



## ***Johnston Community College Small Business Center Non-Profit Academy***

The JCC Small Business Center is hosting a series of FREE Non-Profit Seminars. Attendees who complete all of the listed seminars and the free small business counseling session in this semester, will receive a Non-Profit Academy Certificate of Attendance. The ***Non-Profit Academy*** will give you a good basic foundation for starting or owning a non-profit even if you have a business background.

Attendees may take seminars separately, if they are not able to complete the series. The Non-Profit series of seminars must be taken at JCC, and do not include any seminars taken before the current semester or at another College. Participants must contact the JCC Small Business Center prior to taking the series, and pre-register for each seminar separately in advance.

There is no tuition charge for the seminars or academies. It is a free resource offered by your JCC Small Business Center.

Attendance policy for the Non-Profit Attendance Certificate is 100% participation for each seminar on the list (there are no class substitutions).

- How to Start a Non-Profit
- How to Develop or Revise By-Laws for a Non-Profit
  - How to Do the 501(c)3 Thing
    - Grant Writing 101
- Cash Flow – A Basic Understanding of Your Budget
  - How to Write a Business Plan
    - Basic Bookkeeping for a Small Business
- Marketing & Advertising (includes Social Media)
  - Business Counseling Session with JCC SBC

Seminars may have a different name, but must contain the subject matter listed. If you are unsure of the seminar's title and subject, please call (919) 209-2224.

**Questions: (919) 209-2015 or (919) 209-2224**

***This certificate is an investment in the future of your Non-Profit.***