

FUNDRAISING CHECKLIST for BOARD MEMBERS

INSTRUCTIONS: Answer the following questions to determine your level of understanding of board members role in fundraising. The questions represent the many ways board members are expected to fulfill their role of helping to ensure the financial stability of their nonprofit.

YES NO

- Do I understand the organization's PLANS and PROGRAMS for fundraising?
- Do I fully understand and endorse the CASE for why someone should contribute?
- Do I myself CONTRIBUTE to the fullest measure within my means?
- Do I continually offer additions to the MAILING LIST?
- Do I assist staff in IDENTIFYING and EVALUATING PROSPECTS – individuals, corporations and foundations?
- Do I sign up for contributions of items to be used in SILENT AUCTIONS?
- Do I offer SUGGESTIONS for prospective SPONSORS for special event?
- Do I share in CULTIVATING KEY PROSPECTS?
- Do I make INTRODUCTIONS for others to make a solicitation visit?
- Do I offer to ACCOMPANY others on solicitation visits?
- Do I write follow-up, acknowledgment and thank you LETTERS to donors?
- Do I write PERSONAL NOTES on annual appeal letters?
- Am I prepared to make a SOLICITATION myself?
- Do I SELL TICKETS to special events, or invite friends to attend?
- DO I DO WHAT I SAY I WILL DO?