

# In the Loop™

Compiled by Valerie F. Leonard

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# Please Forward...

## 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

### Visit [WWW.Valeriefleonard.com](http://www.valeriefleonard.com)

Visit <http://www.valeriefleonard.com>. You may 1) learn more about my services; 2) post blogs concerning best practices in nonprofit management and small business development; 3) download brochures for capacity building workshops; 4) purchase reference books and accounting software for discounts up to 20%; 5) review and post job announcements; 6) download back issues of *In the Loop* and *Community Development Milestones* newsletters; 7) link to other resources.

- [Board Development Assessment Tool \(Emerging Organization\)](#)
- [Website Management Assessment Tool](#)
- ["Building Better Boards" Presentation](#)
- ["Careers in Nonprofit Project Management"](#)
- [Blog](#)
- [Capacity Building Workshops for Nonprofit Organizations](#)
- [Community Development Milestones Newsletter](#)
- [Archived Issues of In the Loop E-Newsletter](#)

## Capacity Building Blocks

I will be convening *Capacity Building Blocks* a bi-monthly series of workshops for nonprofit practitioners, from August 24 through December 14, 2006. The workshops will be held at the University of Illinois at Chicago-Great Cities Institute, located at 412 South Peoria. The interactive sessions will provide a balance of instruction, case studies and group activities designed to help you strengthen your organization's infrastructure, and position it for long term sustainability. **Fee \$50/seminar.** Visit [www.valeriefleonard.com](http://www.valeriefleonard.com) to [download a brochure](#) and to learn about group discounts. [Download a registration form.](#)

### You will learn how to

- write effective funding proposals for private foundations, technology and government submittals
- develop budgets that support the overall mission of your organization and programs
- develop and implement program evaluation plans

### August 24, 2006

9:00 a.m.-11:00 a.m.  
Proposal Preparation

### October 19, 2006

9:00 a.m.-11:00 a.m.  
Financial Management

### December 14, 2006

9:00 a.m.-11:00 a.m.  
Proposal Preparation

I hope you can join us.



## NEW TO THE WEB

### National Council of Negro Women Chicago Midwest Chapter

I have been engaged by The National Council of Negro Women, Chicago Midwest Chapter to develop an organizational website. We are in the testing phase, and would like your input. We are particularly interested in hearing your feedback on navigation, aesthetics, content and areas for improvement. Please visit <http://www.chicago-ncnw.org/>. You may provide your comments to me at [valeriefleonard@msn.com](mailto:valeriefleonard@msn.com). Thanks in advance.

## EMPLOYMENT

I'd like to thank Ms. Tiffany Childress and Ms. Yolanda Brownlee for providing job leads from Jones College Preparatory High School and Catholic Charities. For further information, please go to [www.valeriefleonard.com](http://www.valeriefleonard.com) and click on Job Postings.

## SPECIAL EVENTS

### Raw and Vegetarian Fun Fest

The following announcement was forwarded to me by Mr. Hurley Green, III, Publisher of the Bulletin

Come one, Come all! Chicago's first annual Raw and Vegetarian Fun Fest will be held Sunday, August 20, 2006, from 11:00am - 4:00pm, at the Garfield Park Conservatory, 300 N. Central Park Ave. (Central Park Ave. & Lake Street), Chicago, IL. \$10.00 donation includes one (1) food ticket and all activities.

*Activities:* Raw Food Lifestyle Presentations, Yoga, Food Demos, Alternative and Natural Vendors, Gourmet Raw and Vegetarian Food for Sale. The event will be hosted by Make Mine Raw and Rawgirl. For further information, contact:

Terry: 773-568-6914

Ariane: 847-674-2499

Diane: 773-241-5785

[www.makemineraw.com](http://www.makemineraw.com)

[www.rawfoodchicago.com](http://www.rawfoodchicago.com)

## SMALL BUSINESS DEVELOPMENT

### University of Chicago Graduate School of Business Entrepreneurial Roundtable

I received the following announcement from the University of Chicago Graduate School of Business.

**Date:** Monday, August 21, 2006

**Time:** 6:30 to 8:45 p.m.

**Topic:** The GrubHub.com Story: GSB Students "Boot Strap Their Way to Building Restaurant Search Engine

**Speaker:** Matt Maloney, Co-Founder, GrubHub.com

Two months ago, a national panel of venture capitalists awarded GrubHub.com first place in the University of Chicago GSB's 10<sup>th</sup> Annual Edward L. Kaplan New Venture Challenge. Hear how two creative entrepreneurs uncovered a need for a new search engine and, with hard work and few resources, built it into a successful, rapidly-growing company.

