

## PARADIGM CORE TRAINING CURRICULUM

Come explore the features of Paradigm Fundraising Software in this hands-on core basic training. Core training for clients consists of 3 days of MIP Authorized Training. This training program was written by MIP to ensure all clients receive consistent quality training. These classes are designed to efficiently and expertly bring new staff or users up to speed quickly on how to use the basic core modules of Paradigm Fundraising Software. This 2 day intensive class will cover the following topics: Tracking Constituent Information, Tracking Initiative, Gift Entry, Data Retrieval , Queries, Mail Merge, and Standard Reports, with the **optional** Third day consisting of Event Management, and Volunteer Management. Prerequisite for third day is either the first two days of core training or a minimum of one year paradigm hands on experience.

Core training manuals/workbooks are required for each attendee. Training manuals must be present for each attendee since they function as a workbook and future reference guide. We offer two types of Core training programs; Exclusive Core Training and Regional Core Training.

### Option 1: Exclusive Core Training:

3 days of Exclusive Core Training by a Best Software Certified Core Trainer in a class room setting at **your site**. Each attendee must have a manual/workbook at an additional cost of \$100.00 each. Individual workstations must be provided. Each class can consist of a maximum of 4 people per class. Exclusive Core Training is a flat rate of \$3,000 (rate includes training manuals/workbooks for 2 attendees, and does not include or out of pocket expenses and this rate is not per attendee).



**Option 2: Regional Core Training:** 3 days of Regional Core Training by a Best Software Certified Core Trainer in a class room setting with other non profit agencies. Training will be held at Rogers & Co CPAs PC official training sites, on pre-set dates. Each attendee will be provided a manual/workbook and workstations. Each class can consist of a maximum of 8 people. Regional Core Training is a flat fee of \$1,150 dollars for three days (this rate is per attendee). If purchasing only the two day core bundle, rate per attendee is \$800, and \$400 per attendee for the optional third day.

ROGERS & CO CPAS PC

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Mineola, NY 11501

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# Best Software Authorized Training Registration Form

ABRA

MIP

Paradigm

FAS

**Exclusive Core Training** (Call to Schedule dates and times)

**Regional Core Training** (Please Indicate)

**Location and Date:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Training Manuals/Workbooks:** (Please Indicate # of Attendees) \_\_\_\_\_

## Attendee's:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Organization Information:

**Organization Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Web Site:** \_\_\_\_\_

**Current Software Version:** \_\_\_\_\_

## Method of Payment :

Visa     MasterCard     American Express     Other \_\_\_\_\_

**Total Amount:** \_\_\_\_\_

**Credit Card Number:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Please Print Name:** \_\_\_\_\_

**\*\*\*Core Training Classes, Manuals and Expenses Must Be Paid In Full One Week Before Scheduled Date.**

# ROGERS & COMPANY

Helping Non Profits Make More of a Difference

## 2005 Paradigm Core Training Calendar

### December

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	<b><u>13</u></b>	<b><u>14</u></b>	<b><u>15</u></b>	<b><u>16</u></b>	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### January

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	<b><u>10</u></b>	<b><u>11</u></b>	<b><u>12</u></b>	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### February

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	<b><u>14</u></b>	<b><u>15</u></b>	<b><u>16</u></b>	17	18
19	20	21	22	23	24	25
26	27	28				

### March

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	<b><u>14</u></b>	<b><u>15</u></b>	<b><u>16</u></b>	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### April

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	<b><u>18</u></b>	<b><u>19</u></b>	<b><u>20</u></b>	21	22
23	24	25	26	27	28	29
30						

### May

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	
8	<b><u>9</u></b>	<b><u>10</u></b>	<b><u>11</u></b>	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### June

S	M	T	W	T	F	S
			1	2	3	4
5	<b><u>6</u></b>	<b><u>7</u></b>	<b><u>8</u></b>	9	10	11
12	13	14	15	16	17	18
19	20	21	22	<u>23</u>	<u>24</u>	25
26	27	28	29	30		

### July

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	<b><u>11</u></b>	<b><u>12</u></b>	<b><u>13</u></b>	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### August

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	<b><u>15</u></b>	<b><u>16</u></b>	<b><u>17</u></b>	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### September

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	<b><u>12</u></b>	<b><u>13</u></b>	<b><u>14</u></b>	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### October

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	<b><u>24</u></b>	<b><u>25</u></b>	<b><u>26</u></b>	27	28	29
30	31					

### November

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	<b><u>28</u></b>	<b><u>29</u></b>	<b><u>30</u></b>		

### December

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	<b><u>19</u></b>	<b><u>20</u></b>	<b><u>21</u></b>	22
23	24	25	26	27	28	29
30	31					

Paradigm Core Training is a 3 day class, M-W

*Set dates are in Enlarged Colored Underlined Font*