

# In the Loop™

Compiled by Valerie F. Leonard

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## Please Forward...

Archived issues of *In the Loop* may be found at [www.valeriefleonard.com](http://www.valeriefleonard.com)

## FROM THE EDITOR

### Welcome!

Welcome to *In the Loop*, an eclectic compilation of e-mail transmittals that I have received during the past week. From time to time, you will find announcements of events, grant opportunities, job postings, links to websites and articles of interest or notes of encouragement. I hope that you, or someone you know, would find the information to be of use. If you would like to unsubscribe, submit material, or make general comments, you may contact me at [valeriefleonard@msn.com](mailto:valeriefleonard@msn.com). I look forward to hearing from you soon.

Valerie F. Leonard, Editor

## SCHOLARSHIP

I'd like to thank Ms. Mariame Kaba of the Steans Family Foundation for providing information on scholarship opportunities for Chicago Public School students interested in attending the Illinois Institute of Technology. A full copy of the e-mail transmittal is found on [www.valeriefleonard.com](http://www.valeriefleonard.com).

## FUNDING OPPORTUNITIES

Please note that FirstGov.gov, the federal government's portal for federal grant opportunities has changed its name to USA.gov.

Don Griemann, Esq., a national authority on grant funding, and affiliate of the Charity Channel, has a weekly newsletter that provides newsreleases and funding announcements for grant opportunities. Please visit <http://charitychannel.com/enewsletters/dggo/> to learn more.

## JUST CHECKING:

### 19 Tips for Effective Fundraising with Letters

Written by Valerie F. Leonard  
Community Development Consultant  
January 23, 2007

A study conducted by the Direct Marketing Association in 2003 indicated that the average response rate for direct mail campaigns across all industries was 2.61%. The response rate for nonprofit fundraisers was significantly higher, with an average of 5.35%. The reported ranges included a low of 0.19%, a median of 3.07% and a high of 26.5%.<sup>1</sup>

Given the staggering competition for charitable contributions and corporate sponsorships, what can you do to increase your organization's chances of being on the high end of the spectrum? I have provided a list of tips that I have found to be particularly helpful. Individual results will vary based upon a number of factors, including organizational commitment to the campaign, the number and quality of prospects, your organization's reputation for providing necessary services for the community, timing, etc.

- Before soliciting any funds, be sure your organization is registered with the Attorney General's Office of your state. Click [http://www.ag.state.il.us/charities/register\\_report.html](http://www.ag.state.il.us/charities/register_report.html) to link to the State of Illinois Attorney General's Office. If you work with a professional fundraiser, make sure s/he is also registered with the Attorney General's Office of your state.
- Identify a revenue goal, and strategies to reach it.
- Establish a realistic budget and timeframe to organize and implement your campaign.

Visit [www.valeriefleonard.com](http://www.valeriefleonard.com) to download the entire article.

## WORKSHOPS/SEMINARS

### Cook County Bar Association Young Lawyers Section Real Estate Investment Seminar

I received the following announcement from Ms. Kimi Ellen, CPA, President of the 87<sup>th</sup> Street Chamber of Commerce and Principal with Benford Brown & Associates.

The Cook County Bar Association Young Lawyers Section Presents: The Second Annual Real Estate Investment Seminar

**Seyfarth Shaw, LLP**  
131 S. Dearborn  
10 a.m. - 12:30 p.m.

Join us January 27, 2007 at Seyfarth Shaw, LLP for an educational Real Estate Investment Seminar. Learn the tricks to tapping into real estate generated revenue first hand from some of the areas leading Real Estate Professionals, Investors, Developers, Builders and Mortgage Lenders.

Network and make connections with experts from the real estate market. The seminar will include discussions of the following topics:

- Valuable Tips in Purchasing Your First Home
- Obtaining Financing through Conventional and City Funded Programs
- Investment Strategies for:
  - Rehabbing Properties
  - Purchasing and Obtaining Financing for Distressed Properties
  - Purchasing Multi-unit /Single Family Homes for Investment
  - Building Single Family/ Condominium Developments

#### Speakers Include:

Bryan Wallace - Real Estate Broker - City Life Properties, Inc. and Attorney, Wallace Law Firm, P.C.; Shelia Rugege Danzler - Realtor - First Chicago Realty; Claude Conner - Mortgage Banker - CitiMortgage; Craig Huffman - Real Estate Fund Manager and Investor - Ascendance Partners, LLC; Michael Johnson - Mortgage Broker - JFG Mortgage Corp, LLC; Eric Danzler - Builder - Pershing Development, LLC; Truman Tolefree - Maktub Chicago Development, LLC;

If you wish to break into the real estate market, or if you just want guidance on buying your first home or acquiring investment properties, this seminar is indispensable. This seminar is open to the public. The cost of the Real Estate Investment Seminar is \$10 for active Cook County Bar Members and \$15 dollars for the general public. It may be the most valuable investment you ever make! All funds will be donated to the Young Lawyers Section for the CCBA RSVP: [rsvp@citylifeproperties.net](mailto:rsvp@citylifeproperties.net)

### IRS Internet-Based Workshop on Compliance for Churches and Tax Exempt Organizations

The following link was in a recent e-mail update I received from the IRS.