GrubHub.com provides the only way for people in Chicago to find all restaurants that will deliver to them. Users enter their address on the website and GrubHub.com returns menus, coupons and delivery information for all restaurants that will deliver to that location. Begun two years ago in Chicago, GrubHub is in the process of expanding to San Francisco, Seattle, New York City, Boston and Washington.

The story of GrubHub.com illustrates how creative business people can develop and market a business with very limited funds. Matt Maloney and Mike Evans, the founders of GrubHub.com, will discuss how they built their business with their own capital, using open source software wherever possible, relying on organic search engine traffic and word of mouth marketing to increase volume. Today, GrubHub serves over 75,000 users a month and is growing at 30% a year.

**For information on event:**

<https://www.123signup.com/event?id=qmfhk>

**Register for event on-line:**

<https://www.123signup.com/register?id=qmfhk>

**This event is FREE.**

## Small Businesses of the Week

### Infogent

Infogent, Inc. is based in Bellwood, Illinois, and provides IT solutions in healthcare and nonprofit management. Their services include custom programming, website design and hosting, applications for Medicaid applications, physician billing/practice management and manufacturing processes. Infogent's offices are located at 2707 Washington Boulevard, 2<sup>nd</sup> Floor, Ste. C, Bellwood, IL 60104. For further information, contact Jake Mathew by phone at 708-632-5600 or [jake@infogent.net](mailto:jake@infogent.net). Feel free to visit the website at <http://infogent.net/>

### Sensual Steps

Sensual Steps, a Chicago boutique in the heart of the Bronzeville community, opened in April of 2005. Sensual Steps maintains and promotes a distinctive line of contemporary and quality women's shoes (sizes 5-1/2 to 12) and accessories, which it markets under a variety of top designers throughout the United States and Italy. Nicole Jones, the former NCP Director for the Greater Auburn-Gresham CDC is the Founder and Chairman. The store is located at 4518 South Cottage Grove. For further information, contact Nicole at (773) 548-FEET or [info@sensualstepsinc.com](mailto:info@sensualstepsinc.com)

### McKeela's Personal Touch

Your personal set the standards for who you are. Let McKeela's Touch Boutique create a customized image just for you! We carry the finest designer apparel at the most affordable prices. Sizes 6 to 24. So ladies, step it up and be on the cutting edge of sophistication by shopping at McKeela's Personal Touch Boutique. We're located in the beautiful Historic Bronzeville Area, at 450 E. 43rd. Street - Chicago, IL 60653. For further information, feel free to call McKeela Wilson at 773-924-0881 or [info@mckeelaspersonaltouch.com](mailto:info@mckeelaspersonaltouch.com)

## FUNDING OPPORTUNITY

I received notice from Mr. Otis Monroe, CEO of the Monroe Foundation, that After School Matters will be accepting Community Program Proposals from qualified nonprofit organizations on August 11, 2006. In order to view a PDF file of the information he provided, please visit [www.valeriefleopard.com](http://www.valeriefleopard.com). To download a copy of the RFP, please visit [www.afterschoolmatters.org](http://www.afterschoolmatters.org)

## WORKSHOPS, CONFERENCES & MEETINGS

### City Treasurer's 5<sup>th</sup> Annual Business Expo

The following announcement was forwarded to me by the City Treasurer's Office.

The City Treasurer's 5th Annual Small Business Expo is a forum, **free to attendees with a free lunch & free parking**, designed to provide assistance to small business owners and those that would like to become one. The Expo will bring local government, lending institutions, and technical advisors together to provide information and direction that is vital to the success of a small business. Existing and prospective business owners can attend workshops, network with other business professionals, and obtain useful information from technical advisors and representatives of financial institutions. The Expo will be held at the University of Illinois at Chicago, UIC Pavilion, 525 South Racine Avenue on Friday, August 11, 2006, from 8:00 a.m. to 3:30 p.m. For additional information call 312-744-3365 (**Directions**)

### LISC Experts On Line

I received the following announcements from LISC Experts On Line e-newsletter.

