

**SETON HALL UNIVERSITY OFFERS
FINANCIAL MANAGEMENT CERTIFICATE PROGRAM
FOR MANAGERS OF NONPROFIT ORGANIZATIONS
FALL-2005**

Nonprofit and faith-based organizations are experiencing increased pressure from funders, regulators, the media, and the general public, to do more with less. One result is an urgent need to enhance their financial management capacity.

The Nonprofit Sector Resource Institute, a funded program of Seton Hall University's Center for Public Service, is currently accepting applications for a new, intensive six session Financial Management Certificate Program.

The Program is designed to appeal to:

- Executive directors and/or program directors who wish to improve their grasp of key concepts in financial reporting and control, and in the use of financial statements as management tools.
- New nonprofit financial managers, or financial managers who wish to increase their understanding of the issues and challenges.
- Board members who desire to gain a better understanding of nonprofit finance, and their role in oversight and control.

Classes will be held on the Seton Hall campus in South Orange, from 9:00 a.m. to 2:30 p.m. on six Saturdays in the fall, September 17 and 24, and October 1, 8, 15, and 22.

Blending theory and practice, the course will provide valuable skills that participants will be able to apply immediately. A variety of highly interactive learning methods make the sessions lively and relevant. Sample comments from last years participants included:

- The range of backgrounds and perspectives of the presenters gave us a well rounded understanding of financial management.
- All resources were great. Excellent program.

The cost of the certificate program is \$1,200. Partial tuition assistance may be available.

Application forms for admission and for scholarship assistance, are attached; these may also be obtained online at <http://nsri.shu.edu>. Completed applications should be returned, with a nonrefundable \$50 deposit, by July 1. Initial selection on both admissions and scholarship assistance will be made on or before July 15th. Thereafter, decisions will be made on a case-by-case basis. Completed applications should be returned to:

Barkley Calkins, Director
Nonprofit Sector Resource Institute/Center for Public Service
Presidents Hall, Room #326
Seton Hall University
South Orange, New Jersey 07079
Phone 973-761-9734
Fax 973-313-6162
E-Mail calkinba@shu.edu

SETON HALL UNIVERSITY
ADMISSIONS APPLICATION FORM
FINANCIAL MANAGEMENT CERTIFICATE PROGRAM
FALL-2005

NAME _____

ORGANIZATION _____
POSITION _____

WORK ADDRESS _____

HOME ADDRESS _____

WORK TELEPHONE _____
HOME TELEPHONE _____

FAX _____
E-MAIL _____

Briefly describe your professional experience in finance. If you have none, please feel free to so indicate:

Applications will only be accepted if accompanied by a nonrefundable deposit of \$50. Checks should be payable to: Center for Public Service. .

If tuition assistance is required, please also fill out the attached form. Send completed application and deposit to:

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Nonprofit Sector Resource Institute/Center for Public Service
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Seton Hall University
South Orange, New Jersey 07079
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SETON HALL UNIVERSITY
FINANCIAL MANAGEMENT CERTIFICATE PROGRAM
SCHOLARSHIP ASSISTANCE APPLICATION FORM
FALL-2005

N.B. This form should normally be completed by the executive director or other authorized representative of the employing organization or agency; if you are applying as an individual, you may complete this form yourself.

NAME OF STUDENT _____
ORGANIZATION _____
STUDENT'S POSITION _____
ADDRESS _____
TELEPHONE _____
FAX _____
E-MAIL _____

I certify there is a financial need for scholarship assistance. Our organization requests \$600 of scholarship assistance from Seton Hall University toward the total \$1,200 tuition. I understand the \$600 of assistance will be paid upon successful completion. The Program is of particular importance to our organization at this time because:

Seton Hall University strongly encourages employers to help students with the remaining \$600 of tuition.

NAME _____ DATE _____
TITLE _____

Return this form, together with the application for admission and a \$50 check, payable to the Center for Public Service, to:

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