

**<Organization> Board of Directors
Individual Fund Development Plan
July 2008-June 2009**

Please complete this form as your 2008-2009 fundraising plan, by confirming your personal gift, choosing the donor development activities you will participate in, and setting goals in those areas. It is important that each Board member commits to at least one donor development activity. Please complete your plan on or around the start of the fiscal year (July 1, 2008).

Make a personal donation. Board members of <Organization> are each expected to make an annual gift in an amount that is personally significant to them. To make this gift, consider pledging an amount early in the year, and making pledge payments to achieve this amount.

My personal donation for 2008: \$ _____ by date(s): _____

My company will match this amount: \$ _____

Donor Development Activities

1. Prospective Donors

- Provide a list of prospects for donor cultivation and solicitation.** The development director and fundraising committee will work one-on-one with you to develop an effective strategy for inviting your family, friends or colleagues to support the work of <Organization>.

My goal to raise through donor cultivation: \$ _____

- Arrange a prospective donor meeting with an individual, corporation, foundation or governmental agency that can provide new funding to <Organization>.** Solicitation of prospective funding is more effective when personal contact is made. If you know any individuals, and/or anyone in a corporation, foundation, or government agency that you can introduce personally to <Organization> staff and participate in a meeting, you can play a key role in <Organization>'s fundraising. Additionally, you may know of trustees who can make discretionary grants to <Organization>, or can be especially helpful in advocating for <Organization> on key proposals.

I am interested in facilitating a donor meeting or specific communication with foundation trustees.

For discretionary trustee grants or corporate gifts, I will solicit for \$ _____

- Watch for names of prospects from annual reports, newspapers, etc., and send to staff.**
- Host a house party or invite a friend to host a house party.** While house parties are not our top priority this year, they can be used to educate our friends and donors about <Organization>'s programs and are also an opportunity to raise money. By hosting a party, you underwrite the cost of food and drink, and open up your home to friends and family.

Months that are best for me: _____

I have a friend who is available to host

2. Major Donor Cultivation / Solicitation

- Participate in major donor fundraising by serving as a contact, participating in a meeting, and/or making ask(s).** Raising unrestricted funds is an important component of <Organization>'s fundraising plan and solicitations from major donors is an important strategy.

My goal to raise through major donor fundraising: \$ _____

- Make thank-you calls to donors and supporters.** This activity involves calling donors just to say "thanks". It is not a pitch for money, but just an opportunity to thank the donors for their support, answer any questions, and learn more about the donor. You will be given information and assistance to make these thank you calls.
- Write notes to major donors on event invitations, annual solicitation letters, etc.**

3. Events

- Solicit a sponsor for an event.** <Organization>'s Party for the Planet and other potential community events are a good opportunity to solicit corporate sponsorship, or to invite the support of other potential donors. We will let the Board know in advance about the scheduled events so you have enough time to solicit sponsors.
My goal to raise through an event: \$ _____
- Attend <Organization> events and send information on donors and prospects to staff.**
- Invite friends and relatives to <Organization> events.**

4. Other

- Other ways to support fundraising.** Please include ways you can volunteer your services to <Organization> or other ways you hope to raise funds for the organization (e.g., auction items).

My overall fundraising goal: \$ _____

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

Board Member

Date