



CFRE REVIEW COURSE

Wednesday-Thursday
July 14-15, 2010

Kellogg Conference Center

Northwestern University
340 East Superior Street
Chicago, IL 60611

CFRE Review Course The *AFP CFRE Review Course* is a complete, more advanced overview of the development function for professionals who would like to improve their fundraising & management skills, learn to raise money more efficiently or build upon their current advancement skills. Your faculty members are experienced, successful professionals who all hold the CFRE and are Master Teachers, as designated by AFP.

The *AFP CFRE Review Course* consists of nine modules. They include:

- Module I: Why Philanthropy? An Overview of Fundraising & Its Concepts
- Module II: Current & Prospective Donor Research
- Module III: Marketing and Communications for Fundraising & Development
- Module IV: Developing a Comprehensive Solicitation Program
- Module V: Building and Sustaining Relationships
- Module VI: Securing the Gift
- Module VII: Volunteer Involvement
- Module VIII: Management
- Module IX: Accountability
- Appendix: Supplemental materials, including test taking tips and sample test questions

Comprehensive course materials, lunches and refreshment breaks are included in the registration fees. The course notebook, which outlines the curriculum for each module, is worth the price alone, because you will refer to these materials again and again throughout your career!

Who should attend?

The *AFP CFRE Review Course* is designed for fundraising professionals with five or more years of experience. This may include executive directors, vice presidents of development, program managers and special event coordinators for local nonprofits and foundations. Also, staff members of university development offices may be good candidates for the course. Individuals are not required to take the CFRE Certification Exam after the course.

Special Note: Although the title suggests that the class is a preparatory for taking the CFRE exam, many professionals sharpen their skills and broaden their knowledge base in preparation for higher levels of management. It is also ideal for the corporate person entering the nonprofit world at the management level.

There is no guarantee that any of the specific content covered in this course will appear as specific items on the CFRE examination. CFRE International does not sponsor or endorse any educational programs, and this course was not developed in conjunction with CFRE International. AFP strongly suggests that participation in the *AFP CFRE Review Course* be just one element of the study plan to prepare for the CFRE Exam.



*AFP offers Continuing Education Units (CEUs) for successful completion of **the CFRE Review Course**. Participants must attend all sessions on both days to be eligible for CEUs.*

Please return the reservation form attached to register!



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Please return this form with payment no later than July 7, 2010, to the Chapter Office to ensure your space. Registrations will be confirmed via email, and registered attendees will receive a full agenda and faculty list prior to the start of the course. Course materials will be provided on site.

Costs*: Member Rate: \$410.00 Guest/Non-member Rate: \$490.00

*The Chicago Chapter is working hard to make this course more accessible in these economic times. We have arranged for you to pay your fee in two equal installments of \$205 (or \$245), with the full fee due one week in advance of the seminar dates (July 7).

Schedule:

Wednesday, July 14

8:00 a.m.–8:30 a.m.– Registration
 8:30 a.m.–5:00 p.m.– Program (includes breaks and lunch)

Thursday, July 15

8:30 a.m.–5:00 p.m.– Program (includes breaks & lunch)

Please print or type:

AFP Member First Name _____ Last Name _____

Guest Title _____

 Organization _____

 Address _____

 City/State/Zip _____

 Phone _____ Email Address _____

Please indicate special access or dietary needs, if any. _____

Each reservation requires a form. No phone reservations are accepted. Please note that all credit card reservations will be charged prior to the event. Cancellations must be submitted in writing on organizational letterhead and received 48 hours before the program or you will be charged. Reservations are accepted on a first-come, first-served basis. Members and guests without reservations risk not having materials and can only be seated as space permits.

*Please mail or fax form with payment to:
 AFP Chicago, 1755 Park Street, Suite 260, Naperville, IL 60563
 Fax: (630) 416-9798*

Payment: Check enclosed (make check payable to AFP Chicago Chapter) MasterCard Visa American Express

I wish to pay the full amount now.

I wish to divide my fee into two equal installments. I understand that my fee must be paid in full by July 7. If I am not paid in full, I forfeit my entire initial payment to cover the Chicago Chapter's costs for the Review Course. If paying by credit card I give AFP Chicago permission to charge my card one half of the fee at the time I register and the second half of the fee on July 7th.

Card Number _____ Exp. Date _____

Printed Name of Cardholder _____ Total Amt: _____

Signature of Cardholder _____ Zip Code _____