

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.

- _____
- _____
- _____
- _____

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.

Board Member Name and Signature

Board President/CEO/ Development Director Name and Signature

Date