



BVU would like to invite your organization to participate in an Ask the Expert event that is being offered virtually by Medical Mutual of Ohio (MMO) through BVU’s Skills-Based Volunteering Program. This year the sessions will be held virtually during the week of November 9th.

Teams of MMO employees who are experts in data management with Excel, Access, and various other tools will meet with partner nonprofits to help develop new solutions to manage data. Potential topics include:

- Learn how to maximize Access or Excel to help your nonprofit
- Understand how to better manage your data and information
- Learn how to develop better reports for funders and strategic decision making
- Increase your working knowledge of PivotTables, Graphs, Macros in Excel
- Increase your knowledge of tables, data management and interfacing with other tools

Interested nonprofits should submit the below information to Kimberly Simpson-Kee (ksimpsonkee@bvuvolunteers.org) no later than Friday, October 9, 2020. Consultants from MMO will review the requests to determine capability and pair you with a designated MMO employee. This training and assistance will be one-on-one to address specific questions or issues and is not intended to serve as an overall training for Access or Excel. Please feel free to submit your projects on a different document if you need more space than what is provided below.

Project Interest Areas:	Project Details – include the type of data/information, specific help needed, objectives and/or desired outcomes	Software and Year
Information and data management in Excel or Access		
Individual training on report writing and customization for Access or Excel		
Individual training on PivotTables, Graphs, Macros in Excel		
Individual training on how to maximize Access or Excel		
Individual training on tables, data management and interfacing with other tools		

Please Provide:

Name of Nonprofit Contact (Attendee)	Phone
Name of Nonprofit Organization	Email
Preferred Date & Time (Nov 9-12, 3 hour block of time)	2nd choice Date & Time (Nov 9-12, 3 hour block of time)

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Contact Kimberly Simpson-Kee with questions: (330) 762-9670 or ksimpsonkee@bvuvolunteers.org Thank you!