



# YWCA ONLINE RESOURCE LIBRARY at a glance INDFX

To access resources in any major category or minor category - usually there are several - go to the YWCA USA intranet and the Resource Library tab. Then click on Resource Library Index.

New postings to the YWCA Resource Library are frequent, with the online copy of the full index and links updated accordingly.

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Looking for a resource and don't see it or need a different format? Please contact Martha Breunig: mbreunig@ywca.org

## Major categories are in persimmon. minor categories are in black.

### For copy, paste and find directions, go to the online copy of the index.

\*\* = categories with "How-To" resources related to YWCA affiliation requirements. YWCA Samples are also available in the Member Services > 2016 Assessment section of the Intranet

#### **About YWCA**

\*\*General Information and Presentations Locations

Organizational Structure Women's Governance Policy Also see History and Mission Presentations, Mission Impact Framework, Mission Fulfillment, and Orientation Presentations

### Accountability and Transparency Advocacy

Advocacy Alerts from YWCA USA Advocacy and Civic Engagement \*\*Advocacy History Presentation – YWCA USA \*\*Advocacy, Lobbying, Election Season Practices **Advocacy Program Examples** \*\*Advocacy Tool Kit, How Tos & Tips Boards of Directors and Advocacy Fundraising for Advocacy State Level Advocacy For research & reports related to YWCA advocacy, see Research/Status Reports

#### Affiliation Information

See YWCA USA Affiliation Information

Affirmative Action - See Staff and Staffing:

Recruitment and Retention

Allstate - See Program Curriculum Examples, Tips and Tools

**Annual Fundraising** - See Fundraising

#### **Anti-Bias Curriculums**

See Program/Curriculum Examples Assessment

Capacity Building Assessment Tools

### **Asset Management**

Asset Management Checklist **Investment Management Policies** 

### Audit

Audit Guide for Planning, Auditor Selection and Arrangements

Bias - See Racial Justice/Civil Rights

#### Boards of Directors and Governance

About YWCA Board Work

- \*\*General Board Roles and Responsibilities
- \*\*Board Officers' Roles, Responsibilities
- \*\*Board/Staff Roles, Relationships, Expectations **Board Committees**

**Board Ethics** 

Board Governance. Robert's Rules

- \*\*Board Members and Finance
- \*\*Board Functioning

**Board Members as Leaders** 

**Board Member Orientation** 

Board Orientation re: YWCA-See Orientation

- \*\*Board Meeting Planning and Reporting
- \*\*Board Recruitment and Sustainability
- \*\*Board Self-Evaluation Process, Worksheets Board Term Limits, Rotation, Succession Board/CEO Transitions, Release, Exit Processes Also see Organizational Excellence

#### **Brand Audit-2015**

2015 YWCA Brand Audit Report/ Presentation

#### **Brand Materials**

\*\*YWCA USA Guidelines, Tips, Tools, Graphics **Budget Development** 

**Budget Development Overview and Steps** 

\*\*Budget Development Guide Cash Flow Forecast Worksheets

Overhead Budgeting

- \*\*Occupancy Budget Worksheets
- \*\*Operations, Capital Budget Worksheets Additional Budgeting Resources

### **Budgeting for Grants** - Indirect Costs **Building Access and Accommodation**

\*\*Privacy Accommodation Policy Sample

### **Building Management**

See Facilities Management

\*\*Building Security

### **Building/Room Use Agreements**

Property/Room Rental: Sample Agreement

### **Bullying Prevention Curriculums**

See Program/Curriculum Examples **Business and Operational Planning** 

- \*\*Overviews, How Tos, Tips and Tools
- \*\*Goals- Evaluation Worksheets Financial Continuity Planning

Planning In Uncertain Times Organizational Structure Planning Sustainability

Also see Strategic Planning

#### **Business Structures**

Social Enterprise Business Structures

\*\*Bylaw Samples

### **Capacity Building**

**About Capacity Building** 

Capacity Building Assessment

\*\*Capacity Building Steps and Worksheets Additional Capacity Building Resources

