The operating budget for _______________ consists of revenue and contributions from __________, __________, and __________. In order to maintain a successful fundraising program that gives _______________ the opportunity to deliver our mission as completely as possible, all board members are expected to participate in activities to raise money throughout the year and to make their own personal gift.

Please complete this as your ______ fundraising plan by choosing the fundraising activities you will participate in, setting goals in those areas, and confirming your personal gift.

Individual board fundraising plans should be completed before or by ___________ and submitted to _____________________.

1. **Individual Donor Prospects: The ABC’s**
   Building a broad individual donor base is the foundation for fundraising success. Below, please list individual donor prospects with whom you can cultivate a relationship, introduce to the organization, and ultimately solicit for financial support over the next 12 months. We can help with this process. Ideal donor prospects will have the ability and capacity to support the work of _______________ with a meaningful contribution, belief and interest in the work of _______________, a connection relationship to you and/or _______________. The _______________ is available to work with fellow board members to identify and vet viable donor prospects.

<table>
<thead>
<tr>
<th>NAME OF PROSPECT</th>
<th>ABILITY</th>
<th>BELIEF</th>
<th>CONNECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2. **Donor Cultivation & Stewardship**
Solicitation and stewardship of major donors and prospects often include a face-to-face meeting. Board Members play a key role in these meetings as both governance leadership and as fellow financial supporters, both of which successfully leverage increased support for our organization.

Are you willing to attend donor meetings?  YES _____  NO _____

_____ I’m not ready for this yet, but with training and practice I would like to participate in donor meetings in the future.

3. **Engagement through Special Events & Staff-Led Efforts, including the Annual Appeal**
This engagement includes _______, _______, and _______ (events and activities). Individuals can be engaged through ticket sales, sponsorships, and/or in-person appeals.

**I will help to raise funds for the following events or activities:**
(Identify Activity)

________________ YES _____  NO _____
________________ YES _____  NO _____

**I will raise funds for the Annual Appeal letter through the following activities:**

Adding personal notes: YES _____  NO _____
Identifying additional recipients: YES _____  NO _____
Reaching out on my Facebook and/or LinkedIn page: YES _____  NO _____

I can commit to _____ (insert number) of names based on relationships I have with current or prospective donors.

My own contacts: YES _____  NO _____

Social media promotion: YES _____  NO _____

Other: __________________________________________________________________________

My goal will be to raise $________ through Special Events & Appeals.

4. **Hosting an event at my home – Board Led Outreach**
Home events are used to educate our friends and donors about the work of ____________ and are a ripe opportunity to raise money and cultivate new donor prospects. By hosting a party, Board members underwrite the cost of food and drinks and open up our homes/spaces to the foundation and help generate attendance by inviting prospective donors in our networks.

I am available to host a party at my home: YES _____  NO _____

Best time of year: Winter _____  Spring _____  Summer _____  Fall _____

I have a friend/colleague who I will ask to host a house party: YES _____  NO _____

The name of my friend is: __________________________________________________________

My goal to raise $_______ through a house party.

_____ I am unable to host this year, but will consider in the future.
5. **Thank-You Calls to Donors & Supporters**
   This part of the fundraising plan involves calling donors just to say “thanks.” It’s not a pitch for money, but just an opportunity to thank the donors for their support, answer any questions they may have, and learn more about the donor. You will be given information and assistance to make these thank you calls.

   I will make thank-you calls to donors and supporters: YES _____ NO _____

6. **Other Ways to Support Fundraising**
   I have expertise or interest in the following areas: __________________________________________

   I have foundation and/or corporate contacts that I can share: ________________________________

7. **Personal Contributions**
   Board members are each expected to make an annual financial contribution. There is no minimum amount; we ask that you consider an amount that represents a significant gift to you. (If there is an amount, include here). To make this gift, consider pledging an amount early in the year and making pledge payments over the course of the year. You should also include any gift match possibilities from your employer if applicable.

   My personal donation for _____: ______________.

   I will pay my pledge: _____ at one time, 
   by _____ (date); _____ in 4 quarterly payments; _____ in 12 monthly payments.

   My employer match for my total gift to ______________: ________________________

   _____ I’d like further support in setting my fundraising goals - ___________ Committee, 
   please contact me!

   **Additional Comments:**

   I agree to fulfill the above-stated fundraising goals to the best of my ability for the stated calendar year.

   ___________________________________    ____________________________
   Board Member                                                                               Date

   ___________________________________    ____________________________
   Board Member                                                                               Date

*Adapted from William Cordery of Astraea Lesbian Foundation for Justice in *Grassroots Fundraising Journal*, January – February 2014*