

## BOARD MEMBER FUNDRAISING CHECKLIST

Frequently, Board members of non-profit organizations lament that they are not comfortable, or not able, or even not willing to help solicit contribution and grant support for their favored organization. With that in mind, I ask them from the checklist below what precisely they cannot do. After I review this list with them, I note that if they and their fellow Board members will undertake the first nine steps, I will go around and pick up the contributions for them!

- I have a clear picture of the mission, priorities and funding needs of my organization.
- I understand and endorse the “case” why someone should give anything, at any time, to my organization.
- I contribute to the fullest measure within my financial means.
- I assist staff in identifying and evaluating potential donors.
- I share in the personal contact and “cultivation” of key potential donors.
- I make introductions for others to make solicitation visits.
- I accompany others on solicitation visits.
- I write follow-up and acknowledgement letters.
- If necessary, I am prepared to solicit a gift from a potential donor.
- And, most importantly I do what I say I will do.