### Capital Campaigns

See Fundraising-Capital Campaigns

#### Capital Project Planning

- \*\*Capital Planning Budget Worksheet
- \*\*CaseStatements Overview/Sample Outline

CEOs - See ED/CEOs

Change Management - Overview, Tips, Tools Childcare

Access to Childcare

Early Childhood Development

Also see: Program Curriculum Examples

Civil Rights - See Racial Justice/Civil Rights

**Cloud Technology** - Overview

Code of Conduct - Sample Policy **Collaborations and Partnerships** 

\*\*Strategies, Tools, Worksheets Also see: Collective Impact, Strategic Restructuring

\*\*Collective Impact - Overview, Strategies

Committees - See Job Descriptions: YWCA Board, Committees

#### Communications

\*\*Internal Communications Best Practices Strategic Communications Planning How to Build a YWCA Mission/Brand Experience Marketing Tips and Tools for Nonprofits Media Communications Best Practices Writing Op Eds

Communicating with Different Age Groups Communications Additional Resources For social media, see Social Media

**Community Engagement** -See Engagement

**Computer Systems** - See Technology or Cloud Technology

### **Contingency and Continuity Planning**

Disaster Preparation, Planning and Recovery \*\*Emergency Funding Strategies and Models

- \*\*Sample Plan, Risk Management Considerations
- \*\*Contingency Planning Steps and Worksheet

Operating Reserves Primer and Policy Toolkit Additional Contingency Planning Resources

#### **Contracts and Agreements**

**Negotiating Tips** 

Partnership Framework

#### **Cultural Competence**

\*\*Assessment Tools, Diversity Education Glossary

**Curriculums** - See Program Curriculums

**Ensuring Support for YWCA** 

**Decision Making** - Decision Making Processes **Demographics** - Demographic Trends **Digital Strategy** - Digital Strategy Tools

YWCA USA Staff, Volunteers, and Associations **Disaster Procedures** 

Policies, and Procedures

**Directories** 

Domestic Violence - See Gender-based Violence **Donor Relations** - See Fundraising

#### **Economic Advancement**

Training Guide, Program Planning Guide **Program Examples** 

#### **Economic Advancement Status Reports** ED/CEO Leadership

Leadership Roles and Responsibilities, Tools **Emergency Succession Planning** 

CEO Salary Survey-2016

Also see Staff and Staffing, and

Organizational Excellence

### **ED/CEO Search Process**

Search Process, Search Committee Tools Transition Process Steps, Tools About ED/CEO Search Firms

\*\*Emergency Planning, Policies, Procedures **Employee Evaluation:** 

See Staff and Staffing: Performance Review **Employment Contracts/Resources** 

#### See Staff & Staffing **Empowerment**

Planning and Assessment Tools **Empowerment Committee Job Description** Program Examples-Women, Girls, Youth **Empowerment Status Reports** 

### **Endowment and Planned Giving**

For strategies, see Fundraising Campaigns: Endowment/Planned Giving; for policies, see **Asset Management** 

**Contract Considerations** 

Corporate Partnerships

**Customer Service** 

#### **Engagement, Community Engagement**

\*\*Engagement Strategies and Planning

Ethics -- Governance Ethics

#### **Evaluation**

See Assessment, or, for Staff Evaluation, see Staff and Staffing: Performance Review **Excellence, Planning and Operations** 

See Nonprofit Excellence

**Executive Directors** - See ED/CEOs

#### Facilities Management

Guide and Planning Tools

Facilities Management Checklists/Worksheets

### Facility Use Agreements

Property/Room Rental Agreement Sample Property Management Agreement Sample

#### **Financial Literacy Curriculum**

Children's/Youth FL Program Curriculum Women's FL Program Curriculum

#### Financial Management, Analysis, Reporting

Financial Accountability
Best Practices, Tips, and Tools
Financial Leadership Program Webinars
Finance Checklist

- \*\*Financial Management Dashboard Finance Glossary
- \*\*Financial Ratios
- \*\*Finance Presentations

