

# The Nonprofit Handbook

Contributed by Gary M. Grobman

The Nonprofit Handbook, 5th Edition

by Gary M. Grobman

ISBN13: 9781929109203 8½" x 11"; softcover

518 pages including index

Price: \$29.95

THE NONPROFIT HANDBOOK Everything You Need to Know to Start and Run Your Nonprofit Organization Fifth Edition

by Gary M. Grobman

The Nonprofit Handbook, Fifth Edition is the most up-to-date and useful publication for those starting a nonprofit or for those already operating one. This 518-page, 36-chapter Handbook is based on The Pennsylvania Nonprofit Handbook, a book originally published in 1992 with the help of more than two-dozen nonprofit executives and attorneys and now in its 8th edition. Each easy-to-read chapter includes a synopsis, useful tips, and resources to obtain more information. Pre-addressed postcards are included to obtain important government forms, instruction booklets, and informational publications. This essential reference tool includes: "The Nonprofit Handbook is must reading. While it will have value as a reference tool to be consulted when needed, I highly recommend that you read the book cover-to-cover to familiarize yourself with the panoply of issues that face the modern nonprofit in every state of our United States."

- Information about current laws, court decisions, and regulations that apply to nonprofits—two full pages devoted to each state and the District of Columbia

- Practical advice on running a nonprofit, including chapters on grant-writing, communications, fundraising, quality management, insurance, lobbying, personnel, fiscal management, nonprofit ethics, and 24 other chapters

- Information on applying for federal and state tax-exempt status

- How to write effective grant applications

- How to hire and fire

- Internet resources for nonprofits

- How to develop a strategic plan

- How to plan for a program evaluation

- A Guide for students that includes information about the scope, history, theory, and future of the nonprofit sector.

We know you will find The Nonprofit Handbook to be an essential resource for every library's reference collection.

Joe Geiger, Executive Director

## Pennsylvania Association of Nonprofit Organizations

"Grobman's Handbook has been a treasure. I have passed along copies to those with no knowledge of nonprofit organizations as well as those with lots of hands-on experience. Its usefulness lies in its practicality and accessibility; a great resource to have on your bookshelf!" Pam Leland, Ph.D.  
Assistant Professor, Seton Hall University

About the Author: Gary Grobman is a Ph.D. candidate in public administration at The Pennsylvania State University. He received his Master of Public Administration at the Kennedy School of Government, Harvard University. He is the author of The Pennsylvania Nonprofit Handbook, now in its 5th edition, Improving Quality and Performance in Your Non-Profit Organization, and The Nonprofit Organization's Guide to E-Commerce. He is co-author of The Non-Profit Internet Handbook. He served as the executive director of a tax-exempt, non-profit organization for more than 13 years, and served in Washington, D.C. as a reporter and as a senior Congressional staff member to two members of Congress. He currently is the Harrisburg Contributing Editor for the monthly newsletter Pennsylvania Nonprofit Report, was a paid consultant to the Pennsylvania General Assembly on non-profit issues, and was the founder and Chairman of the Non-Profit Advocacy Network, a coalition of more than 60 Pennsylvania state-wide charitable associations which was formed to advocate for the interests of the voluntary sector.

He lives in Harrisburg, Pennsylvania.

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PA Association of Nonprofit Organizations

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