*Insert your organization’s name or logo*  
**Board of Directors Fundraising Plan Form**

January 1 to December 31,  *insert year*  
*insert current year* operating budget: $\_\_\_\_\_\_\_\_\_\_\_\_\_

Each board member will complete this form annually in conjunction with the board president, CEO/Executive Director, and/or Development Director.

Board Member Name:

Date:

**PERSONAL COMMITMENT**Board members are each expected to make an annual financial contribution *of at least (insert amount)* **OR** that is meaningful to them. We ask that you consider an amount that represents a significant gift for you.

My personal donation for this year will be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I will make my gift:

□ One time by (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ or □ 4 quarterly payments or □ 12 monthly payments.

Additionally I will:  
□ purchase event tickets (quantity) \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

□ Sponsoring an event.

□ Include *organization name* in my estate planning.  
□ I would like to have a conversation regarding including *organization name* in my estate planning.

**FUNDRAISING COMMITMENT** *You may suggest a minimum number of tasks for board members to commit to completing this year.*

I will do the following by the end of this year:

□ Provide a list of personal contacts to build the organization’s contact list.

□ Make personal introductions to personal and/or business contacts.  
□ Participate in donor meetings (talking about the organization, not asking for money).

□ Make thank you calls to donors (does not involve asking for money).

□ Send personalized handwritten thank you notes/cards to donors.  
□ Sell event tickets or obtain event pledges *(if you have a pledge event)*.

□ Seek sponsors for events.

□ Arrange and/or make presentations to community groups.

□ Obtain auction items *(if you have an auction)*.

□ Host a house party or small get-together at my home to promote the organization.

□ Share targeted fundraising email and social media messages with friends, colleagues, and family.

□ Identify and make business/corporate and/or foundation contacts.

□ Create a third- party event with a business partner (e.g., percentage of sales for a day or week).

□ Write grant proposal and/or identify local family foundations.

□ Make media connections and/or connections to local celebrities or officials.

□ Table at events to grow the USPS mail and email lists.

□ Help organize a specific program or fundraiser, such as an online photo contest, memorial donation program, monthly giving program, planned giving, end-of-year giving, or other specific program the organization approves.

Other ways I plan to support fundraising efforts.

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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We ask all board members to:

* Follow the organization’s social media pages and like and share posts, as it helps our posts get more exposure.
* Be an ambassador for the organization by talking about our work with friends, family and colleagues.

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Board Member Name and Signature

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Board President/CEO/ Development Director Name and Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date