<http://www.irs.gov/irs/article/0,,id=167134,00.html>

WASHINGTON – The Internal Revenue Service has launched a new Internet-based version of its popular Exempt Organizations Workshop covering tax compliance issues confronted by small and mid-sized tax-exempt organizations, including charities and churches. The target audience for the free online workshop, *Stay Exempt – Tax Basics for 501(c)(3)s*, (<http://www.stayexempt.org/>) is organizations that have no tax experts on staff or have no or limited contact with outside advisors on tax compliance issues.

### Innovation + Integration A Summit on the Economic Impact of Linking Jobs, Housing and Transportation Planning

With special luncheon keynote speaker Mike Moskow, President, Federal Reserve Bank of Chicago, February 6, 2007, 8:30 AM to 4:30 PM

**University of Illinois at Chicago**  
Student Center East, Illinois Room  
750 S. Halsted St.  
Chicago, IL 60607

The Chicago Metropolitan Agency for Planning (CMAP) presents the Innovation + Integration Summit, which will examine current economic development, housing and transportation policies across the nation and explore how the region and its communities can take an integrated approach to planning.

#### Who should come?

Elected officials, policy advocates, transportation and land use planners, developers, housing, labor, workforce, economic and community development practitioners.

**Registration deadline is Monday, January 29. There is a \$50.00 registration fee, which includes breakfast and lunch.**

For more information and to register, visit <http://www.chicagoareaplanning.org/innovation>. For questions, please call 312-386-8623. This summit is in partnership with the Center for Neighborhood Technology, Chicago Metropolis 2020, Metropolitan Planning Council, Metropolitan Mayors Caucus, UIC's Voorhees Center, UIC's Urban Transportation Center, Chicago Rehab Network and the Regional Transportation Authority.

## SMALL BUSINESS DEVELOPMENT

### Discounts on Quick Books™ and Quicken™

Visit [www.valeriefleopard.com](http://www.valeriefleopard.com) to purchase Quick Books and Quicken products for discounts ranging from 10%-36%. These prices are lower than what you will find at an office supply store or on the Intuit website. Products include QuickBooks Online Edition, Quick Books Nonprofit Edition 2007, QuickBooks Premier Edition 2007, QuickBooks Premier Retail Edition 2007; Quick Books Contractor Edition 2007, Quicken Home & Business 2007, Quicken Rental Property Manager; Quicken Medical Expense Manager and QuickBooks Checks and Forms.

### Term Sheet Negotiations: How to Make Sure it Really is a Good Deal

The following announcement appears on the Chicagoland Chamber of Commerce's Website.

**Tuesday, February 13, 2007**

9:00 am - 11:00 am

Accelerator Seminar Series (for further information, click the link below)

[http://www.chicagolandchamber.org/sub/req\\_events.asp](http://www.chicagolandchamber.org/sub/req_events.asp)

### Insider Guerrilla Public Relations Workshop

I received the following announcement from the Women's Business Development Center.

**Insider Guerilla Public Relations Workshop.** If you've ever dreamed of being in Chicagoland media.

February 1st, 6:00-8:00pm at the WBDC.

Cost is \$50.00 and includes a light and rejuvenating supper and networking.

Lennie Rose, President of Rise Public Relations, LLC, will give you the insider tools, techniques and talents to supercharge your Public Relations.

Learn how to:

- Make news and get your story into the media
- Build and sustain valuable relationships with the media
- Pitch your story and why persistence pays off
- Create great ideas and springboard with partners to gain more exposure
- Find out why you have to keep inventing

Call the WBDC today at 312-853-3477, ext. 0 to register

### U. Chicago GSB Entrepreneurial Roundtable

The following is an excerpt from an announcement I received from Mr. Bill Wentz, of the University of Chicago Graduate School of Business Entrepreneurial Roundtable.

Some entrepreneurs have discovered how to generate large profits -- even from small and mid-sized businesses. In this all-day seminar, learn how you too can turn your privately-held company into a real money-maker and wealth-creator. Through interactive exercises, you will learn to apply strategies and tactics that owners of small to mid-size firms can put to immediate use in their respective businesses.

