



# FREQUENTLY ASKED QUESTIONS

## When is the next class?

A new cohort will begin in June of 2019 and you can join at any point or take one or more classes.

Start Date	End Date	Instructor Name	Class Title	Catalog	Subject
5/6/2019	6/1/2019	Hoffman, William E	Org Plan & Leadership	8010X	EFLX
6/3/2019	6/29/2019	TBD	Legal Requirements	8020X	EFLX
7/8/2019	8/3/2019	TBD	Financial Mgmt	8030X	EFLX
8/5/2019	8/31/2019	Berger, Hannah	Res Develop & Mkting	8040X	EFLX
9/2/2019	9/28/2019	Hoffman, William E	Board Development	8050X	EFLX
9/30/2019	10/26/2019	Padover, Wayne	Edu Collab	8060X	EFLX

## How long does the program last?

There are 6 courses and each lasts 4 weeks.

## Do I need to complete all the courses?

Yes, to receive your Certification. But, you are welcome to sign up for any individual course or courses.

## What will I be learning?

The six courses cover Board Development (Ideal board structure, board membership, board training, board roles and responsibilities, committees, working with boards and board leadership); Financial Management (Budgeting, financial planning, interpreting financial reports, financial controls, working with a finance committee, audits and reporting requirements); Legal Requirements (IRS requirements, Articles of Incorporation and Organizational By-laws, donor expectations and gift restrictions, ethical considerations around gifts, human resource issues); Organization Planning & Leadership (Development and use of an effective strategic plan, team and volunteer recruitment and management, program design including accountability, program evaluation & ROI to donors, program oversight and reporting); Resource Development & Marketing (Marketing and communications strategies, identifying and qualifying prospects, case statements, gift policies, grant writing, annual fund, alumni engagement, major gifts, planned giving); Educational Collaboration (School district funding including constraints and opportunities for foundations, working with district leadership and school boards, funding and oversight of programs).

## How are the courses structured?

Each 4-week course is divided into one-week segments. A typical week may include a pre-recorded lecture; an online electronic discussion with your colleagues and a homework assignment. The lecture, discussion posts and homework can be completed based on your own schedule. Due dates are at the end of each week. Several of the classes also offer opportunities for online synchronous, visual interaction with classmates and the instructor.

## How much time is involved?

Most students report spending between 4-6 hours each week on the program.

**How do I have to work it into my daily schedule?**

The coursework is mainly asynchronous. That is, you can put in the hours to complete learning resources, discussions, and assignments whenever you have free time during the week (including nights and weekends) as long as you meet weekly deadlines for submissions. Some courses also have a one hour scheduled online session (which is recorded for later if you absolutely can't make it).

**Are there tests?**

No, there are not tests. Grading is based on participation in discussions and assignments submitted weekly.

**Is it graded and will I receive college credit?**

Some of the instructors issue a grade and others use pass/fail. College credit is not available for this program.

**What is the cost?**

The cost is \$400 for each class (\$2400 for entire certification program) which is paid to National University as registration for the courses and can be paid over a 6-month period of time.

**Are there scholarships?**

Currently, NSFA does not offer scholarships. Some past participants have been funded through professional development budgets or local service club sponsorships.

**Who is this program intended for?**

Past participants have included new executive directors, seasoned executive directors, board members, and consultants. The program is structured to build on the knowledge that participants already have and to allow participants to develop an understanding and mastery of best practices.

**Our foundation doesn't have paid staff; can I participate in the course if I am a volunteer Education Foundation Leader?**

Yes! We welcome your participation and salute your initiative and commitment to the students in your community.

**I am trying to get approval for funding from my Board. Why would a board member want to invest in this program for their ED?**

This program gives every foundation leader a better set of tools with which to do their work, increasing the impact of the individual and their value to their organization. The increased revenue and decreased expenses that come from improved processes and efficiencies should create a substantial ROI for your education foundation.

**How do I sign up?**

You may [register online](#), call National University at [858.642.8600](tel:858.642.8600) or email [extlearning@nu.edu](mailto:extlearning@nu.edu).

**If you have any additional questions or would like to speak with someone who has completed the program**, please contact NSFA Executive Director, Robin Callahan. She can be reached by email at [robin@SchoolFoundations.org](mailto:robin@SchoolFoundations.org) or by calling 206.960.4141.