



509: When resources are thin, technology can help fill the gap

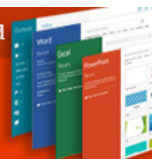
Steven Dow



Microsoft Office Standard

Admin Fee \$26

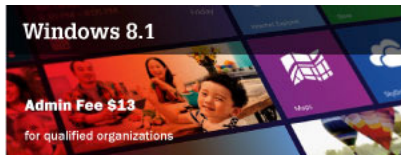
for qualified organizations



Windows 8.1

Admin Fee \$13

for qualified organizations



Symantec Endpoint Protection

Admin Fee \$5

for qualified organizations



QuickBooks Premier

Admin Fee \$48

for qualified organizations



By lowering the barriers to technology through access to tools, knowledge, training

TechSoup Canada gives Canadian nonprofits, charities & public libraries access to top technology resources without paying top dollar.

By registering on their site, your organization can get access to donated software from up to 30 companies such as Microsoft, Symantec and Intuit.

They also provide resources for nonprofits on how to use technology such as websites, social media and databases.



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Does My Organization Qualify?

- Charities (registered with Canada Revenue Agency)
- Nonprofits (organizations not registered as charities and incorporated federally or provincially as a nonprofit corporation)
- Libraries (public libraries)
- Faith-Based Organizations
- Individuals (individuals not affiliated with an organization, but who want to participate in the TechSoup Canada community)



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Nonprofits

Nonprofit organizations are not registered as charities. They are incorporated by the province or federally by Industry Canada.

There are three steps involved in signing up:

1. Sign up as an individual
2. Register your organization
3. Submit documents



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Sign up as an individual

The first step to registering for the donations program is to sign up as an individual. This will allow you to participate in the community by posting on blogs.

Once you have signed up and verified your account (by clicking on the link in the email TechSoup send you), you will be able to register your organization.



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Register your organization

To fill out the registration form, you will need to know:

- Business registration number
- Operating budget
- Number of computers for staff



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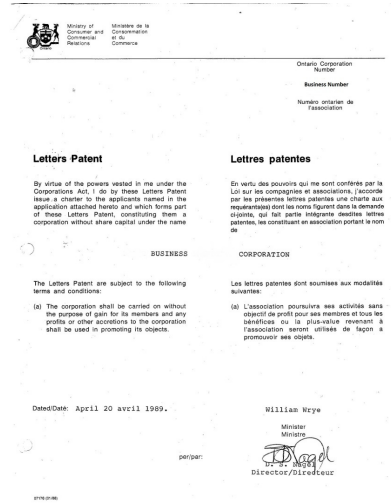
Submit documents

- You'll need to scan or fax a copy of your nonprofit documentation to send to Techsoup before they can finalize your account.
- Ontario: The document required is: Letters Patent or STAMPED application for incorporation, issued by the province of Ontario.



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Ontario Letters Patent



Ministry of
Commerce and
Economic
Development
Ministère de la
Commerce et de
Développement
Économique

Ontario Corporation
Number
Business Number
Numéro d'entreprise
de l'association

Letters Patent

By virtue of the powers vested in me under the
Corporations Act, I do by these Letters Patent
issue a charter to the applicants named in the
application attached hereto and which forms part
of these Letters Patent, constituting them a
corporation without share capital under the name

Lettres patentes

En vertu des pouvoirs qui me sont conférés par la
Loi sur les compagnies et associations, j'accorde
par les présentes lettres patentes une charte aux
requérants dont les noms figurent dans la demande
ci-jointe, qui fait partie intégrante desdites lettres
patentes, les constituant en association portant le nom de

BUSINESS

The Letters Patent are subject to the following
terms and conditions:


(a) The corporation shall be carried on without
the purpose of gain for its members and any
profits or other accretions to the corporation
shall be used in promoting its objects.

CORPORATION

Les lettres patentes sont soumises aux modalités
suivantes:

(a) L'association poursuivra ses activités sans
objectif de profit pour ses membres et tous les
bénéfices ou la plus-value revenant à
l'association seront utilisés de façon à
promouvoir ses objets.

Dated/Date: April 20 avril 1989.

William Hye
Minister
Ministre
per/par: 
Director/Directeur

2700-0180



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Microsoft Volume Licensing Service Center

<https://www.microsoft.com/Licensing/servicecenter/default.aspx>

The Volume Licensing Service Center (VLSC) gives you easy access to:

- Download products and keys
- Access all your licensing information in one location
- View your relationship summary and license summary details
- Review the status of your enrollments
- Activate and consume Software Assurance benefits



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Microsoft Volume Licensing Service Center

Welcome to the Volume Licensing Service Center

Products, Benefits and Subscriptions

The Volume Licensing Service Center (VLSC) gives you easy access to:

- > Download products and keys
- > Access all your licensing information in one location
- > View your relationship summary and license summary details
- > Review the status of your enrollments
- > Activate and consume Software Assurance benefits



Sign In

Sign in to access the Volume Licensing Service Center

Sign In

Register, Assign Permissions or Access Your Licenses

During registration, provide the same business or organization e-mail address that was referenced in the access notification e-mail you received.