**Good to Great: So You're The Board Chair, NOW WHAT?** On August 23, 2006 Experts Online and LISC's Organizational Development Initiative will present key "tricks of the trade" needed to become a highly successful board chair. What skills, techniques and tools must the new board chair acquire to create a dynamic, high functioning board? Seasoned board chairs are cordially invited to share their best practices and expand their latest and greatest chairmanship techniques. This is the 3rd session in the Good to Great Series with other scheduled sessions coming on October 25th and December 20th! Check back to [www.lisc.org/section/events](http://www.lisc.org/section/events) for more information.

### NOW IN ARCHIVES

If you missed any of LISC's recent Experts Online sessions, you can view the archived program. The following programs have just been posted on the [LISC Online Resource Library](#):

- [Building Our Way Out of Crime: Partnering with Police and Prosecutors to Revitalize Communities](#)
- [OD Practitioners: Fundraising for Board Members - Show Me the Money!](#)
- [Designing with Safety in Mind: Creative Use of Space to Prevent Crime](#)
- [OD Practitioners: Real Life Financial Challenges & Solutions](#)

## MISCELLANEOUS

### Run an Ad in the 2007 Media Guide Deadline August 8, 2006

The following announcements are from the latest edition of the Chicago Media Workshop d-Notes.

Community Media Workshop's media guide "Getting on the Air & Into Print" is used by more than 1500 media professionals working for a variety of companies: large and small non-profit organizations, public relations and advertising firms, in-house corporate media relations departments and many news outlets. Ads are placed on one of the section tabs, an often turned to part of the guide, and are on display for the year or more the guide is in use. Learn more by clicking onto the link below:

[http://www.newstips.org/interior.php?section=ProductsGmain\\_id=168](http://www.newstips.org/interior.php?section=ProductsGmain_id=168)

### Free News Release Service for Housing Groups

Housing Newswire.com, a news service for the local real estate industry, provides free accounts to area nonprofits, allowing them to post/distribute news releases via their website. This service can cost \$299/year. For more information, see <http://www.housingnewswire.com/about.php> or contact Kris Zillo at [kzillo@housingnewswire.com](mailto:kzillo@housingnewswire.com) or 773-868-4770 x 508.

### Prayer Line Live!

Rev. Artavia Roberson, Executive Director of Public Allies, and member of the Leadership Team from the Willing Workers Church of Faith sent the following:

Call in to Touch and Agree. 1.800.391.1709 Bridge # 692652

Beginning August 1, 2006 at 9pm, the prayer line will be active every Tuesday simply calls 1 800 391 1709 enter bridge # 692652 and listen in. The prayer leader will begin at 9:05. Please call WWCF main number 1-773 922-1111 to leave a voicemail message for your prayer requests. You can also send your prayer requests to [prayer@willingworkerschurch.com](mailto:prayer@willingworkerschurch.com). The deadline each week for prayer requests is 12:00 midnight every Monday night. All requests after that will be on the next week's list.

P.S. Anniversary/Reunion Banquet Tickets are on sale. You can buy online with a credit card. Log in to the church website <http://www.willingworkerschurch.com> and click on the "Buy Tickets Now" button.

WWCF Leadership, Willing Workers Church of Faith

## EDUCATION

### Ask Catalyst

I received the following message from Mr. Travis Stein, of the Neighborhood Capital Budget Group.

Our friends at Catalyst Chicago have asked us to distribute this request. Please contact Liz Duffrin, Senior Editor with you questions about new CPS school board practices, policies or programs.

Dear School Task Force members,

#### What do you want to know about CPS policies and programs?

In every issue, Catalyst magazine answers a school-related question in our Ask Catalyst column. Here are a few of the questions that we recently responded to:

*What happened to administrators who were cited for violating district rules in a 2004 Inspector General's report?*

The district currently faces a huge budget shortfall for 2006-07, yet I see glossy district newsletters and a new ballroom dancing program. What criteria does CPS use to make budget cuts?

*West Pullman Elementary has needed building renovations for years. How does CPS determine which schools get money for that?*

In the March issue, Catalyst Chicago explained that state law mandates daily physical education for all students. Students at Blaine only get one gym class a week, as do kids at many other elementary schools. Why is the law not enforced?

Is there a school board practice, policy or program that you have questions about? E-mail your questions to me at [duffrin@catalyst-chicago.org](mailto:duffrin@catalyst-chicago.org)

Thanks!

Liz Duffrin  
Senior Editor  
Catalyst Chicago

*In the Loop* is published by Valerie F. Leonard, Community Development Consultant. Please forward comments or submittals to [valeriefleonard@msn.com](mailto:valeriefleonard@msn.com).