The seminar will be led by two of our most popular speakers: Joe McCaul and Jim Vahle. The program builds on a unique combination of:

- "leading edge" concepts just now being introduced in the leading graduate schools of business
- principles drawn from the books that today's business leaders are reading including Blue Ocean Strategy, The Long Tail and Monopoly Rules
- insights and experience from the decades of experience that the presenters have had working with private businesses

For more information: [www.gsbroundtable.com](http://www.gsbroundtable.com)

The regular registration fees for this seminar are \$98.00. But, as current members of the Roundtable, you pay only \$78.00 (\$50.00 for your spouse) -- \$65.00 (\$40.00 for spouse) if you sign up by February 5th. So, don't procrastinate. Sign up today and save \$13.00.

**To register:**

<https://www.123signup.com/Member?PG=15296711824008P=1529671132520318154796700>

**Date and Time:** Saturday, February 10, 2007  
8:30 a.m. - 5:00 p.m.

**Place:** Illinois Institute of Technology's Rice Campus  
201 East Loop Road, Wheaton, Illinois 60187

**Directions:** <http://www.rice.iit.edu/directions.html>

**Contact:** Bill Wentz at [billwentz@businesslegalexperts.com](mailto:billwentz@businesslegalexperts.com) or  
630-527-8552, ext. 304

## EDUCATION/ARTS AND CULTURE

### Nitty Gritty Bus Tour 2007 is Here!

The following announcements appeared in the Chicago Media Workshop's e-notes, January 23, 2007.

Attention High School Journalists! **Nitty Gritty Bus Tour 2007 is Here!** In Chicago innovative ways to build stronger and better communities often appear for the first time in the neighborhoods that stand to benefit. For five years the Workshop has tapped into this grassroots brain trust through Nitty Gritty Bus Tours that take journalists out of the newsroom. Now, with the support from the McCormick Tribune Foundation, we are bringing these tours to high school journalists. Download the application by clicking onto <http://www.newstips.org/pdf/BusTourapplication.pdf> or contact Demetrio Maguigad for more information at 312-344-7499. Read More About the Nitty Gritty Bus Tour 2007 by clicking onto [http://www.newstips.org/interior.php?section=Calendar&main\\_id=702](http://www.newstips.org/interior.php?section=Calendar&main_id=702)

### Students Welcome Robben Island Singers

Students at nearly a dozen Chicago public schools are making extensive preparations for cultural exchanges with a group of South African freedom singers and former political prisoners as part of Black History Month; the first program is Monday, January 29  
[http://www.newstips.org/interior.php?section=Newstips&main\\_id=700&topic=](http://www.newstips.org/interior.php?section=Newstips&main_id=700&topic=)

### Celebrating Organ Music by Black Composers

I received the following announcement from Mr. Jerry B. Kelly,

**Who:** Senior Organist Arthur D. Griffin Jr.  
**What:** Performs a Free-Public Concert  
**When:** Sunday, February 4th, 2007  
**Time:** 4:00pm  
**Where:** 1st Baptist Congregational Church  
1613 W. Washington Blvd. (corner of Ashland & Washington Blvd)  
Chicago, Illinois 60612  
**Contact:** Mary Thompkins, Church Clerk - (312) 243-8047

Senior Organist Arthur D. Griffin Jr. will perform in concert on Sunday, February 4th, 2007. The concert will be held at 4:00 pm at First Baptist Congregational Church, Located 1613 W. Washington Blvd. in Chicago, a National Landmark built in 1869. Arthur Griffin is considered one of America's versatile musicians and is among the fading generation of University Trained church musicians, specializing in pipe organ music for traditional worship.

## MISCELLANEOUS

I received the following announcement from Mr. Keith Pye, Vice President of the Whitney Young H.S. Alumni Association.

### Attention Adults 40-65:

Adler Weiner Research is inviting males and females 40-65 who have any of the following conditions:

High Blood Pressure	High Cholesterol
Asthma	Angina

to participate in a 2 ½ hour interview on the topic of:

	<b>Health Conditions</b>
<b>DATE:</b>	Tuesday, Jan. 30 <sup>th</sup>
<b>TIME:</b>	Multiple Times Available (By Appointment Only)
<b>LOCATION:</b>	Downtown Chicago
<b>HONORARIUM:</b>	***\$ CASH \$***

### PARTICIPANTS WILL BE REQUIRED TO BRING IN THEIR MEDICATIONS.

If you are interested in participating in this research study, please call Courtney at 847-763-5641 (refer to Job # 49) to see if you qualify between the hours of 5:00 to 9:00pm. If you get a voice mail, please leave an Evening number where we can reach you. Please leave only one message. We will only respond to those who call Courtney. (No e-mails please!!) [keithpye@yahoo.com](mailto:keithpye@yahoo.com)

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