Have questions? Check out these training resources, including videos. If you have questions about registering, please view this video on VLSC self-registration.

Helpful Links

- See FAQ
- Contact Us
- Training & Resources

Microsoft

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Google Apps for Work

- \$5 per user per month
- or \$50 per user per year plus tax

Google Apps for Work includes:

- Business email addresses (name@yourcompany.com)
- Video and voice calls
- Integrated online calendars
- 30GB of online storage for file syncing and sharing
- Online text documents, spreadsheets and slides
- Easy to create project sites
- Security and admin controls
- 24/7 phone and email support



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Microsoft Office 365 for Nonprofits

- Email and calendars from your desktop or from a web browser using Outlook Web App. Get a 50 GB mailbox per user and send attachments up to 25 MB. Use your own domain name.
- Web conferencing Host online meetings with audio and video using one-click screen sharing, HD video conferencing, and virtual whiteboard.
- Instant messaging Connect with others via instant message and let people know your availability with your online status.
- File storage and sharing OneDrive for Business gives users 1 TB of personal storage that syncs with their PC for offline access. Easily share documents with others through Office or SharePoint.
- Team sites Work together on projects with team sites that help keep related documents, notes, tasks, and conversations organized together.



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Microsoft Office 365 for Nonprofits

- Office Online Create and edit Word, OneNote, PowerPoint, and Excel documents from any modern browser.
- Mobility Sync email, calendar, and contacts; access SharePoint sites; view and edit Office documents with Office Online using a browser on Windows Phone, iOS, and Android devices.
- Office on any PC Stream full versions of Office programs on any Internet-connected PC running Windows 7 or Windows 8 with Office on Demand.
- Hosted voicemail support Hosted voicemail support with auto-attendant capabilities. Voicemails are recorded to Exchange Online and users can access them from Outlook, Outlook Web App, or a compatible mobile phone.



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HP ProDesk 600 Small Form Factor PC



Windows 7 Professional 64 (available through
downgrade rights from Windows 8 Pro 64)

Intel® Core™ i5-4570 Quad Core Processor
Intel HD Graphics 4600
4 GB 1600 MHz DDR3 SDRAM
500 GB 7200 rpm SATA



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Dell Venue 11 Pro



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Smart Phones



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ISP's

Bell

TELUS
mobility



Shaw)




National Capital FreeNet

Ottawa's largest independent internet provider
High speed or dial-up access
1960 Scott St. (Westboro Station)
www.ncf.ca



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National Capital FreeNet

Ottawa's largest independent internet provider
High speed or dial-up access
1960 Scott St. (Westboro Station)
www.ncf.ca

6 Mb/s down, 0.8 Mb/s up
Organizational /Unlimited Data
Monthly \$49.95

- monthly (no long-term contract)
- no hidden charges or promotions
- use VISA or MasterCard to sign up



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Spam and Virus Filtering

Many ISP's provide the service in their Internet packages.
 Value Added Systems Barracuda Filter
 Outlook.com



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What are the roles and responsibilities of a director?

Directors manage or supervise the management of the corporation. Refer to section 21 of ONCA. In general terms, this involves:

- Ensuring the purposes of the corporation are properly carried out
- Setting the corporation's long-range objectives and strategic plans
- Being responsible for all aspects of the corporation's operations
- Ensuring the corporation's financial stability
- Supervising the corporation's management and staff



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The Financial Statements

The directors must present the following documents to the members at every annual meeting:

- The financial statements approved by the directors
- The report of the auditor or the report of the person who conducted a review engagement
- Any further information regarding the corporation's financial position and its operations that the articles or by-laws require. Refer to section 84 of ONCA.
- Upon request, members can receive these financial documents not less than 21 days before an annual meeting.



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Volunteers, Board Members and Fund Raising.

Technology with help in all these areas

- Your access to Social media, Advertising, fundraising and recruiting.
- TechSoup for Giftworks, Website development.
- Automate your donations and campaigns.
- Provide secure access for Board Members to documents and minutes.
- Board Management for Nonprofits Portals.



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Best Practices for Success!

- anti-malware (SuperAntiSpyware Pro or Malwarebytes for Business)
- up-to-date anti-virus protection / subscription
- remote desktop / terminal services
- integrity of backup
- Network attached storage / DRP
- monitoring services
- server performance enhancements (RAM and disk upgrades, Diskeeper advanced defrag software)



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Best Practices for Success!

