



Dear Interested Volunteer,

Thank you for your interest in becoming a member of the Center for Nonprofit Excellence (CNPE) volunteer faculty! We are very excited to hear more about you and your interest in working with CNPE through our professional development programs.

As you may know, we offer approximately 70 professional development opportunities to the Louisville nonprofit sector each year, attracting over 1,000 participants. Each of our sessions are highly rated and offer excellent networking opportunities for both participants and instructors.

To ensure that we continue to offer high quality training programs, we ask that you read the following information about expectations and CNPE policies on confidentiality and disclosure before submitting the application form. We also ask that you become familiar with the national Standards for Excellence for nonprofit organizations by visiting the Standards for Excellence website at <http://www.standardsforexcellenceinstitute.org/>.

Should you have any questions about our application process or the Standards of Excellence, please feel free to contact me at (502) 618-5328, or apabinprusak@cnpe.org. Again, thank you for your interest and commitment to excellence in the nonprofit sector!

Sincerely,

A handwritten signature in black ink that reads "Alina".

Alina Pabin-Prusak
Director of Training

Volunteer Faculty Job Duties - The specific duties for volunteer faculty include(s):

- Completing online course information forms and other course related materials within requested time frames
- Developing instructional materials, using appropriate teaching methods such as a lecture, group work, handouts, study guides, etc.
- Reviewing and approving learning goals listed on the course evaluation
- Participating in the development of advertising materials for the course which includes selecting a course title and approving the web posting for the course
- Responding to CNPE communications as appropriate
- Reviewing the appropriate Standards of Excellence for the course subject matter

Qualifications - Because CNPE strives to provide its professional development students with access to experts, we ask that faculty have a solid professional background in the course subject matter. This can include work experience, academic proficiency, or other appropriate experience related to the courses taught. Our faculty should also demonstrate a commitment to excellence in the nonprofit community and pride in delivering high-quality programs and services.

Statement of Confidentiality - CNPE prides itself on creating a learning environment where students can openly discuss real issues and opinions. Due to the nature of discussion and questions that may arise during professional development courses, we ask that CNPE faculty members keep discussion content and other sensitive information completely confidential.

Vested Interest Disclosure - Faculty are asked to provide full disclosure to CNPE if they have a vested interest in conducting a professional education course. CNPE is unable to provide a venue for non-educational programs through its professional development curriculum.

Technical Assistance - CNPE is pleased to provide the following technical assistance to our volunteer faculty

- A full marketing campaign for the course
- Access to the student roster prior to the scheduled course
- Printing, copying, and assembly of student handouts at no cost to faculty
- Room and equipment set up
- Usage of audio visual equipment and instruction aids (flip charts, markers, etc)
- Onsite support including greetings and introductions, moderating, timekeeping, and assistance with question and answer sessions
- Electronic dissemination of materials and handouts (pre and post) as needed
- Prompt delivery of course evaluations



Center for Nonprofit Excellence Volunteer Faculty Application Packet

Please complete the following:

Name: _____ Date: _____

Title: _____ Organization: _____

Work Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Preferred place of contact: Home Work

What types of courses are you interested in instructing? *Select all that apply*

- Marketing and Public Relations Technology/Software
- Management & Leadership Finance & Accounting Fund Development
- Communications & Team Building Diversity & Cultural Competency
- Performance Improvement Web Site Management & Online Communications
- Human Resources Legal Issues & Advocacy Other: _____

What times would you prefer to be scheduled? *Select all that apply*

- Weekdays (8 a.m. to 5 p.m.) Weekday Mornings (8 a.m. to Noon)
- Weekdays Afternoons (Noon to 5 p.m.) Weekday Evenings (after 5)
- Saturday Mornings (8 a.m. to Noon) Saturday Afternoons (Noon to 5 p.m.)
- Sunday Mornings (8 a.m. to Noon) Sunday Afternoons (Noon to 5 p.m.)

Do you have previous experience as an instructor or speaker? *Previous experience as an instructor is not necessary.* Yes No



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Thank you for your interest in volunteering with the Center for Nonprofit Excellence!

Please forward completed applications to:

Alina Pabin-Prusak
Director of Training
Center for Nonprofit Excellence
3640 Dutchmans Lane
Louisville, KY 40205
Phone: (502) 315-2673
Direct: (502) 618-5328
Fax: (502) 315-2677
E-mail: apabinprusak@cnpe.org
www.cnpe.org