

**Week One:**

This particular week was about deciding which project has priority and to when can I actually work on them. I found it very helpful to meet with another classmate who also has an interest in learning about various CRM and fundraising programs for professional development purposes. Additionally, the links in the Diigo list from Eric helped to streamline my search but I have not started on the actual review of the sites and their accompanying materials. This was the week where members of the Emerging Leaders in the Arts Network (ELAN) was hosting their annual fundraiser and as a member of the Development, Operations, and Entertainment committees, I was preoccupied with working on documentation for this event, along with participating in my first focus group for the Professional Project.

**Week Two:**

Turned in my project proposal with timelines and by doing this particular exercise, it one) helped me to remember certain functions with the UO blog site as I had forgotten to use them and two) to strongly visual what I am capable of accomplishing. I am finding that the earlier start time to the class is not helping me productivity wise as the class is meeting in a very public space and then there is the disruption of movement. While it was nice to be outside one evening, I felt my level of interest and productivity wane as I got comfortable in one place and then had to move. If there was not a class scheduled prior to our's, this would not be an issue, but a part of me wishes to go back to the 6pm time and just meeting in the lab or having an alternate location predetermined a day or two in advance. If it works for others, meeting at Sam Bond's Foundry on E 8th is recommended as it is in walking distance of class, they have delicious food, and good beer. (I am in love with Portland Cider Co.'s Maui Cruiser and Sam Bond's Filbert Brown.)

**Week Three:**

As of Tuesday the 12th, I have not done much in the way of creating a CRM cheat sheet, though I am documenting the CRM or database software I have used in previous jobs and then adding that information into a master resume. One database I forgot to think about is Filemaker Pro, I used some of the basic functions while working in the Architecture Department this summer. My hope is that one-on-one time with Eric will enable me to hone in on what I really can accomplish in the next seven or so weeks and to maintain my own sense of momentum.

I was able to speak with Eric on the 12th and he made a few recommendations for organizing my information that I will take into consideration and apply as needed. As Eric only met with half of the class on the 12th, I was not required to attend on the 14th.

**Week Four:**

No class on the 19th but I did spend time to work independently on researching and structuring my CRM cheat sheets. I have created five different tabs of sheets based on the major

functionality the CRM or database product is used for, examples are CRM, Fundraising, Email, Volunteer, and Project Management. During my research, I have learned that there are dozens of CRM programs that can be very specific in their offerings or very baseline but the most comprehensive one I have found that is best suited for nonprofits is Neon CRM as it provides CRM functions along with email, volunteer, fundraising, and social media management. I feel very strongly about recommending a program like this for anyone who wants to streamline their system and not have to pay multiple companies for various programs.

Made some additions and adjustments on April 21st, along with a quick update to the class, but I have not made as much progress on the document since the 19th.

**Week Five:**

I did not attend Tuesday the 26th's class as I opted to support Oregon Supported Living Program's Tacos, Bikes, and People event at Tacovore. This was their first time partnering with Tacovore to help celebrate OSLP's upcoming 100km bike ride on May 7th. Proceeds from the sale of all goods for this day will go to OSLP and it was also a great opportunity to do some field work on the organization as part of my work with them in the professional project.

After attending the special event, I prepared the information that I will present for Thursday's class and to post to my e-portfolio.