- budgeting for core infrastructure re-fresh
- infrastructure resource sharing / private cloud
- web-filtering (bandwidth optimization / legal concerns)
- re-fresh policy statement for appropriate use of Internet resources
- security review
- periodic review of user issues / concerns (training on new technology / cost-containment)



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<http://www.idealware.org/>

Constituent Relationship Management (CRM) systems and case and client-management systems

- Websites
- Social Media
- Affordable Technology Solutions
- Blogs about Technology



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Free Apps and Downloads

There are also many useful tech tools that are available for free to anyone.

TechSoup.org has catalogued some of the most useful tools on their site, with safe download links.



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OpenOffice

Apache OpenOffice is the leading open-source office software suite for word processing, spreadsheets, presentations, graphics, databases and more.

- is available in many languages and works on all common computers.
- stores all your data in an international open standard format and can also read and write files from other common office software packages.
- can be downloaded and used completely free of charge for any purpose.

<http://www.openoffice.org/download/>



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OneNote is planning and note-taking software.

<http://www.onenote.com/Download>



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Square

Square is a mobile credit card payment processing app

Take payments anywhere on your smartphone or tablet using the free Square Reader with the free Square Register app.

<https://squareup.com/ca>

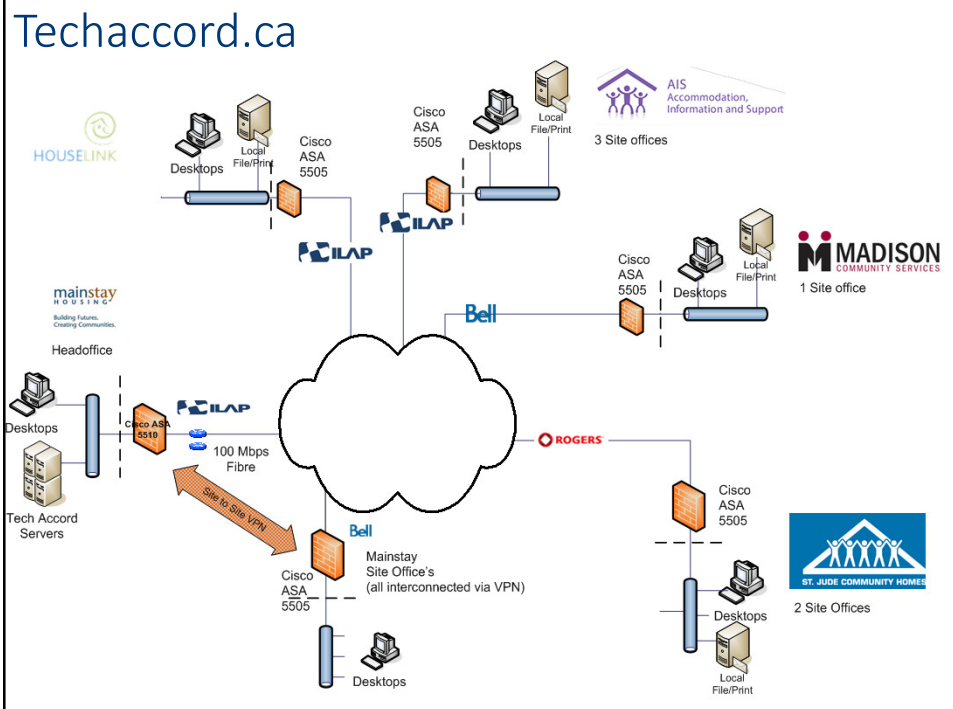


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DIY or the Cloud?




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Gain insight from Surveys

6. What is your learning Style								
	Hands on workshop/Presentation	Personal Learning through self help documents	Online interactive training	Rating Average	Response Count			
What Learning Style do you prefer?	71.1% (54)	19.7% (15)	9.2% (7)	0.00	76			
	answered question				76			
	skipped question				1			

7. If you have access to an internal system from your home or place of work, calculate the percentage of your usage time								
	Less than 10%	More than 10% Less than 25%	Between 25% and 50%	Between 50% and 75%	More than 75%	N/A	Rating Average	Response Count
What percentage of time do you work outside your office location?	30.7% (23)	26.7% (20)	14.7% (11)	13.3% (10)	1.3% (1)	13.3% (10)	2.17	75
How often do you use remote web access to the internal network system?	50.7% (38)	18.7% (14)	6.7% (5)	1.3% (1)	2.7% (2)	20.0% (15)	1.58	75
How often do you use remote web access to check E Mail only?	53.3% (40)	16.0% (12)	12.0% (9)	4.0% (3)	5.3% (4)	9.3% (7)	1.81	75
	answered question				75			


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Thank You for your time and interest!

