

SAMPLE

Board Member Donor Relations Checklist

All Board members will do the following:

- 1. Give a personal financial contribution. In July, each Board member will be personally contacted for his/her fiscal year pledge. Each Board member is expected to make his/her pledge no later than August 31.
- 2. Make personal thank-you calls to major donors periodically during the year.
- 3. Attend the Mayor's Charity Ball in order to cultivate relationships.
- 4. Attend the Lasagna Supper and write 'thank you' notes to donors.
- 5. Actively participate in all pertinent board areas in the Fund Development Plan

In addition, each Board member will select a minimum of three of the following activities:

- 1. Host and/or bring people to a cultivation gathering for the organization.
- 2. Host organization major donors and prospects in your home at least once a year.
- 3. Write personal notes on direct mail letters.
- 4. Partner with another Board member or staff to cultivate relationships and/or solicit gifts.
- 5. Solicit gifts personally.
- 6. Secure auction items for the Mayor's Ball.
- 7. Recruit corporate sponsors the Mayor's Ball.
- 8. Get people to attend the Mayor's Ball, e.g. fill a table of 10 or fewer guests.

Board Member's Signature

Date

Board Chair's Signature

Date

Executive Director's Signature

Date