

Nonprofit Newsletter

A Doceo Office Solutions Publication

Delivering Relevant News & Office Technology Tips to the Nonprofit Community.

Event Spotlight



Pictured above from left to right: Scott Sidor (Marketing Specialist, Doceo Office Solutions), Matthew Carey (CEO, LifePath Christian Ministries), Dan Katz (Director of Chaplains, Good News Jail & Prison Ministry), Bill Duick (Dispatch Manager, Doceo Office Solutions) and Tom Kuhn (Vice President of Sales, Maryland, Doceo Office Solutions)



The first-ever Good News to LifePath Golf Invitational was held on August 20, 2018 at Regents' Glen Country Club in York, and it was a day filled with fun and fellowship for the 138 golfers who participated.

For the partnership of Good News Jail & Prison Ministry and LifePath Christian Ministries, it was a day that underlined the powerful and faithful support of our sponsors, advertisers, donors, ambassadors and employees.

While the complete numbers are not yet in, over \$52,900 was raised to benefit the two ministries, who share the mission of serving the forgotten, and transforming our struggling neighbors here in York County.

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For more information about these two organizations, visit lifepathyork.org and goodnewsjail.org.

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NONPROFIT DIVISION

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OFFICE SOLUTIONS

Doceo has provided multifunction and desktop printers, production systems, wide-format systems and software solutions to businesses and nonprofits across Central Pennsylvania and Maryland since 2004.

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8 Ways Nonprofits Can Fight Cyber Attacks

By: Julia Campbell*

Online fraud and cyber scams have increased 270 percent in the past two years, according to the FBI.

Nonprofits need to start paying attention, because smaller organizations and businesses tend to be targeted by cyber criminals, due to the lack of tech savvy and sophisticated cyber security measures.

The reasons for nonprofits to be concerned about cybersecurity are numerous:

- Nonprofit websites that end in .org are often targets of hackers because websites ending in .org are highly ranked by Google. That means they usually show up early in search results leading to high visibility.
- Nonprofit organizations handle volumes of sensitive data every day. Client records, donor information, confidential emails, and hundreds of other transactions pass through our agencies.
- For a sector that relies heavily on donor trust and confidence, a cybersecurity breach can be fatal, especially for small organizations.

How concerned should nonprofits be in the face of recent cyber attacks and security threats? How can we ensure that our sensitive data is secure, and how can we assuage donors' fears as more and more hacking scandals come to light?

Here are eight tips for how your nonprofit can respond to cybersecurity threats in the New Year.

1.) Make it a priority. In an interview with Third Sector Today, Cyber Security Expert Chris Dufour recommended making data security a priority for all organizations, much like making payroll.

Dufour warned against falling prey to the common myth – “Who would want to hack US?” If you are a small organization, you may be a more desirable target than a larger company.

You never know who may have “nefarious purposes” online – it’s always better to be safe than end up on the front page of the local or national newspaper.

2.) Upgrade your computers and software. Many nonprofits I know still use Windows XP, even though it is more than a decade old. Did you know that Microsoft completely has stopped supporting and sending security patches and updates to Windows XP?

That means computers running the outdated software are now much more vulnerable to cyber attacks and hackers - and these criminals know it.

The older your operating system, your computers and your network, the more susceptible they are to data breaches – it’s as simple as that.

3.) Train and inform employees and volunteers. You may assume that your employees and volunteers understand terms like spear-phishing and how to recognize malicious links in emails and website pop-ups. Never assume!

Get professional training on how to protect against viruses, malware, spyware and other items that can easily be added to nonprofit computers with just the click of a button. Make sure everyone who has access to the organization’s computers is on the same page and alert to these kinds of threats.

Develop strict policies on what employees can download from the Internet and have restrictions on downloading new applications without the sign-off of an IT person or supervisor.

4.) Focus on passwords. Do not have the same password for every social network and website you access! Change it slightly and make sure to keep that information in a secure location.

What makes a great password? According to Tony Bradley, there are at least six ways to build a secure password. They include mixing up the types of characters you use (numbers, letters, symbols) and not using words you can find in the dictionary.

5.) Invest in reputable nonprofit technology. Do you still send PDF attachments through Outlook for your email newsletter? Is your database kept in an Excel Spreadsheet on your desktop?

It’s time to do better. Use an email provider like Constant Contact or MailChimp to send email blasts and fundraising appeals. Explore purchasing a CRM system to keep information on donors, volunteers, supporters and the like.