How to Read Financial Statements

### Finance Policies and Procedures

See Policies and Procedures: Finance

### Financial Office Structure/Functioning

Finance Staffing for Efficiency

### **Financial Planning**

Finance Planning Steps Bottom Line Matrix Tool

### Financial Sustainability, Financial Vitality

- \*\*How to Ensure Sustainability
- \*\*Funding Models

Contingency Strategies and Sustainability Operating Reserves: Policy Sample Operating Reserves: Primer and How Tos

### Finances - Additional Resources

Focus Groups - Interview Samples

Foundations - Proposal Guides

Funding: Funder Accountability - Overview

#### **Funding Sources**

Federal Funding

Foundation Information and Locator

### **Fundraising: About**

- \*\*Fundraising Overview
- \*\*General Strategies

Fundraising/ Philanthropy Websites

### **Fundraising: Board/Committee Roles**

\*\*Board Member Commitments Fundraising Volunteer Job Descriptions

### **Fundraising Campaigns: Advocacy**

# \*\*Fundraising Campaigns: Annual Fundraising Campaigns: Capital

Capital Campaign Overview Capital Campaign Guides Feasibility and Readiness Steps Setting a Capital Campaign Goal

Mission-based Capital Planning

Case Statement How Tos

Effort Assessment

Additional Capital Campaign Resources Fundraising Campaigns: Endowment/

### **Planned Giving**

### **Fundraising Campaigns: Major Gifts**

Major Gifts Tips and Tools Giving Circles

### **Fundraising: Donor Relations**

\*\*Donor and Prospect Tracking Form Donor Acknowledgement

### **Fundraising Reports**

Fundraising Trends Giving Results – 2015-2016

Giving Strategy Considerations

### Fundraising Using Technology/Social Media

Donor Engagement Using Technology Fundraising and Social Media

#### **Gender-based Violence**

Race and Gender-based Violence

Girls' Empowerment – See Empowerment Girls' Leadership – See Leadership

Girls Research – See Research/Status Reports Global YWCA Work

**Glossary** - Social Justice Terms

Governance – See Boards of Directors: Board

Ethics; Governance, Robert's Rules

Grant Compliance - Grant Checklist

Grant Writing

Elements of Success, Tips, Tools Case Statement Development

#### Health

YWCA Women's Health Services History Also see Research/Status Reports

### **History and Mission Presentations**

YWCA History/Advocacy Presentations YWCA Mission Presentations

**Housing** - Housing Trends

**Human Resources** - See Staff and Staffing

#### **Impact of YWCA Programs**

YWCA Program Impact and Information Today's YWCA Reports

Impact See Outcomes and Impact Inclusiveness/Diversity

Creating an Inclusive Program Environment

\*\*Building Diversity Overview, Tips and Tools Information Technology

### See Technology and, Cloud Technology

\*\*Insurance Coverage - Insurance Guide

### Interim ED/CEO

Duties List, Considerations, Arrangements

Investment Management and
Endowment Policies - See Asset Management

IRS Filings - Audit and IRS Filings Overview

### Job Descriptions: YWCA Board, Committees

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Subcommittees

**Fundraising Job Descriptions** 

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### Job Descriptions - YWCA Staff

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### Lay-offs -- Lay-off Situation Sample Letter Leadership Development/ Recruitment

\*\*Leadership Excellence

Girls/Youth Leadership Program Examples Intergenerational Leadership

Women's Leadership Reports Women of Color

\*\*Young Women

### Lobbying

Policy Example Also see Advocacy

### Logic Model, Theory of Change

- \*\*Logic Model Overview, Tools
- \*\*Mission-Based Program Planning

#### Management

Theory X and Theory Y
Staff Conflict

Tips and Tools

Marketing/Promotion - See Communications
Media Relations - See Communications

Mentoring Programs - For Youth and Parents
Millennials - See Research/Status Reports:

Young Women

### Mission and Program Alignment

\*\*Overview, Tools

Creating Mission-Based Program Environments YWCA Logic Model, Theory of Change Additional Mission Alignment Resources

