

Date: January 21, 2011

TO: CAA Executive Directors

FROM: Heather Lockard, Training and Development Manager

SUBJECT: Social Enterprise Road Trip Workshop

The MACA office is pleased to announce an interactive two day Social Enterprise Road Trip Workshop that will take place on March 23-24, 2011 at Capital Plaza Hotel, 415 W. McCarty St, Jefferson City, MO 65101. The workshop will begin at 9:00am on Wednesday, March 23, 2011 and conclude by 2:00pm on Thursday, March 24, 2011.

It is no secret that many traditional funding sources are shrinking or being diverted and that nonprofits can no longer rely on the same old way of developing resources. This high-energy, hands-on training will guide you on the path to earned income- the road to self sufficiency and sustainability. Your agency can earn unrestricted money based on who you are, what you know and what you currently do. Agency teams will walk through all phases of the journey to earned income and lay the groundwork for more intensive training, if they choose to do so.

Agency teams should be comprised of the Executive Director, board president and/or members, Development Director, Fiscal Director and other key leadership staff. Due to space limitations we will only be able to accommodate a certain number of individuals. We ask that you list the first 4 team members you would like to attend the workshop and any additional staff you would like placed on the waiting list below. If space permits, we will attempt to accommodate all agency team members.

The MACA/CSBG partnership grant will pay for meeting accommodations, including lunch for Wednesday, March 23, 2011 and breakfast and lunch on Thursday, March 24, 2011 only. Agencies will be responsible for sleeping room and participant costs. The participant fee for this workshop is \$250.00 per person. We have blocked a group of rooms at the Capital Plaza Hotel for Tuesday, March 22, 2011 and Wednesday, March 23, 2011 at a rate of \$89.00 per night plus tax. The deadline for making room reservations is February 21, 2011. To make sleeping room reservations, call (573) 635-1234 and tell them you are attending the MACA training.

Please return the participant list below to the MACA office no later than **February 15, 2011**. Agencies will be invoiced for participant fees. Cancellation refunds for the workshop, minus a \$50 per person administrative fee, will be granted upon written request to the MACA office and received by March 11, 2011. Any cancellations received March 12, 2011 or after will be charged the full participant fee, substitutions are encouraged.

If you need additional information please contact Krista Welschmeyer at kwelschmeyer@communityaction.org or myself at hlockard@communityaction.org.

Agency Name: _____

Agency Contact Person: _____

Participant #1 _____

Participant #2 _____

Participant #3 _____

Participant #4 _____

Waiting List: agencies will be notified after February 16, 2011 if space is available for some or all participants on the waiting list.

Participant #5 _____

Participant #6 _____

Participant #7 _____

Participant #8 _____