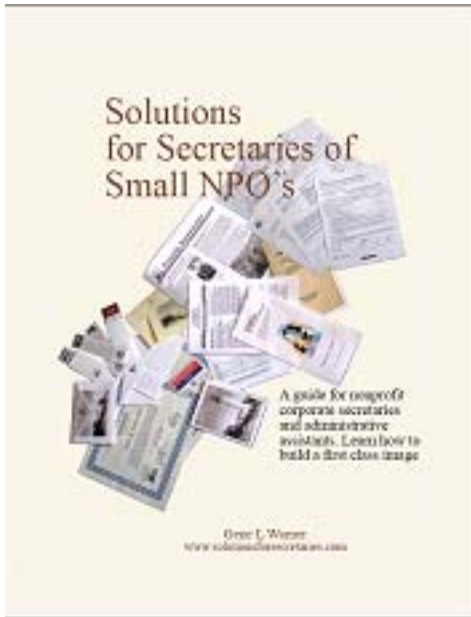


Book Helps Small Nonprofits Build Better Images

A guide for nonprofit corporate secretaries and administrative assistants. Learn how to build a first class image on a third rate budget.



GRAND HAVEN, MI--AUGUST 20, 2007-- A new comprehensive guidebook for volunteer secretaries of small nonprofit organizations provides solutions for the dilemma that often stymies small organizations; while little money can be allocated for administrative functions and image-building, weakness in these areas restrains success and growth by limiting volunteer interest and fundraising effectiveness.

Solutions for Secretaries of Small NPO's covers everything from how to form a nonprofit corporation and receive IRS recognition without expensive professional assistance, to governance and parliamentary best practices, fundraising, membership recruitment and retention, volunteer recruitment, and practical approaches to the

development of low cost but highly effective desktop publishing and graphics arts capabilities.

The *S/S* guide is supported by a companion website, with an extensive collection of free downloads, including templates for documents and forms, layouts for desktop publishing projects such as newsletters, patterns for graphic arts projects, and even a fully developed membership database application. The website also hosts a forum where readers can discuss issues and share ideas with the author and each other.

Author Gene Warner has worked as a self-trained, self-employed electronics engineer/entrepreneur for over thirty years. Having also served on boards and committees of small nonprofit organizations, he lends his experience as a practical and resourceful innovator to show how these small groups can more effectively leverage their limited financial and experiential resources.

Solutions for Secretaries of Small NPO's
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