



Application for Admission
Fundraising Operations Certificate, Fall 2018

Rice University, Susanne M. Glasscock School of Continuing Studies
Center for Philanthropy and Nonprofit Leadership

PO Box 1892 - MS 550, Houston, TX 77251-1892
Phone 713-348-6009, Fax 713-348-5213

PREREQUISITES:

Completion of six courses offered by the Center for Philanthropy & Nonprofit Leadership.

APPLICATION CHECKLIST

Use the following checklist to ensure you are submitting a complete application:

- Completed Application for Admission
Current resume or curriculum vitae
Personal statement
One letter of recommendation accompanied by a completed Letter of Recommendation form. Must be mailed directly from the recommender to the Rice University address provided on the form.

APPLICATION DEADLINE

For this application to be considered, all documents including letters of recommendation must be received by August 10, 2018. Applications received after the deadline will be considered on a space-available basis, after the initial group of applicants. The early application deadline is July 6, 2018, and admitted applicants from this deadline receive a \$200 discount.

Date of Application _____

Application materials become the property of Rice University and will not be returned.

Preferred salutation: Mr. Mrs. Ms. Miss Dr. Other _____

Name _____

Home Phone _____ Work Phone _____ Cell Phone _____

Preferred email address for communication from the Fundraising Operations Certificate program _____

Home Address _____

City, State, ZIP _____

Name of Employer _____

Your Position or Title _____

Business Phone _____ Business Fax _____

Business Address _____

City, State, ZIP _____

Preferred mailing address for communication from the Fundraising Operations Certificate program: Home Business

Employer's Website Address _____



REQUIRED COURSEWORK

The following six courses are required prior to taking the Capstone, please list the dates of completion or expected completion.

Course Title	Date Completed/Expected Completion
Fundraising Systems Management, Reporting, and Business Intelligence	_____
Essentials of Gift Administration	_____
Donor Relations: Maintaining Strong Relationships with Your Donors	_____
Prospect Research and Analysis	_____
Fundamentals of Constituent Relationship Management	_____
Fundraising Analytics: Leveraging the Power of Data	_____

EDUCATION

List in chronological order all colleges and universities attended, including degrees you have attained.

Name and Location of Institution	Major Field	Dates Attended (from/to)	Degree and Date Awarded
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RESUME

Please provide a current resume or *curriculum vitae* with your application, including work experience for the past 10 years.

OTHER RELEVANT EXPERIENCE

Please list any volunteer work with nonprofit agencies and any other experience relevant to the nonprofit industry.

Agency	Position or Type of Work	Dates
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PERSONAL STATEMENT

This portion of your application is extremely important, and we urge you to take care in the preparation of it. The persons reviewing your application will be assisted in their decisions by a brief and well-written statement from you (no more than two pages in length, typed in 12-point font, double-spaced, one-inch margins) which should include the following:

- various influences that have been important in your intellectual and professional development
- your professional and intellectual objectives in applying to the Fundraising Operations Certificate program

I certify that the information given by me on this application (including all supplementary pages) is complete and accurate to the best of my knowledge. I acknowledge that failure to give complete and correct information can result in dismissal. I also recognize that all participants are expected to conduct themselves in a manner compatible with the University's function as an educational institution and with the rights of all members of the University to attend, make use of and enjoy the facilities and programs of the University without interruption or disruption.

I understand that no refunds will be issued on or after the start date of the program. Fees will be refunded in full when enrollments are canceled in writing two weeks before the program start date. When enrollments are canceled in writing less than two weeks before the program start date, the refund less a 20 percent processing fee will be issued only if a replacement can be found for you.

Signature of Applicant _____ Date _____

Unsigned applications will not be considered.

Rice University is committed to equal opportunity in education and employment. It is the policy of Rice University to attract individuals of diverse backgrounds to its faculty, staff, and student body. Accordingly, Rice does not discriminate against any individual on the basis of race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or veteran status in its admissions, its educational programs or employment of faculty or staff. In employment, the university seeks to recruit, hire and advance women, members of minority groups, individuals with disabilities, Vietnam-era veterans and special disabled veterans.

