Board of Directors

**Individual Fund Development Plan**

Organization X’s current budget of $\_\_\_\_\_\_\_\_\_ consists of contributions from individuals, foundations and corporations. In order to maintain a successful fundraising program, all board members are expected to make their own personal gift and to participate in activities to raise money from individual donors.

Please complete this as your \_\_\_\_\_\_(year) fundraising plan, by confirming your personal gift, choosing the fundraising activities you will participate in, and setting goals in those areas. Please make sure your plan is completed before or by the \_\_\_\_\_\_\_\_\_\_\_\_ (date) board meeting.

* *Make a personal donation*. Board members of Organization X are each expected to make an annual financial contribution. There is no minimum amount, and we ask that you consider an amount that represents a significant gift to you. To make this gift, consider pledging an amount early in the year, and making pledge payments over the course of the year.

**My personal donation for this year is: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I will pay my pledge:**

**\_\_\_\_ at one time, by \_\_\_\_\_\_\_\_\_(date); \_\_\_\_\_ in 4 quarterly payments;**

**\_\_\_\_ in 12 monthly payments**

* *Provide a list of prospects for donor cultivation and solicitation.* The Development Director 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 X.

**List of Prospects:** 1.

2.

3.

4.

5.

* *Participate in donor meetings.* Many of our solicitations to major donors and prospects include a face-to-face meeting. Board Members play a key role in these meetings.

**I am interested in attending donor meetings: yes no**

The best times for me are: morning

afternoon

evening

* *Invite friends and family to participate in our Special Events.* This includes the annual \_\_\_\_\_\_\_\_\_\_ (type of event), and our signature annual dinner, held in \_\_\_\_\_\_\_\_\_\_\_\_.

**I will raise funds for the following:** Event #1: yes no

Annual Dinner: yes\_\_\_ no\_\_\_\_

###### My $ goal to raise through Special Events: $\_\_\_\_\_\_\_\_

* *Make thank-you calls to donors and supporters.* This new program 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 that 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**

* *Host a house party or invite a friend to host a house party.* House parties are used to educate our friends and donors about the services that Organization X offers, and is also an opportunity to raise money. By hosting a party, you underwrite the cost of food and drink, and open up your home to the Organization X family.

**I am available to host a house party: yes no**

Best time of year: Winter\_\_\_\_\_ Spring Summer Fall

I have a friend 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 $\_\_\_\_\_\_\_\_\_**

* *Other ways to support fundraising.*

**I have expertise in the following areas:**

##### My overall fundraising goal is $\_\_\_\_\_\_\_\_\_\_

**\_\_\_*I’d like help in setting my fundraising goals- please contact me!***

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

Board Member Date

Board President Date