

Compass Points Nonprofit Business Management
Portfolio Project
Fall 2023

For your portfolio project, you may choose one of the following options. Your project is due to Joel Winchip in Word format via email by 5 PM on Friday, October 30, 2023.

Cost Analysis on a New or Renovated Building or New Program

Using an Excel spreadsheet, create a cost analysis for a new building, a building renovation, or a new program of your choice. Your spreadsheet should include construction or start up, staffing, implementation, and operations costs for two years. In addition to the expenses listed, include the projected revenue earned from the new resource. Include a one-page narrative that gives a description of the new building or program.

Risk Management Site/Program Assessment

Choose one building or program at a camp or retreat center. Create a PowerPoint presentation highlighting a minimum of 10 hazards or risks. Use photos and narrative to describe the hazard as well as the controls or changes needed to mitigate the risk.

Create a Style Guide and Marketing Bank

Create a style guide *and* marketing bank for your organization.

- Your style guide should include policies for use of your logo, brand colors, fonts, and editorial styles. (Final document should be 4 to 6 pages.)
- At a minimum your marketing bank should include logos, photos, bios and head shots of key team members, boilerplate text, appropriate calendars, and your style guide. Items should be organized in an electronic folder. You will submit screenshots of the folder and subfolders in your marketing bank and two examples of boilerplate text.

Operations Redline Review of Policy Manual

Review your organization's policies. This may be an employee handbook, guest contract, housing contract, or other policy manual. Using the track changes and notes features of Word, make a minimum of 10 changes, additions, and subtractions from the document. At least one new policy should be added. Policy additions should be written in full. Write a paper using bullet points to provide an explanation for each change. (Maximum length of paper: 3 pages.)

Questions? Please ask us!

Lauri SoJourney – 828.550.2672 (c) / lesojourney@lesojourney.com

Mike Huber – 315.729.4466 (c) / mhuber@lakejunaluska.com