Also see Program Curriculums

# Mission Impact Framework Mission History

See History and Mission Presentations

Mission Fulfillment

\*\*General Mission Materials, Presentations Mission Messaging

\*\*Ensuring Mission Impact-General Information Ensuring Mission Impact-Training Materials Racial Justice Committee Job Description Women's Empowerment Committee Job Description

\*\*Diversity Planning

Additional Mission Resources

Also see Cultural Competence

Mobile Technology - Overview

### Negotiations

How Tos, Tools

# Nonprofit Employment Opportunities Nonprofit Excellence

See Organizational Excellence

### Nonprofit Sector Trends, Reports, Promotion

Capacity Building Fundraising

General Information

Marketing

Strategic Thinking, Operational Planning Trends

### Nonprofit Monitoring Associations

Charity-Monitoring Organizations' Websites Nonprofit Associations' Websites

### **Onboarding for Board and Staff**

See Orientation

### **Operating Reserves**

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Operations Management

\*\*Operations and Grant Compliance

#### Organizational Excellence

Best Practices/Standards of Excellence Characteristics of Organizational Strength Board Functioning, Leadership, Executive Development

**General Decision Making** 

General Management, Practices, Programs

**Legal Considerations** 

#### Organizational Structure

**Business Models** 

Effective Organizational Design

#### Orientation

\*\*Orientation Guides

Also see About YWCA; History and Mission Presentations; Mission Impact Framework; and Board of Directors Roles and Responsibilities

# Outcomes and Impact, Outcome Measurement

\*\*How Tos, Tools, Worksheets

#### **Partnerships**

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Payroll Management - Timesheet Sample
Performance Review

See Staff and Staffing: Performance Review Personnel Policies and Practices

See Policies and Procedures; Staff and Staffing

#### **Personnel Evaluation**

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### Philanthropy

Philanthropy Websites Research and Opinion

Also see Funding, and Fundraising

Planned Giving -- See Fundraising:

Endowment and Planned Giving

Planning -- See Strategic Thinking and Planning

### **Policies and Procedures**

\*\*Advocacy/Lobbying

Access/Conduct

- \*\*Building Management, Rental, Security
- \*\*Disaster Prevention/Emergency Preparedness

\*\*Financial Management

Gift Acceptance Policy

**Investment Policies** 

\*\*Personnel Policies

Program Policies/Sample Handbook Social Media Policy Examples

Poverty - See Economic Advancement

#### **Program Curriculums**

Anti Bias Curriculums for Early Childhood Programs

Athletic Programs

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Fee Generating Programs

Racial and Social Justice with Children/Youth

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Young Child Development

YWCA USA Excellence Finalist Programs

YWCA Program Listings- Who Does What

Additional Curriculum Examples, Evaluation Models

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#### **Program Handbooks**

Parent Handbook Sample

#### **Program Planning**

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### Programs at YWCA local Associations -

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### **Promotion Strategies**

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### **Property Management**

See Facilities Management

### **Public Policy**

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### Public Relations - See Communications

### Racial Justice/Civil Rights

\*\*Assessment and Planning Tools
Bias and Racist Behaviors
Racial Justice Committee: Job Description
Racial Justice Community Engagement &
Coalition Building

YWCA Racial Justice History Racial Justice Leadership

YWCA Racial Justice Persimmon Paper Racial Justice/Civil Rights Status Reports

\*\*Training Guides and Visuals

### **Racial Profiling**

Community Report Card/Fact Sheet/Checklist

### Recordkeeping, Record Retention

\*\*Record Locator

\*\*Record Retention

### **Relationship Building**

Relationship Building Overview, Planning Worksheets

#### \*\*Research/Status Reports

Access to Childcare

Children and Families

**Education System Disparities** 

**Eliminating Racism** 

Gender Wage Gap

Girls - Justice/Juvenile Justice

Math and Gender Report YWCA Mission Work

Girls At Risk

Sexualization Report

**Health Disparities** 

**LGBTQIA Communities** 

Nonprofit Employment

Nonprofits and Public Policy

Staff Recruitment, Retention, Succession Stand Against Racism: Policy Briefing 2016