Investing in reputable, dependable technology systems for your organization is a huge step in securing data and ensuring efficient processes for years to come.

6.) Use a reputable online payment processor. Many donors want to give online. But donors will not give online if the payment process is complicated and insecure. From what I have seen online, the majority of nonprofits use PayPal, but I recommend giving donors at least one other option as well. You might consider third-party services specially designed for nonprofits, such as Network for Good or Razoo.

Also, be aware how fraudsters can use your donation pages to process fake donations using stolen credit card numbers.

7.) Stay calm. Do not think that because of the recent rash of cyber attacks that you should panic and shut down all services connecting to the internet. That would not be wise nor practical.

Using cloud-based services like Google and storage applications like Dropbox are among the most cost-effective tools for nonprofits. The key is to ensure that the data stored in the cloud is secure and encrypted.

8.) Stay informed. Privacy policies constantly change. It is our responsibility as nonprofit professionals to be aware and informed of these changes and how they will affect our nonprofit data security.

It is important to remember that this is an age of very limited privacy – if there is still any real privacy at all. Being as transparent and accessible as possible is vital to build and maintain trust with your supporters and with the community at large.

Source: * Julia Campbell. “8 Ways Nonprofits Can Fight Cyber Attacks.” *The Balance Small Business*, 22 March 2018, <https://www.thebalancesmb.com/better-nonprofit-cyber-security-2502537>. Accessed 27 August 2018.

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Good News provides ministry to prisoners and staff at the York County Prison, with the work of three Christian Chaplains and hundreds of faithful volunteers. The Chaplains serve as evangelist, pastor, counselor, mentor and friend to those incarcerated and the staff who guard and protect them.

At LifePath, the Learning Center is the key to the organization's mission, ...to wholistically equip (our clients) to flourish in life and the community. The Learning Center is a crucial component in the recovery process for these men and women. It is here they learn critical skill sets like: Resume Building, Job Interviews, Budgeting, Time Management, and more!

LifePath and Good News are grateful for the support of Doceo and the many other businesses and organizations who supported the event with donations, in-kind contributions, as sponsors or by sending golfers!

Stay in touch with these organizations by visiting their websites at lifepathyork.org and goodnewsjail.org.



Bill Duick (Dispatch Manager,
Doceo Office Solutions)



Tom Kuhn (Vice President
of Sales, Maryland, Doceo
Office Solutions)

Thank You!

From all of us here at Doceo, we would like to thank our customers for helping us achieve these awards:



WWW.CPBJ.COM



WWW.INC.COM

Testimonials



“

We have been able to do so much more with this printer than we even realized we wanted when we made the initial purchase. We have been able to determine through cost analysis that we can now do some of our printing in house—which we used to outsource—for less money. This has saved us both money and time, as we are no longer having to deal with unforeseen printing delays. We have also been able to reformat and streamline a lot of our monthly mailings using features included on our machine.

”

Kelly Grecco

Office Manager
Mason-Dixon Youth for Christ
Hampstead, MD



“

Doceo made the transition as seamless as possible. They even took point on assisting the Center with facilitating the change out of equipment. The whole team provided stellar customer service.

We are a small non-profit with a big mission and we count on our vendors to provide outstanding customer service so that we don't miss a beat in delivering our health education mission. I know we can count on Doceo to keep us moving.

”

Anne E. Bahn

President/CEO
Byrnes Health Education Center
York, PA

For more, visit mydoceo.com/testimonials

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What's Inside?

► FALL 2018

Nonprofit Newsletter

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*Additional Sales & Service Locations in:
Harrisburg, Lancaster, Hanover, Carlisle, Baltimore & Westminster*

Welcome to Doceo!



Vickie's Angel Foundation (New Cumberland, PA)

*Pictured above from left to right:
Mickey Minnich (Founder & CEO,
Vickie's Angel Foundation), Kristen Wolf
(Technology Consultant, Doceo Office
Solutions) and Christine Rapp
(Director of Development,
Vickie's Angel Foundation)*



Hanover Area Council of Churches (Hanover, PA)

*Pictured above from left to right:
Judie Weiss (Administrative Assistant,
Hanover Area Council of Churches),
Carol Hinkle (Executive Director,
Hanover Area Council of Churches) and
Laura Becker (Technology Consultant,
Doceo Office Solutions)*



Hershey Public Library (Hershey, PA)

*Pictured above from left to right:
Michael J. Black (Chief Sales
Officer, Doceo Office Solutions)
and Laura O'Grady (Library
Director, Hershey Public Library)*