

## September 1 - September 30, 2023

Complete and submit application, reference letter and mentoring profile by visiting: [c4npr.org](http://c4npr.org)  
A signed letter of reference must be uploaded to your application stating why you are a good candidate for the MEL program. Reference letters should be obtained from:

- If you currently work at a nonprofit - Supervisor or Executive Director
- If you do not currently work at a nonprofit, but are a volunteer or member of the Board of Directors – President of the Board or Executive Director of agency
- If you currently do not have an affiliation with a nonprofit – another source (excluding family members) who can demonstrate why you are a good candidate for the MEL program

Applications submitted without a letter of reference and mentoring profile will be considered incomplete and will jeopardize your admittance into the MEL program.

## October 2023

Participate in phone interview with the Director of The Center for Nonprofit Resources.

**Once you are accepted into the MEL program, you will be required to submit the following:**

## October 31, 2023

Final commitment to fulfill the requirements of the MEL program upon review of offer letter and meeting schedule below.

## November 30, 2023

Receipt of registration payment, Pre-Assessment Survey and other required documentation as indicated in offer letter.

## January 25, 2024

Four (4) meetings with mentor have been scheduled. Meetings could be in person, via phone or video chat. Submit a mentoring tracking sheet within one week of each mentoring session completed.

## May 24, 2024

Complete and submit Post-Assessment Survey.

2024 MEL Schedule of Required In-Person Meetings & Discussion Topics	Dates	Times
Kick-Off Summit	January 9	2:00 PM - 4:30 PM
Leadership in a Nonprofit Organization & Nonprofit Ethics and Compliance	January 25	2:30 PM - 4:00 PM
Nonprofit Board and Volunteer Development	February 22	2:30 PM - 4:00 PM
Fundraising for Nonprofit Organizations	March 28	2:30 PM - 4:00 PM
How to Read a Nonprofit Financial Statement	April 25	2:30 PM - 4:00 PM
Closing Summit	May 16	2:30 PM - 5:00 PM

Meeting location: 300 Madison Ave., 8th floor, Toledo, OH 43604

Meetings & location could be subject to change.

E: [info@c4npr.org](mailto:info@c4npr.org) W: [c4npr.org](http://c4npr.org) P: 419.241.9513