location	Topic
8:00 a.m. Whale Hall	Breakfast Networking opportunity
8:45 a.m. Deer Hall 1	Registration Register and pickup meeting packet
9:00 a.m.	Welcome <ul style="list-style-type: none">• Opening Prayer• Review Agenda• Introductions
9:30 a.m.	What does it take to create something? <ul style="list-style-type: none">• Understanding the basics of processes• The components of building, creating, making
10:30 a.m.	Break – 15 minutes
10:45 a.m.	What is Language Transfer? <ul style="list-style-type: none">• The process of learning• Understanding the elements of language transfer• What has proven to work?
12:15 p.m. Whale Hall	Lunch Networking opportunity
1:30 p.m.	Community Language Efforts <ul style="list-style-type: none">• How do you know what is working for your community?
2:45 p.m.	Break – 15 minutes
3:00 p.m.	Language Community Assessment <ul style="list-style-type: none">• Why assess?• What to assess?• How to assess?• Best practices in gathering information
4:25 p.m.	Day 1 Close <ul style="list-style-type: none">• Review day's topics• Questions• Closing prayer
4:45 p.m.	Adjourn

Combined Cohorts Day: Wednesday, December 6, 2017



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Social Justice Organizing for Tribal People

Nonprofit Management, Language Preservation, Native Arts

Time/Location	Topic
8:00 a.m. Whale Hall	Breakfast Networking opportunity
8:45 a.m. Whale Hall	Registration Register and pickup meeting packet
9:00 a.m. Whale Hall	Welcome Opening Prayer and Welcome
9:30 a.m.	Getting to Know One Another <ul style="list-style-type: none">• Who are we?• What do we bring?• What do we want to gain?
10:30 a.m.	Break – 15 minutes
10:45 a.m.	Transformation vs. Transaction & the Role of Organizers <ul style="list-style-type: none">• Models to help us imagine• How will we know a real win when we see it?• Relationships to develop leadership, build community, and power
12:15 p.m. Whale Hall	Lunch Networking opportunity
1:30 p.m.	“Campaign” Strategy: What it is and why you need it <ul style="list-style-type: none">• Planning and strategy development• Introduction to the Strategy Chart
2:45 p.m.	Break – 15 minutes
3:00 p.m.	Tactics: Seems Simple, but... <ul style="list-style-type: none">• Difference between goals and tactics• Making tactics fit• Power behind tactics
4:15 p.m.	Evaluations & Appreciations
4:45 p.m.	Adjourn
6:00 p.m. Whale Hall	Cohorts Dinner Networking opportunity



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Day 3: Thursday, December 7, 2017

Language Preservation

Time/Location	Topic
8:00 a.m. Whale Hall	Breakfast Networking opportunity
8:45 a.m. Deer Hall	Registration Register and pickup meeting packet
9:00 a.m.	Welcome Back <ul style="list-style-type: none">• Opening Prayer• Review Agenda
9:30 a.m.	What is Language Revitalization? What does a revitalized language look like?
10:30 a.m.	Break – 15 minutes
10:45 a.m.	Language Learners <ul style="list-style-type: none">• Time to listen• Time to speak• Time to learn
12:15 p.m. Whale Hall	Lunch Networking opportunity
1:30 p.m.	Language Teachers <ul style="list-style-type: none">• Compelling comprehensible input
2:45 p.m.	Break – 15 minutes
3:00 p.m.	Language Transfer System <ul style="list-style-type: none">• Language Community Assessment
4:25 p.m.	Day 3 Close <ul style="list-style-type: none">• Review training topics• Questions• Closing prayer
4:45 p.m.	Adjourn



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Day 2: Thursday, December 7, 2017

Native Arts

Time/Location	Topic
8:00 a.m. Whale Hall	Breakfast Networking opportunity
8:45 a.m. Chico Room	Registration Register and pickup meeting packet
9:00 a.m.	Welcome Opening Prayer - Review Agenda - Introductions
9:30 a.m.	Overview of Indianpreneurship Business Planning Curriculum <ul style="list-style-type: none">• Business planning topics covered in the curriculum• How to use the curriculum to develop a business plan
10:00 a.m.	Break – 15 minutes
10:15 a.m.	Business Knowledge Assessment <ul style="list-style-type: none">• Understanding participants current level of business skills
10:45	Business Planning <ul style="list-style-type: none">• Importance of business planning• How the business plan is used• Business plan components
11:15	The Journey Begins – Introduction to Entrepreneurship <ul style="list-style-type: none">• Personal values and goals• Entrepreneurial aptitude
12:15 p.m. Whale Hall	Lunch Networking opportunity
1:30	The Journey Begins (continued) <ul style="list-style-type: none">• Business goals• Skills of an entrepreneur
2:00	Legal Issues <ul style="list-style-type: none">• Entity selection• Copyright
2:45 p.m.	Break – 15 minutes
3:00 p.m.	Legal Issues (continued)
3:30 p.m.	Ask the Artists <ul style="list-style-type: none">• Interview with Cherokee Artist Marybeth Timothy
4:25 p.m.	Day 2 Close Review day's topics – Questions – Closing prayer
4:45 p.m.	Adjourn



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Day 3: Friday, December 8, 2017

Native Arts

Time/Location	Topic
8:00 a.m. Hawks Nest	Breakfast Networking opportunity
8:45 a.m. Hawks Nest	Registration Register and pickup meeting packet
9:00 a.m.	Welcome <ul style="list-style-type: none">• Opening Prayer• Review Agenda
9:30 a.m.	Tracking the Numbers <ul style="list-style-type: none">• Startup budget
10:30 a.m.	Break – 15 minutes
10:45 a.m.	Tracking the Numbers (continued) <ul style="list-style-type: none">• Cash flow
11:30 a.m.	Tracking the Numbers (continued) <ul style="list-style-type: none">• Break even analysis
12:15 p.m. Hawks Nest	Lunch Networking opportunity
1:30 p.m.	Tracking the Numbers (continued) <ul style="list-style-type: none">• Financial statements
2:45 p.m.	Break – 15 minutes
3:00 p.m.	Financing Your Business <ul style="list-style-type: none">• Personal credit• Funding sources
4:25 p.m.	Day 3 Close <ul style="list-style-type: none">• Review training topics• Questions• Closing prayer
4:45 p.m.	Adjourn