LETTERS OF RECOMMENDATION

The Fundraising Operations Certificate program requires that each applicant have a letter of recommendation emailed or mailed directly from the recommender to the CPNL office. The letters of recommendation should come from someone who knows your work professionally or understands why the fundraising operations certificate would be important to your intellectual and professional development. If you are working at a nonprofit, recommendations should come from an immediate supervisor or executive director, when appropriate. Recommenders should not be relatives.

Please complete and sign the top portion of the Letter of Recommendation Form included in this application and forward to your recommender.

Please list the name of the person from whom you are requesting a recommendation:

Recommender _____ Relationship to you _____

Please take a moment to tell us how you first learned of Rice University's Fundraising Operations Certificate program:

- Glasscock School of Continuing Studies Catalog
- Center for Philanthropy & Nonprofit Leadership Website
- Center for Philanthropy & Nonprofit Leadership Brochure
- Email from the Center for Philanthropy & Nonprofit Leadership
- Referred by a Friend or Professional Colleague
- AASP
- AFP
- APRA
- Other (please specify) _____

FEES/Cost of Attendance:

\$1,695

Early application discount: **\$1,495**, the early application deadline is July 6, 2018

DISCOUNTS

The Association of Advancement Services Professionals (AASP), Association of Professional Researchers in Advancement (APRA) and the Association of Fundraising Professionals (AFP) receive 15 percent fee/cost of attendance discount.

Fees for those members: **\$1,440**

Fees for members submitting their application by July 6, 2018: **\$1,270**

APPLICATION GUIDELINES - The application general deadline is August 10, 2018.

When you are ready to submit your application, gather all supporting materials together. All required items (except letter of recommendation) should be submitted together in the same envelope. You may mail the application packet or have it delivered by courier to the appropriate address listed below. Letter of recommendation should be mailed directly from those individuals or institutions to the same address.

You may also fax your completed application materials to 713-348-5213 or email to cpnl@rice.edu.

It is a good idea to submit your application and supporting documents at least one week before the stated deadline so we have adequate time to assemble all items related to your application. CPNL does not accept responsibility for lost mail and postal or courier delays. The office sends emails to applicants when applications are complete and ready for review.

All supporting materials and correspondence concerning your application should be mailed to:

Rice University
Susanne M. Glasscock School of Continuing Studies
Center for Philanthropy and Nonprofit Leadership
PO Box 1892 - MS 550
Houston, TX 77251-1892

Please contact the CPNL program coordinator 713-348-6009 or cpnl@rice.edu with any questions.

The initial processing begins once we have received the complete set of application materials. You must assume responsibility for making your application complete by the appropriate deadline. You will receive a status message via email.

Interviews, as appropriate, may be scheduled after the initial screening of applications.

The admissions committee meets shortly after the application deadline. Candidates will be notified of their status as soon as possible after those dates.

For those who are accepted, full payment of the cost of attendance is due by Sept. 17, 2018, to guarantee your place in the program.

Satisfactory attendance and participation is required to remain in the program.



Letter of Recommendation Form
Fundraising Operations Certificate, Fall 2018

Rice University, Susanne M. Glasscock School of Continuing Studies
Center for Philanthropy and Nonprofit Leadership
PO Box 1892 - MS 550, Houston, TX 77251-1892
Phone 713-348-6009, Fax 713-348-5213

TO BE COMPLETED BY THE APPLICANT

Name
Street Address
City, State, ZIP
Email Address

I waive/do not waive (circle one) my right of access to this recommendation under the Family Educational Rights and Privacy Act of 1974, which provides the right of access to records only to those students who are admitted and who matriculate into the program. I understand that this recommendation will be used by the CPNL office solely in its procedures relating to admission.

Signature of Applicant
Date

TO BE COMPLETED BY THE RECOMMENDER - Final due date is on or before Aug.10, 2018 or by the early deadline of July 6, 2018.

The person named above is applying for admission to the Fundraising Operations Certificate at Rice University. The admissions committee is interested in the applicant's qualifications, skills and abilities, as well as their ability to speak and write well and work independently. Is he or she motivated and disciplined? How in your opinion would completion of the Fundraising Operations Certificate program be important to his or her intellectual and professional development? We appreciate your candid evaluation of the candidate's strengths and weaknesses in these areas as well as any other information you consider relevant. Please attach your letter on personal or organizational stationery.

Name
Employer Your Position or Title
Address
City, State, ZIP
Business Phone Email Address
Relationship to Applicant
Signature of Recommender
Date