Value of Volunteer Time

Women of Color, People of Color

Women: General; Young Women

Also see Status Reports listings for

Empowerment, Economic Advancement, and Racial Justice/Civil Rights

### **Resignations/Terminations**

Staff Resignations, Involuntary Termination Board/CEO Resignations, Exit Processes

Restructuring - See Strategic Restructuring

# Retirement Fund - See YWCARetirement Fund Risk Management

See Contingency and Continuity Planning

# Risk Planning and Management \*\*Risk Management and Safety Planning

\*\*Risk Management Self Inspection Worksheets Also see Contingency and Continuity Planning Robert's Rules of Order - Robert's Rules Guide

# **Safety of Women and Girls** - See Gender-based Violence

Salaries and Wages - CEO Salary Survey-2016

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#### Social Impact Bonds

Social Impact Bonds Resources

#### Social Innovation

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#### Social Media

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\*\*Strategies, Tips, Tools

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#### **Staff and Staffing**

#### **About Staffing-General Information**

About Recruitment, Applications, Interviews, Selection, Development & Transition Processes About Affirmative Action

# Staff Development, Performance Review/ Evaluation

Conference Outline to Improve Performance

\*\*Performance Review Models

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#### \*\*Staff Employment/Recruitment Processes, Contracts

Job Ad Checklist and Example

ED/CEO Application, Screening and

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Candidate Correspondence Samples
Sample Interview Questions, Legalities

Sample ED/CEO Interview Questions, Responses Employment Offer: Negotiation Tips

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Managing Conflict

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# Procedures Staff Retention

Motivating Staff

Preventing Burnout

Psychological Contracts Iceberg Model
Team Building

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Staff Salaries and Wages - CEOSalarySurvey Structure - Organizational Chart Samples Staff Support - Crisis Counseling Staff Transition - Exit Interview Process Staffing Additional Resources Stand Against Racism

Stand Against Racism Webinar 2015 Stand Against Racism Policy Briefing 2016 Other YWCA SAR resources

### **Strategic Restructuring**

\*\*YWCA USA Collaboration and Strategic Restructuring Toolkit Also see Collaboration Strategic Restructuring Webinar Strategic Restructuring Overview

### Strategic Thinking and Planning

About Strategic Thinking and Planning/Essentials for Excellence Adaptability

Planning Consultant RFP/Arrangements Ensuring Impact

\*\*Models, Tips and Tools

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# Succession Planning \*\*Overview, Tips, Tools

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Sustainability and Adaptive Capacity Ensuring Leadership and Capacity for Excellence Ensuring Mission Alignment for Excellence Sustainability Research Report

#### Tax Credit Information

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### **Teambuilding**

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Performing Description
Tips and Tools

### **Technology**

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#### **Terminations**

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#### Theory of Change

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### Today's YWCA Reports

Today's YWCA Reports

#### **Training and Development**

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#### Trauma

Service Methodology Also see Staff Support

#### **Volunteer Programs**

\*\*Recruitment, Motivation, Retention Tools Value of Volunteer Time Volunteer Programs - Additional Resources

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See Economic Advancement, and Program Curriculums

#### Women's Empowerment

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#### Women's and Girls' Health

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### **Young Women**

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YWCA Advocacy Toolkit - See Advocacy

### YWCA USA Affiliation Information

\*\*Affiliation/Membership Requirements

#### **YWCA Brand Center and Materials**

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# YWCA Local Association Program Directories

See the *Today's YWCA Report* for the particular service area YWCA Program Directories

### **YWCA Mission Training**

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#### YWCA Retirement Fund

YWCA Retirement Fund Webinar

#### YWCA Services and Programs

Fact Sheets and Impact Statistics Also see *Today's YWCA Reports* 

#### YWCA USA Excellence Awards

Model Programs

#### YWCA USA Reference and Contact Center

Staff and Board Directories

#### YWCA USA Webinars on Demand

Links to all YWCA USA Produced Webinars

YWCA..... See the Particular Subject Area

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