

## **Family Organization Handbook**

The Handbook is a compilation of readings and tools created and collected by the Colorado Chapter of the Family Federation for Children's Mental Health. The intended audience for the handbook are those paid and volunteer staff members who work with and for the Federation and family members who are served by the Federation.

The Handbook is divided into 5 sections, i.e. **Recruitment, Organization Development, Creating Partnerships, Fund Development, and Education and Special Projects.**

The document was created in **MS Word 2000** and may be printed or accessed from this program. Word 2000 permits easy navigation from the table of contents page to any article within the section. A "hand" cursor appears on the table of contents page and permits the user to select the desired reading by clicking on it. The reading selected is immediately available to the user. Selecting the "Back" arrow from the tool bar will return the user to the table of contents.

Many of the readings were acquired from the Internet and when viewed in Word 2000 enable the user to take advantage of numerous links that have been included in the reading. When the user is viewing the material in MS Word, clicking on the blue underlined link will activate the Internet browser and open the selection on the Internet.

Each section is discrete and may be printed as a stand-alone. This design permits the user to easily choose the material of interest by section. Successive selection and printing of the sections will enable the user to produce a complete hardcopy for compilation into a binder..

Certain selections from the Internet can pose a problem for MS Word 2000 in the maintenance of footer formatting. Formatting was lost in two of the readings, i.e. "Communicating Across Cultures, Part 1" in the section on Creating Partnerships, and "55 Ways For Board Members to Raise \$500" in the Fund Development Section. The omission of the footer from these pages is a function of the formatting used in creating the Internet page and cannot be avoided. Correct pagination is maintained within the Microsoft document so essentially the loss is strictly cosmetic.

The Handbook is published on two floppy disks and a CD. It is suggested that back-up working copies of these disks be made prior to viewing the contents, the originals filed with the hard copy of the Handbook as an archive, and the backup copies used for routine user access of the data. It is highly recommended that the CD be copied to a hard drive for faster access. The data will require somewhat more than **2MB of free space** to load successfully on the hard drive of your machine.